



cigre

For power system expertise

CIGRE Webinar Friday 25th January 2019

Guidance on Preparing a Paris Session Paper

Guidance on Preparing a Paris Session Paper



Introduction

- You may wonder why we consider it would be useful to present a Webinar giving guidance on how to prepare a paper for the CIGRE 2020 Paris Session
- The reason is that the Paris Session is very different from the majority of conferences throughout the world in the way in which papers are dealt with
- Furthermore the process for the production of papers is very prescriptive and must be adhered to accurately
- This Webinar is intended to explain the process and take you through it step by step to try to ensure that your paper preparation will run smoothly

Guidance on Preparing a Paris Session Paper

Explanation of the Paris Session

- At the Paris Session each Study Committee will have a **Group Discussion Meeting**. The papers which we are discussing in today's presentation are prepared in conjunction with these meetings, **however the papers are not actually presented during the meeting**
- Instead all of the papers for that Study Committee are read by one or more **Special Reporters** who produce a **Special Report** consisting of a number of questions for discussion which incorporates the gist of all of the papers. The questions are organised by **Preferential Subject**
- A copy of the preferential subjects can be obtained by clicking on the following link:

https://drive.google.com/open?id=1tJK8_YPR03C9ZTt_0WThxbAo-vd1pmt5



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For power system expertise

CALL FOR PAPERS

CIGRE SESSION 48
23-28 August 2020
PARIS / FRANCE

Receipt of synopses at Central Office: 28TH JUNE 2019 *

Notification of acceptance: 15TH OCTOBER 2019

Receipt of full Papers at Central Office: 14TH FEBRUARY 2020

* Please contact your National Committee to know by which date they need to receive your synopsis for a prior screening.

There is no individual presentation of Papers during Group Discussion Meetings. **Special Reports** give the essence of Papers with questions for the audience. Authors will have the opportunity to present their Paper during **Poster Sessions**.
If your Paper is accepted, then you must attend both meetings.
>>> See full information **page 4**

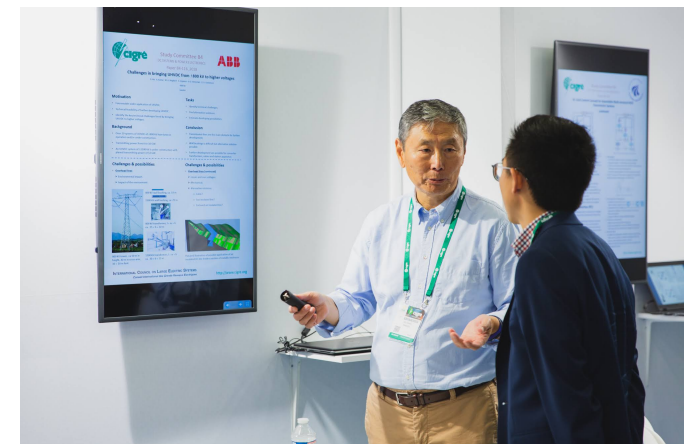
Within the framework of these **preferential subjects**, CIGRE encourages the submission of papers representing all aspects of the electric power system, including, but not limited to: Generation, Transmission, Distribution, Storage and End Use.

www.cigre.org

Guidance on Preparing a Paris Session Paper

Explanation of the Paris Session

- The Group Discussion meeting takes place around the questions raised in the **Special Report** and delegates have the opportunity to make their contributions in response to these questions.
- The papers together with the Special Reports are made available to all registered delegates for the conference **in advance** and so they have the opportunity to read all of the papers of interest to them and prepare any contribution they wish to make at the **Group Discussion** meeting.
- The authors are also required to present their papers at a **Poster Session**. The Poster is an electronic poster board.



Guidance on Preparing a Paris Session Paper

Requirements for Authors

- Papers can be submitted by multiple authors
 - the number should be kept to a sensible level
 - one author must be selected as the main author
 - that person must be an **Individual Member** of CIGRE UK or a member of staff of a **Collective Member** of CIGRE UK (or student if a University Collective)
 - the main author cannot be a Student Member not aligned to a Collective membership
 - Co-authors are not required to be CIGRE members



Guidance on Preparing a Paris Session Paper

Requirements for Authors (continued)

- the **main author must be from the UK** but co-authors can be from other countries and then the paper can be submitted under our **International Allocation**
- the main author or alternatively a co-author must register and pay as a delegate to attend the relevant **Group Discussion** at the Session and that person will be required to present the paper at the **Poster Session**.
- this is mandatory



Guidance on Preparing a Paris Session Paper

Choosing the Subject for Your Paper

- Each Study Committee will typically have 2 or 3 **Preferential Subjects**. Within each Preferential Subject there will usually be some further indication of the type of topic which is required
- It is therefore important that you study these Preferential Subjects and decide which of these your paper will address
- Papers must address only one Preferential Subject
- The subject of the paper should be chosen so that it adds something meaningful to the discussion around one or more of the bullet points within the chosen Preferential Subject



Guidance on Preparing a Paris Session Paper

Paper Categories and UK Allocation

- The papers submitted for the Paris Session fall into three different categories
- The first category is the **National Committee Allotment (NCA)**
- National Committees may choose the papers which they wish to present up to the maximum number of their allotment
- For the UK this is **10 papers**
- The National Committee are responsible for the quality and compliance with the preferential subjects for papers within this allotment
- Synopses submitted under this allotment are checked by the Study Committee Chairs to ensure that they are within the scope of the preferential subjects



Guidance on Preparing a Paris Session Paper

Paper Categories and UK Allocation

- Usually synopses submitted within this category will be accepted unless they are out of the scope of the preferential subject or the quality is not considered to be high enough
- The National Committee is not allowed to put forward more than two synopses within the NCA related to the same Study Committee



Guidance on Preparing a Paris Session Paper

Paper Categories and UK Allocation

- The second category is the **Additional Allotment(AA)**
- National Committees may choose a number of papers to be put forward in addition to their NCA under the Additional Allotment
- Effectively the UK is allowed **10 papers** within this allotment
- Synopses submitted under this allotment are subject to selection by the Technical Council Chair following advice from the Study Committee Chairs



Guidance on Preparing a Paris Session Paper

Paper Categories and UK Allocation

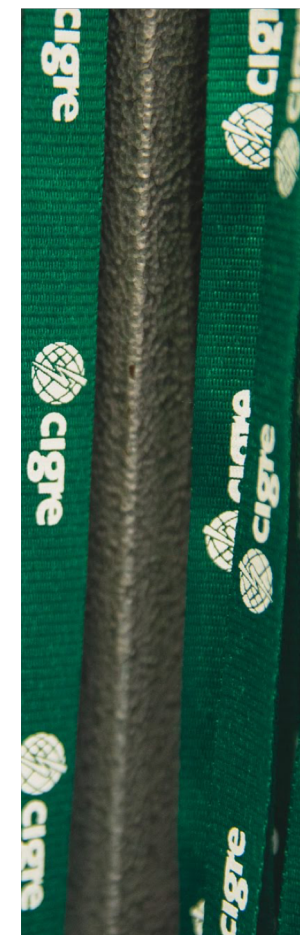
- The third category is the **International Allotment (IA)**
- This allotment is for papers written by authors from different countries, with a clear contribution from each of the authors required
- For these to be submitted by the UK National Committee the main author must be from the UK
- Effectively the UK is allowed to submit **10 papers** under this allotment
- Synopses submitted under this allotment are subject to selection by the Technical Council Chair following advice from the Study Committee Chairs



Guidance on Preparing a Paris Session Paper

Submission of an Indication of Intent

- Prospective Authors should send their **Indication of Intent** to the UK National Committee (CIGRE-UK Secretary – finnsjohn@gmail.com) giving **an indication of the preferential topic and subject** for a paper by **February 24th 2019**
- At this stage there is no defined format
- However, they should indicate if there are to be any overseas authors contributing to the paper
- The file name should commence with the Study Committee number and preferential subject number followed by the author's name and brief subject. (e.g. B3PS2-Finn-optimising life of assets)



Guidance on Preparing a Paris Session Paper

Feedback to Prospective Authors

- These Indications of Intent will be reviewed by all of the members of the Session Papers Committee
- If they are satisfied that the topic relates to the defined preferential subject and has the making of an interesting and relevant discussion topic they will advise the author accordingly to proceed with the preparation of a formal synopsis
- This will be done by March 17th 2019. At this stage closely related papers/topics will be identified and suggestions made for possible combined papers



Guidance on Preparing a Paris Session Paper

Preparation of a Formal Synopsis

- The synopsis must be a minimum of 500 words and should not exceed 1000 words. Synopses which are less than 500 words will not be accepted
- The synopses must be submitted in the correct format using the sample page which can be obtained here:

[https://drive.google.com/open?id=1tJK8_YPR03C9ZTt_0WThxbAo-
vd1pmt5](https://drive.google.com/open?id=1tJK8_YPR03C9ZTt_0WThxbAo-
vd1pmt5)

- The sample page is shown on the next slide. Then I will run through an example of how to complete this page



Guidance on Preparing a Paris Session Paper

Preparation of a Formal Synopsis



2020 Paris Session

**Type here the Study Committee and Preferential subject
to which your Paper Proposal refers**

**Type here the title of your synopsis
(VerbCond or Arial Bold size 12 and 5cm (2") from the top**

**Type here the authors' names (initials, name in capitals, VerbCond or Arial, bold,
size 12)**

Type here the Company

Type here the Country

Type here the email address of the main author

Start typing here (synopses must be 500 words minimum)

Guidance on Preparing a Paris Session Paper

Preparation of a Formal Synopsis



2020 Paris Session

SCB3-PS2/OPTIMISED SUBSTATION MANAGEMENT

**Type here the title of your synopsis
(VerbCond or Arial Bold size 12 and 5cm (2") from the top**

Type here the authors' names (initials, name in capitals, VerbCond or Arial, bold, size 12)

Type here the Company

Type here the Country

Type here the email address of the main author

Start typing here (synopses must be 500 words minimum)

Guidance on Preparing a Paris Session Paper



Preparation of a Formal Synopsis



2020 Paris Session

SCB3-PS2/OPTIMISED SUBSTATION MANAGEMENT

Optimising the Life of Substation Assets by Condition Monitoring and Smart Control

Type here the authors' names (initials, name in capitals, VerbCond or Arial, bold, size 12)

Type here the Company

Type here the Country

Type here the email address of the main author

Start typing here (synopses must be 500 words minimum)

Guidance on Preparing a Paris Session Paper



Preparation of a Formal Synopsis



2020 Paris Session

SCB3-PS2/OPTIMISED SUBSTATION MANAGEMENT

Optimising the Life of Substation Assets by Condition Monitoring and Smart Control

J.S.FINN*, M.OSBORNE
Independent Consultant*, National Grid**
United Kingdom
finnsjohn@gmail.com**

Start typing here (synopses must be 500 words minimum)

Guidance on Preparing a Paris Session Paper



Preparation of a Formal Synopsis



2020 Paris Session

SCB3-PS2/OPTIMISED SUBSTATION MANAGEMENT

Optimising the Life of Substation Assets by Condition Monitoring and Smart Control

J.S.FINN*, M.OSBORNE
Independent Consultant*, National Grid**
United Kingdom
finnsjohn@gmail.com**

For many years Utilities have been trying to find ways to optimise the life of their assets whilst still operating them efficiently.

Guidance on Preparing a Paris Session Paper



Preparation of a Formal Synopsis

- Once completed the synopsis should be sent to the CIGRE UK Secretary (finnsjohn@gmail.com) This should arrive no later than 2nd June 2019
- When you submit your synopsis please confirm that the author will attend the Paris Session Group discussion for the relevant Study Committee and will present the paper in the Poster Session
- Please use the same file name as was used for the Indication of Intent but with -syn added to the end (e.g. B3PS2-Finn-optimising life of assets-syn). Please send the synopsis as both a “Word” file and also as a pdf both with the same file name



Guidance on Preparing a Paris Session Paper

Review of Synopses

- The synopses will be reviewed by the Session Papers Committee and the relevant Regular Member and they will be checking for the following aspects
- Relevance of the subject to the declared Preferential Subject. It is important that the content truly addresses the preferential subject
- The technical content of the subject. This does not only mean engineering technical content but also regulation, commercial, environmental technical content etc..
- The practical applicability of the subject, i.e. it can be used practically and is not just a theoretical exercise
- The clarity of the subject matter. Is the synopsis presented in a clear to understand way?
- Also that one of the authors will be registering for the Session



Guidance on Preparing a Paris Session Paper

Submission and Notification of Synopses accepted by the UK

- The synopses accepted by the UK Session Papers Committee will be uploaded to the Paris website during the week commencing 24th June 2019 but no later than 28th June
- The authors of all successful synopses uploaded will be advised by 28th June 2019 and also authors of any synopses which were not successful will also be advised by this date



Guidance on Preparing a Paris Session Paper



Notification of Synopses Accepted by the Study Committee Chair

- Authors will be advised if their synopsis has been accepted for development to a full paper by 15th October 2019. This notification may be direct from Central Office
- In addition the CIGRE UK Secretary will communicate with all authors both successful and not successful to advise of the situation
- In the communication to the successful authors a programme for the preparation of the final paper will be sent, together with how to access the sample papers and Instructions for the Presentation of Papers at CIGRE Sessions. Before commencing to prepare the paper these instructions should be read very carefully.
- Some of the key points are that the headings “SUMMARY”, “KEYWORDS” and “BIBLIOGRAPHY” must be retained, The format must be adhered to and the paper should not be longer than 10 pages and the pdf version **must not** exceed 1MB



Guidance on Preparing a Paris Session Paper

Preparation of the Full Paper

- It is recommended that authors produce their paper with mentoring from the UK Regular Member (RM) for the associated Study Committee. It is suggested that they should contact the RM by 31st October 2019.
- They should then submit their first draft for review by the RM by 1st December 2019.
- The RM and the author should agree the changes which need to be made by 15th December 2019.
- The paper should be prepared on the Sample pages provided and an example is given over the next few slides



Guidance on Preparing a Paris Session Paper



Final Paper Sample Pages



21, rue d'Artois, F-75008 PARIS
<http://www.cigre.org>

Type here your Paper number
6 characters, 9 for joint meetings
(to be centred)

CIGRE 2018

Type here the title of your Paper
(Helvetica or Arial Bold size 12 and 5cm (2") from the top)

Type here the authors' name (initials, name in capitals, Times Roman, bold, size 12)
Type here the Company
Type here the Country

SUMMARY

Start typing here with the summary (about 500 words; Times or Helvetica, size 11 or 12 only, from 4.8" / 12 cm from the top). Do not remove or shift the title "SUMMARY", as Papers must have the same presentation for the CD ROM issue.

Guidance on Preparing a Paris Session Paper



Final Paper Example Page



21, rue d'Artois, F-75008 PARIS
<http://www.cigre.org>

D1-207

CIGRE 2018

Creepage Discharge Investigations with Biodegradable Ester-based Liquids and the Implications for Transmission Transformer Design

M. LASHBROOK*, A. GYORE*, R. MARTIN*, R. CSELKO**, B. NEMETH**

*M&I Materials Ltd

UK

**Budapest University of Technology and Economics
Hungary

SUMMARY

As the use of ester-based liquids expands across the electrical network and end users start to realise the cost savings to be made from aspects such as reduced fire protection, demand for transmission voltage transformers with ester will grow.

Guidance on Preparing a Paris Session Paper



Final Paper Sample Pages

KEYWORDS

3 to 10 words or phrases (Times or Helvetica, size 11 or 12 only).As for “**SUMMARY**”, please keep the title “**KEYWORDS**”.

Type here the email address of the main author as a footnote.

Guidance on Preparing a Paris Session Paper



Final Paper Example Page

examines one study carried out recently, along with some general guidance for transformer manufacturers, with the aim of helping them to optimise designs further for ester liquids.

KEYWORDS

Ester, synthetic, natural, impulse, PDIV

MarkLashbrook@mimaterials.com

Guidance on Preparing a Paris Session Paper



Final Paper Sample Pages

All pages after title page must start from this line, i.e. 1" (2, 5 cm) margin from the top (Times or Helvetica, size 11 or 12). Pages will be automatically numbered.

Guidance on Preparing a Paris Session Paper

Final Paper Example Page

1.0 INTRODUCTION

Ester liquids are well established in distribution transformers and for special applications; there is now a move to use them at transmission voltage levels. Several transformers have been built and commissioned at 400 kV with both synthetic and natural ester, but electrical and thermal design changes have been necessary to achieve this.

It is clear that the standard short gap dielectric tests for liquids, such as IEC 60156 “Insulating Liquids – Determination of the Breakdown Voltage at Power Frequency – Test Method” [1], do not provide sufficient information for design. These tests give a very good impression of the effect of contamination, such as water or particles in different liquids, but when

Guidance on Preparing a Paris Session Paper



Final Paper Sample Pages

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End of text

BIBLIOGRAPHY

Type here the bibliography at the end of your text, according to this presentation (see sample references below). Font to be used is always Times or Helvetica 11 or 12.

- [1] Working Group SC 22-12 CIGRE. “The thermal behaviour of overhead conductors Section 1 and 2 Mathematical model for evaluation of conductor temperature in the steady state and the application thereof” (Electra number 144 October 1992 pages 107-125)
- [2] T. Seppa “Fried Wire?” (Public Utilities Fortnightly, December 2003, pages 39-41)
- [3] Prospectiva del Sector Eléctrico 2002-2011. (Secretaría de Energía. Mexico, 2002).
- [4] Resolución sobre las Modificaciones a la Metodología para la Determinación de los Cargos por Servicio de Transmisión de Energía Eléctrica. (Diario Oficial de la Federación. Jueves 23 de Diciembre de 1999).

Guidance on Preparing a Paris Session Paper

Final Paper Example Page

with esters liquids and given the savings to be made in civil engineering costs it is expected that the use of these liquids will expand rapidly over the coming years.

BIBLIOGRAPHY

- [1] IEC 60156, Insulating Liquids – Determination of the Breakdown Voltage at Power Frequency – Test Method
- [2] Z.D. Wang, Q. Liu, X. Wang, X. Yi, P. Jarman, G. Wilson, P. Dyer, F. Perrot, C. Perrier, D. Walker, M. Lashbrook, J. Noakhes, “Ester Insulating Liquids for Power Transformers”, Paper A2-209, CIGRE A2, 2012
- [3] Moser, H.P., “Transformer board”, Scientia Electrica, 1979
- [4] Prevost, T.A., “Dielectric Properties of Natural Esters and their Influence on Transformer Insulation System Design and Performance”, 2005/2006 IEEE PES Transmission and Distribution Conference and Exhibition, DOI: 10.1109/TDC.2006.1668448
- [5] A. Sbravati, K. Rapp, P. Schmitt, Ch. Krause, Transformer Insulation Structure for Dielectric Liquids with Higher Permittivity, 19th IEEE International Conference on Dielectric Liquids (ICDL), 25-29 June 2017
- [6] Derler, F., Kirch, H.J., Krause, Ch., Schneider, E., “Development of a Design Method for Insulating Structures Exposed to Electric Stress in Long Oil Gaps and Along Oil/Transformerboard Interfaces”, 7th International Symposium on High Voltage Engineering, Dresden, Germany, 1991
- [7] B. Németh, R. Cselkó, Determination of Creep Strength of Transformer board, Final report: mineral oil, March 2017

Guidance on Preparing a Paris Session Paper

Preparation of the Full Paper

- The author should then submit the paper as agreed between themselves and the RM for final review by the Session papers Committee by 10th January 2020 and confirm that one of the authors will be registering for the Session
- The Session Papers Committee will give any comments they may have by 31st January 2020 so that the authors can take account of these and submit the final Paper by 7th February 2020
- The final paper should be submitted both in “Word” and pdf formats. Please remember that the pdf format which will be uploaded **must not** exceed 1MB in size. The file name should commence with the paper no. e.g. D1-207 would have been used for the example shown earlier



Guidance on Preparing a Paris Session Paper

Review of the Full Paper

- The paper will be reviewed by the Session Papers Committee after agreement of the relevant Regular Member and they will be checking for the same aspects as for the synopsis namely
- The technical content of the subject, the practical applicability of the subject and the clarity of the subject matter.
- They will also be checking that the final paper fulfils all of the items stated in the synopsis.
- A check is made that the rules for preparing papers have been strictly adhered to, the paper is in the correct format and the pdf is **not more than 1MB**.
- The final papers will be uploaded onto the Central Office system by the CIGRE UK Secretary by no later than 14th February 2020. A programme for the whole process is given on the next slide



Guidance on Preparing a Paris Session Paper



Overall Programme for Submission of Session Papers for 2020

Programme for Preparation of Papers for Paris Session 2020		
Event	Deadline	Action Owners
Submission of Indication of Intent	24th February 2019	Prospective authors
Agreement to proceed to synopsis	17th March 2019	Session Papers Committee
Submission of synopses	2nd June 2019	Authors
Notification to authors of acceptance or rejection of synopses	28th June 2019	CIGRE UK Secretary
Uploading of Synopses to Central Office website	28th June 2019	CIGRE UK Secretary
Notification of acceptance of synopses	15th October 2019	Central Office and CIGRE UK Secretary
Authors to contact RMs to discuss preparation of papers	31st October 2019	Authors and RMs
Submit first draft of paper to RM	1st December 2019	Authors
Review and feedback by RM	15th December 2019	RMs
Submission of second draft as agreed with RM	10th January 2020	Authors
Review and feedback by Session Papers Committee	31st January 2020	Session Papers Committee
Submission of final paper as agreed by Session Papers Committee	7th February 2020	Authors
Upload papers to Paris Central Office	14th February 2020	CIGRE UK Secretary

Guidance on Preparing a Paris Session Paper

Conclusion and Poster Session

- Each author will be notified by the CIGRE UK Secretary that their paper has been uploaded. There is not usually any notification to the author from Central Office, however in exceptional circumstances a paper which has been uploaded can be rejected by the Study Committee Chair if he/she is not happy with the quality or content of the final paper
- Authors will need to register for the Session and it is recommended that they do so under the early bird registration to get the lowest price remembering to use their membership number or Collective membership number
- Authors will receive instructions with regard to the poster session



Guidance on Preparing a Paris Session Paper

Conclusion and Poster Session

- The posters are presented in electronic format as a PowerPoint presentation on an A0 screen which is in vertical format (85cm wide by 120cm high). It therefore has to be oriented in portrait
- Full instructions will be issued to the authors and a guide document and sample PowerPoint provided on the website
- The PowerPoint is limited to a maximum of 3 pages. This needs to be prepared well in advance of the session and sent to the Study Committee Chair or Poster Convener at least three weeks before the poster session
- I hope that this presentation has given you a better understanding of the complete process of preparing a Paris Session paper

