



CIGRE UK Event Guidelines

CIGRE UK holds in-person, online and hybrid meetings to showcase technical activities undertaken by its members and invited industry contributors, in the field of Power Systems (end-to-end). Priority is normally, but not exclusively, given to UK Regular Members and individual members supporting CIGRE Study Committees/Working Groups. Contributions are also solicited from the Women in Energy section and the young engineer/student section (NGN).

The logistics and publicity for events are organised by members of the CIGRE UK Events/Marketing Team and the technical content/agenda proposed and organised by members who come together for a specific event.

It is essential that the technical content of any presentation or paper be 'non-commercial' and meetings follow CIGRE's compliance guidelines: -

<https://drive.google.com/file/d/1tjMy8TppPLutQcw4kc57nkEiLK7w-Elq/view?usp=sharing>

What is required from the presenter?

The following is required before the scheduled event: -

- Title of the presentation
- A short synopsis of the presentation
- A short (one paragraph) biography of the presenter
- A head/shoulders photograph of the presenter

The event is publicised primarily on the CIGRE UK website, by MailChimp member database e-shots and social media (LinkedIn). Event registration uses Eventbrite. A fee is normally charged for in-person events to ensure that those that register show on the day (funds go to CIGRE UK reserves and are used to support members).

Presenters are encouraged to use the official CIGRE PowerPoint format, although this is not mandatory when the presentation material does not relate to a CIGRE Study Committee/Working Group. Company logos should be used sparingly, and only one PowerPoint page used to introduce a presenter's affiliation.

For the official CIGRE PowerPoint presentation template, click the following link:

https://drive.google.com/file/d/1wiHRqzQ8NfQU_SGoctUtJv_RyAp9fO9i/view?usp=sharing

On the day of the event

The CIGRE Events team will coordinate with the event venue with the set-up and support required. CIGRE UK uses the CISCO WebEx Event platform for its online/hybrid technical events due to its universal acceptance.

Presentation should normally run for up to 20 minutes, leaving time for individual or panel Q&A. It is therefore recommended that around 15 PowerPoint slides are used to support a presentation.

The presenter is asked to share their presentation in .pdf format after the event so that it can be made available to all those individuals that have registered and post of the CIGRE UK website. With the agreement of the presenter, the event maybe also be recorded.