

**2006 GEORGIA TECH FAULT AND DISTURBANCE ANALYSIS CONFERENCE  
AUTHOR'S GUIDELINES FOR FORMAT AND PRESENTATION OF PAPERS**

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The following guidelines are for author's who are preparing to present a paper at the 2006 Georgia Tech Fault and Disturbance Analysis Conference.

### **TIME FOR PAPER**

The time allocated for each paper at the Conference is stated in the program. It is expected that the oral presentation of the paper be completed 5 minutes prior to the allocated time. The 5 minute period will be used for discussion.

### **CONTENT OF PAPER**

The paper should emphasize the "why" or "how" more than the "what." Tell "why" or "how" a technique or scheme is applied to solve a problem. The paper should contain information of technical significance as opposed to commercial significance. Product names should be avoided when possible.

### **PRESENTATION**

It is recommended that your presentation be prepared in Power Point format. Summarize the paper at the beginning; hold the attention of the audience by speaking impromptu. The session chairperson will limit the presentation to the allotted time for the paper. A signal will be given to the speaker 5 minutes prior to the end of the allotted time.

Bring a CD, diskette or your personal computer (loaded with your presentation software). Assistants can help you to use any of the media of your choice.

Always remember to bring a paper copy (preferably color) of your presentation for backup. Georgia Tech facilities have the capability to project directly from paper copies.

### **SLIDES AND VISUAL AIDS**

It is assumed that a Power Point® file will be used in your presentation. If other visual aids are required, please list your specific needs on the attached **Author Information form** to be returned to Deborah King at the address shown on the following page by February 28, 2006.

In preparing your visual aids, it may be useful to note that conference attendance generally exceeds 100, and the conference room is relatively large. Projection is to an elevated screen at the center front of the room.

A frequent complaint in the past has concerned busy slides with too small printing and too much data. Therefore, talking slides should have a maximum of four or five lines. Graphs should be confined to a single graph per slide, with adequately sized labels. Since the Conference is a technical forum, company specific and promotional data should not be included in the paper or slides.

Authors who are using presentation software for slides should avoid contrasting colors that bleed or blur along the edges when observed or photographed from a CRT display. The default presentation software color schemes provided in the software package usually provide the best color and contrast.

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Detailed plots and oscillograms generally have greater clarity when slides are made from a copy stand photograph of the printed image rather than the CRT image.

The slides should summarize the content of the paper. The IEEE Power Engineering Society guide for slides and overheads should be followed.

**Please bring a copy of your presentation in Microsoft Power Point format on CDROM, diskette or zip diskette. Please embed true type fonts within the saved presentation.**

### **SUBMITTING PAPER TO THE CONTINUING EDUCATION DEPARTMENT**

A draft copy of your paper and slides should be sent to your Session Chairperson for comments by **February 28, 2006**. Chairperson addresses, phone and e-mail is listed in the attached tentative program. Authors that do not submit both the paper and slides for review and acceptance by the Session Chairperson may be replaced with an alternate paper.

To ensure that your paper will appear in the Proceedings, it will be necessary to e-mail (in PDF format) or mail an original black & white copy of your paper, suitable for photocopying, and presenter's biographical sketch to Georgia Tech **before March 28, 2006**. A brief biographical sketch of all authors should be included on the last page of the paper. The paper should be e-mailed or mailed to the address below:

Conference on Fault and Disturbance Analysis  
ATTN: Ms. Debbie King  
School of ECE  
Georgia Institute of Technology  
Atlanta, Georgia 30332-0250  
Phone: 404-894-2964, Email: [deborah.king@ece.gatech.edu](mailto:deborah.king@ece.gatech.edu)

**When submitting paper in PDF format, please make sure to select PRINT conversion setting in Adobe Acrobat and embed all true-type fonts. Conference proceedings will be assembled and available for distribution at registration. Authors submitting papers after March 28, 2006 will be required to bring 150 copies (3 hole punched and stapled) to the conference for handout.**

Any questions you may have concerning the papers or other aspects of the Conference may be addressed to Ms. Deborah King at 404-894-2964 ([deborah.king@ece.gatech.edu](mailto:deborah.king@ece.gatech.edu)) or Ms. Christina Train at (404) 385-6302 ([christina.train@dlpe.gatech.edu](mailto:christina.train@dlpe.gatech.edu).)

### **CONFERENCE PROCEEDINGS CD**

A CD of the Conference Proceedings will be generated. Papers submitted in PDF format will be included on the CD. If you would like to have your presentation slides included on the CD, provide your slides in Microsoft Power Point format by March 28, 2006. Send files to [deborah.king@ece.gatech.edu](mailto:deborah.king@ece.gatech.edu)

### **FORMAT**

Your paper should be prepared on 8-1/2" x 11" sheets, unpunched, printed front only. The margins should be 1 inch, top, bottom, left and right. The spacing, print style, etc., are left to the author's choice.

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**REGISTRATION**

A discounted registration (50%) will be provided to the presenter of a technical paper. For this purpose, you should return a completed registration form marked "speaker." In case of a paper with multiple authors, only one registration fee per paper will be discounted, i.e. for the person who is designated as the presenter of the paper.

AUTHOR(S): \_\_\_\_\_

TITLE OF PAPER: \_\_\_\_\_

DATE & TIME OF PRESENTATION: \_\_\_\_\_

AUTHOR MAKING PRESENTATION: \_\_\_\_\_

SESSION CHAIRPERSON: \_\_\_\_\_

(check conference program)

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**Your Brief Biographical Sketch:** (To save you time and trouble at the Conference, this information will be passed on to our Session Chairperson. This is in addition to the biographical sketch included at the end of your paper.)

**Equipment to be available for your presentation: (Please check all appropriate)**

\_\_\_ Slide Projector  
(for carousel tray 2-1/4" & 2-1/4" )

\_\_\_ \*Vu-Graph  
(for projection 10" transparencies)

\_\_\_ LCD Projection System  
(for use with IBM compatible PC )

If the visual aid item necessary for your presentation is not listed, please give complete details so we may secure it. \_\_\_\_\_

\*Not recommended for auditorium use

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**PLEASE RETURN BY FEBRUARY 28, 2006**