



DEADLINES – NO EXTENSION POSSIBLE

- The full paper and the signed and scanned copyright form must be submitted by **15 September 2014**
- Your presentation (.ppt /.pptx) and biography/CV (.pdf) must be submitted by **31 October 2014**
- As a speaker you are eligible for a special reduced registration fee as long as you register before **15 September 2014**

IMPORTANT: IF YOU HAVE NOT REGISTERED FOR THE WORKSHOP OR SUBMITTED YOUR PAPER AND PRESENTATION WITHIN THE ABOVE DEFINED DEADLINES WE WILL REMOVE YOUR CONTRIBUTION FROM THE PROGRAM.

GUIDELINES FOR PREPARING THE PAPER

PAPER TEMPLATE

- Please use the .doc template attached to the notification email as basis for your paper. The template is based on the IEEE PES paper template but in the paper format of DIN A4. You can also download here again:
www.solarintegrationworkshop.org/paper_submission.php
- Maximum number of pages: 8
- Data format: Word (.doc /.docx A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing
- If you prefer using a LATEX template, please go to: www.solarintegrationworkshop.org/paper_submission.php for download

ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the printed proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title

GRAPHICS

- The manuscript's graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors
- Graphics should be inserted into the manuscript file rather than using copy and paste
- Do not link to a graphic but insert the graphic into the manuscript instead

FONTS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts)
- Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file
- All Type 1 fonts are embeddable
- Only some TrueType fonts are embeddable
- Do not embed fonts in a graphic file



REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file
- All fonts, including the standard (base) fonts, must be embedded and subsetting in the PDF
- In "Settings -> Job Options -> Compression" of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color

--- GUIDELINES FOR PREPARING THE PRESENTATION

PRESENTATION & BIOGRAPHY

- You can use your own company layout for the powerpoint presentation
- Please optimize your presentation for a screen resolution of 1024x768px
- Name your presentation as follows: `Presentation_papernumber_speaker_name.ppt(x)`
Example: `Presentation_SIW14-1234_Thomas_Ackermann.ppt(x)`
- Please also prepare a short CV. It will be handed over to the chair of your session and will be used for introduction purposes. Only include information you want to be presented to the workshop audience, such as your current position, field of work, and experiences. Please keep it short!
- Name your CV as follows: `CV_papernumber_speaker_name.pdf`
Example: `CV_SIW14-1234_Thomas_Ackermann.pdf`

--- FURTHER INFORMATION

REGISTRATION

- You must register for the workshop on <http://www.solarintegrationworkshop.org/registration.php>
- Only **one** author per paper can register as a speaker
- Please indicate your paper number in the registration (see notification email for your paper number)
- In case you already registered, please contact the BTZ (Dana Schwiers, dschwiers@bremen-tourism.de), so that they can change your registration type to 'speaker'

CONFERENCE DINNER

- Please also indicate in your registration if you would like to participate in the conference dinner
- See the workshop website <http://www.solarintegrationworkshop.org/dinner.php> for details
- The number of places for the dinner is limited and will be attended in order of receipt of registration

PRELIMINARY WORKSHOP PROGRAM

- Please see: <http://www.solarintegrationworkshop.org/program.php>
- The workshop program will be updated regularly and slight changes can occur until the start of the workshop, so please make sure to check it from time to time before coming to Berlin