



GENERAL GUIDELINES FOR SPEAKERS

PAPER DEADLINE & COPYRIGHT FORMS

- ▶ The full paper and the scanned copyright form must be submitted by September 15, 2012 - No extension possible!
- ▶ Paper and copyright submission: info@solarintegrationworkshop.org

PRESENTATION DEADLINE

- ▶ Please send your presentation (.ppt /.pptx) to info@solarintegrationworkshop.org until October 31, 2012
- ▶ Name your presentation as follows: Presentation_papernumber_speakers_name.ppt(x)
- ▶ Example: Presentation_SIW12-123_Ackermann.ppt(x)

REGISTRATION

- ▶ You must register for the workshop on <http://www.solarintegrationworkshop.org/registration.html>
- ▶ As a speaker you are eligible for a special reduced registration fee as long as you register before September 16, 2012
- ▶ 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 get in contact with the organizing committee so that we 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> for details
- ▶ The number of places for the dinner is limited and will be attended in order of receipt of registrations

PRELIMINARY WORKSHOP PROGRAM

- ▶ It is published on: <http://www.solarintegrationworkshop.org/program.html>

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



GUIDELINES FOR PREPARING THE MANUSCRIPT

PAPER TEMPLATE

- ▶ Please use the .doc template for the paper which is based on the IEEE PES paper template but in the paper format of DIN A4
- ▶ 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 for download

GRAPHICS

- ▶ The manuscript's graphics should have resolutions of 600dpi 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 subsetted 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