
Instructions to Authors for the submission of a proposal

1 General

Authors willing to present a paper at the CIRED 2011 conference, are invited to submit in due time an abstract of their proposal via an on-line submission system.

Deadline for submitting an 'abstract': **September 13th, 2010**

The CIRED National Committees¹ (NC) and the Liaison Committees (LC) will first review the proposals. The Technical Committee which consists of the Chairmen and Rapporteurs of the 6 CIRED Sessions will proceed to the selection of abstracts, based on a collective assessment. They will make the final selection and allocation of the paper proposals amongst the different sessions, having in mind the optimal roll-out and quality of the sessions.

Authors will be informed of the result of the selection process on November 4th

2 How to prepare a proposal abstract

Authors are requested to prepare abstracts using the template provided. The template can be downloaded from: <http://www.cired2011.org/documents/Abstract-template-CIRED2011.doc>

The abstracts will not to be published in the proceedings. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.

Fill in the information fields :

- **Title of your proposal:** a concise and meaningful title brings a lot of value
- **Proposed session:** see table + topics of interest in the Call for Papers (<http://www.cired2011.org/pages/0184/Call-for-papers.en.php>)

Session 1 = Network components Session 2 = Power Quality and Electromagnetic Compatibility Session 3 = Operation, Control and Protection Session 4 = Distributed Energy Resources and Efficient Utilisation of Electricity Session 5 = Planning and System Development Session 6 = Distribution Business and Impact of Regulation

- **Version of the document:** up to the closing date of the call, it will be possible to upload an updated version of the 'Proposal Abstract'. If you do so, increment the version, V1, V2, The latest uploaded document deletes the former version.

¹ If there is no National or Liaison Committee specific to the author, or if the Liaison Committee is not part of the review process, the submission(s) will be allocated directly to the CIRED Technical Committee for review – see list in appendix

- **Date:** indicate a date for helping to trace the documents.
- **Authors information:** the main author (first row) will be personally informed of the results of the selection process.

Replace the note with your own text

Do not modify the header and footers of the template

Maximum length 500 words – 2 pages maximum -
file size ≤ 500 kBytes with illustrations

Abstracts are to be prepared in **English**. Submissions will only be accepted using the easy to use online process.

3 How to submit a proposal abstract

- Prepare your 'abstract' and make it ready for transfer.
- Log into the submission process via the conference website:
www.cired2011.org / Authors section / Online submission process
The first time you access the system you must register and choose a password.
- When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully.

Once the abstract has been successfully submitted, the author will receive a unique reference number. This reference number will be referred to throughout the review/full paper submission process.

4 How to amend or cancel a proposal

Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself.

1. Log into the submission system
2. You will see a list of the abstracts you have submitted. Click on the abstract you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don't have to change an answer if you don't want to.
4. If you want to change your abstract file you can click the "Browse" button to locate the revised file on your PC's hard disk, then click "Next" to send it to the abstract system. If you don't want to change the file, just press "Next" to bypass this step.
5. When you reach the final step and press "Finish" you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

Withdrawing an abstract

If you want to withdraw an abstract please contact the conference organisers.

Appendix: List of the National and Liaison countries

Note: the reference list, with contact details, is to be found on <http://www.cired.net>.

National Committees

AUSTRIA
BELGIUM
CHINA
CROATIA
CZECH REPUBLIC
DENMARK
FINLAND
FRANCE
GERMANY
ITALY
NETHERLANDS
NORWAY
PORTUGAL
SPAIN
SWEDEN
SWITZERLAND
UNITED KINGDOM
UNITED STATES

Liaison Committees

ALGERIA
ARGENTINA
AUSTRALIA
BAHRAIN
BOSNIA HERZEGOVINA
BRAZIL
CANADA
EGYPT
GREECE
HUNGARY
INDIA
IRAN
KOREA
MALAYSIA
MONTENEGRO
POLAND
ROMANIA
RUSSIA
SERBIA
SLOVENIA