



# 2023 IEEE International Conference on Energy Technologies for Future Grids (IEEE ETFG 2023)

3 – 6 December 2023, Wollongong, Australia

## Presentation Guideline for Authors

Dear Author(s)

Congratulations on selecting your paper to be presented at IEEE ETFG 2023! Below are the very **IMPORTANT** guidelines for your successful presentation and interactive session at the ETFG 2023. So please read carefully and let us know if you have any questions.

The IEEE ETFG 2023 conference is planned to run in a **hybrid mode (Sessions presented in the room using Webex and streamed via the conference application)** for all On-line (Virtual) Sessions and In-Person Sessions.

The difference between Virtual sessions and In Person Sessions is as follows.

For the In-Person Sessions, the presenter will be in the room and presenting via the Webex shared screen and for the Virtual sessions, the presenter will be virtual and presenting via the Webex shared screen.

### **General Guidelines**

General Oral Presentation guidelines for both the sessions (for both Virtual and In-person) are as follows.

- 1) Paper presentation time is 15 minutes, Q&A time is 3 minutes, and switching presenter time is 2 minutes (Total 20 min). So please stick to this time.
- 2) The session chairs will help share your presentation via Webex screen which will be used for both In-person session and Online sessions.
- 3) Under no circumstances, Session-run can exceed the time allocated for the Session.
- 4) If there is a situation where the session starts late, the Chair's will rearrange the timing of presentation to recover the time lost earlier in the Session and try their best to finish the Session on time. So please do not panic.
- 5) You **MUST** send your presentation slides to the session Chairs of your session (Please see the [program](#) on the website for the session information). Regarding this, Session Chair(s) will be sending you an email. Please watch out for the email and respond quickly.

### **Roles and Responsibilities**

Your roles and responsibilities include,

- Send the presentation slides to the session Chair(s) as soon as possible and identify you as the presenter (Please note you should be the co-author of the paper to be the presenter),
- Make sure that all the embedded videos are also shared properly,
- Come to the specific room 15 min before the session,
- Enter the session on Webex join the meeting, 10 min before the session,
- After the session chair's introduction start the presentation,
- Watch the time,
- Answer the Q/A in the room and from Webex (Online),
- Make your answers short and request to meet offline if there are several follow-on questions,
- Complete the session on time!

[PPT Template](#) is available on the Conference Website. Authors are expected to communicate with the Chairs and send the PPT slides to the Chairs by 1 December 2023. Authors presenting in virtual mode will be able to participate using the Conference app (see below). All papers accepted

in the conference will be assessed for the Best Paper Award.

### **Additional Guidelines for both On-line (Virtual) Sessions and In-Person Sessions**

- Please Join the appropriate WebEx meeting at least 10 minutes before the session.
- You can access the on-line program using the Conference App to get details of your paper in the session.
- You are expected to include Bios in the first slide of their presentation. Please make sure that is included,
- Session Chair(s) will enable your mic and will share your presentation from their computer. In case of any difficulty the session chair(s) will allow you to share your screen. So please have the presentation ready on your computer and log in via the Webex meeting link. The Webex meeting link for joining the session will be sent to you on a separate email,
- Please start the presentation at the scheduled time (not before the time allocated) even if the previous presenter finishes the presentation early.
- Please note that the session will be broadcast live via WebEx.
- WebEx questions will come via Chat box or via voice.
- Online participants should be muted until they raise their WebEx hand and are enabled by the Chair.
- The Session chairs will disable the previous presenter's mic and screen share after the Session chairs have thanked them.
- The Session chairs will enable your mic and screen share before you are introduced to the audience.

You are advised to be familiarized with WebEx Meetings (which can be downloaded from the App Store or Google Play Store) which will be used for presentation in Hybrid mode (The tutorial for using WebEx Meetings can be seen at <https://www.youtube.com/watch?v=zdZCGln8yus>).

**Conference App:** Please download the App "UOW Events" through the App Store or Google Play Store. You need to register when first opening the App by registering your email address and password (the email address should be the same as used in conference registration). Once registered, you will see "Energy Technologies for Future Grids" to join, and you need to enter the access code, which is "ETFG2023". Please register ASAP and establish your profile in the App. You should check the paper schedule of your Session in the App and let us know immediately if you do not see the presentation schedule of all the papers of your Session in the App.

Android: <https://play.google.com/store/apps/details?id=events.socio.app3262>

Apple: <https://apps.apple.com/au/app/uow-events/id6471594072>

Weblink: <https://app.socio.events/Mjk3NDY/Agenda/371058>

### **The guidelines for Poster Presentation**

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Authors are expected to bring A0 size posters to present in the Poster Session. The Poster Template is available on the Conference Website. Poster Sessions will run in parallel with the Talent & Networking Event and students presenting posters will be able to interact with industry participants and other delegates.

All posters need to be assessed for Best Poster Award. The Room Volunteer will give you your printed session sheet and Marking Sheet.

You are advised to be familiarized with WebEx Meetings (which can be downloaded from the App Store or Google Play Store) which will be used for presentation in Hybrid mode (The tutorial for

using WebEx Meetings can be seen at <https://www.youtube.com/watch?v=zdZCGln8yus>).

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