Jicable'19

10th International Conference on Insulated Power Cables

Main sessions authors guidelines

Dear author of an oral session

You are presenting a paper as part of Jicable'19. Thank you for this participation which will contribute certainly to the success of this conference.

A few months before the event, I would like to give you some details on the organization.

Full paper (deadline April 15th)

You will have to prepare your written communication, of 6 pages maximum (paper size A4) according to the template available on the following link:
http://www.jicable.org/resources/template_and_guidelines_for_the_submission_of_the_final_paper.dotx

Minor changes in the title of the approved summary are acceptable but must not substantially change the purpose of the communication.

It is very important that you adhere to the layout and page setting of this template. This is especially important for the 32mm header and the 20mm footer on all pages which is reserved for the organizers.

You will have to send the file in word format (.doc or .docx), by April 15 at the latest by connecting to the Oxford Abstract website

https://app.oxfordabstracts.com/stages/781/submission

The general setup will be similar for the one used for Jicable15 and you can have a look on various Jicable15 papers to get an illustration of what we expect to receive (without header and footer) from this link:
http://www.jicable.org/resources/examples_pdf_2015.zip

The pdf conversion will be done by the organizers, but you are advised to check what will give such a conversion of your word file before sending it to us.

When you are connected to the oxford abstract site, you can either keep or modify the information about the list of authors. It is desirable that the changes if any remain minor, as the initial list given for the abstracts has been widely disseminated and is included in the conference program.

The oxford abstract form includes:

- **a copyright agreement**: by checking the box of copyright agreement on oxford abstract you accept the general conditions of the JICABLE ASSOCIATION COPYRIGHT PROVISIONS available on the following link:
  http://www.jicable.org/resources/Jicable_Association_COPYRIGHT_PROVISIONS.pdf

- a commitment to participate to the conference: we remind you that at least one of the authors will have to be registered as a delegate to the conference to be able to present your communication. Registration as a delegate is submitted to the applicable rate.

- The request for a new abstract limited to 300 words, without tables or figures. The initial abstract is appropriate if it follows these guidelines, but this is not usually the case. This new abstract will be used in a smartphone application of the conference.

- The request for a short biography of 100 words, without photo, which will be used by the president of your session, to introduce you, as well as for the smartphone application of the conference.

- an upload link to send the word file of your communication (if it contains images make sure their resolutions don't exceed 300dpi to limit the weight of your file).

Supporting PowerPoint Presentation

With regard to your oral presentation, you'll have naturally the possibility of presenting visual material (powerpoint ppt or pptx).

Please kindly give these documents **in the Preview Room " BAR SALON" (level -1)** to the technician concerned (eg using a USB key) indicating clearly the reference of the presentation (identify your file name as follows:
Jicable19-Session- N° in the session, i.e. for instance : *Jicable19-A2.3.ppt*).
It is highly recommended to give your presentation to the preview room the day before your session is scheduled.

This is particularly important for Monday morning sessions (A1, B1, C1, D1 and E1) : the preview room will be open on Sunday evening from 16:00 to 20:00 hrs.

There will be no possibility of uploading your presentation in the conference room itself.

The template for your presentation is available from the following links (4/3 ou 16/9 format):
http://www.jicable.org/resources/Template_powerpoint(4-3).pptx
http://www.jicable.org/resources/Template_powerpoint(16-9).pptx

It is recalled that Jicable'19 is a scientific and technical conference and that the elements of a commercial nature are not allowed in the oral presentations as well as in the associated powerpoint presentation. The companies or organizations of the authors could be mentioned on the first page. No company's logo should appear on the other pages.

We draw your attention to the planned total duration of your intervention: 12 minutes plus 3 minutes allocated for the discussion. So, your presentation must be of about ten to eleven minutes to allow sufficient time for setup and presentation by the chairman.

Pre-Session Briefings

There will be a pre-session briefing meeting for each session, for preparation of the session with the Chair and Rapporteur. All those involved will be requested to attend (chair, rapporteurs and speakers).

The precise organization of your session (order of presentation, organization of discussions, ...) will be defined with your President and Rapporteur during this meeting. Unless exception, the order of presentation will be according to the programme of the conference i.e. for A1 session, communication A1.1 first, A1.2 second etc.
Make sure to provide a short biography of the speaker on Oxford abstract form in order to allow the chairman to introduce you.

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This Pre-Session Briefing is scheduled for each session <u>30 minutes</u> before the start of the session. Those meetings will take place salle Boileau (Level 2)**.**

In anticipation of the pleasure of meeting you, I remain at your disposal for any additional information you would like: contact papers@jicable19.fr

Best regards

Lucien Deschamps
Chairman of the Organisation Committee
Jicable'19