

# Author Instructions

## 2020 Electrical Insulation Conference (EIC)

### Important Information

This year we have a few minor changes in our submission process. First, in addition to uploading the PDF file from PDF eXpress and the Word document, we ask that authors upload their PowerPoint presentation to Conftool. Another change is that the IEEE Copyright transfer will be done electronically using the IEEE eCF system when the paper is submitted, and we will not be accepting PDF files for the IEEE copyright. Lastly, the presenting author will also upload their introductory biography (which is read at the beginning of their presentation) to the Conftool system.

Papers have a four-page limit. Additional pages may be included for a fee of \$150 per page.

Please include the Paper ID # at the beginning of the subject line of all correspondence and file names of all files submitted. Here's an example of a file name for a PDF file: 1100 – Test manuscript.PDF. Using a consistent naming format makes it easier on the volunteers to sort and keep track of your submissions.

### Please note the following key dates

We ask authors to please adhere to the following dates. On time submissions at each stage helps improve the overall quality of the conference. The conference organizers and peer reviewers are all volunteers who put many hours of their own time into the conference. Late submissions unnecessarily burden our volunteers and their families, so please be respectful of these submission deadlines.

- **January 31, 2020:** Submission of manuscript for peer review process.
- **February 15, 2020:** Conference registration and full payment must be complete.
- **March 15, 2020:** Finalization of manuscript (version available on this date is what will appear in proceedings).
- **May 31, 2020:** PowerPoint Presentation submitted for presentation at the conference.

### Author Registration

At least one (1) author (primary or co-author) of each accepted conference paper must register for the full conference and pay the appropriate fee **no later than February 15, 2020**. Conference papers will not be released for publication in the 2020 Electrical Insulation Conference (EIC) Proceedings or scheduled for presentation unless the fee is paid in full. If a paper is subsequently rejected by the technical committee, the author will receive a full refund. Registration fees are NOT refundable after April 30, 2020. Any cancellations prior to this deadline will incur a US\$ 75 service fee to refund. See registration website for more details.

### Papers (Manuscripts or Submissions)

- **Templates**
  - For information and templates, visit the “authors” page on our website at: <https://ipmhvc-eic-2020.com/technical-program/eic-conference-proceedings/>
  - Complete the paper using the format and fonts as described in the template. DO NOT modify the fonts or format suggested in the template.
  - Titles Format

# Author Instructions

## 2020 Electrical Insulation Conference (EIC)

- Authors List and Format
- Abstract
- Figures - Fig. even at beginning of sentence.
- Make sure your figures are well numbered and legible for the reader.
- The technical committee will return the document for corrections if needed.
- **PDF eXpress**
  - Paper submissions MUST use IEEE PDF eXpress. The IEEE PDF Xpress web site converts your Word document into a PDF file that is compliant with the IEEE publications format requirements.
  - To submit your paper to PDF eXpress, please use the following link: <https://www.pdf-express.org/>. The conference ID is **47619XP**.
  - Instructions on using PDF eXpress may be found at: <https://www.pdf-express.org/frhelpnlogin.asp>.
    - **First-time users** should do the following:
      - Select the New Users - Click Here link.
      - Enter the following:
        - **47619XP** for the Conference ID
        - your email address
        - a password
      - Continue to enter information as prompted.
      - An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.
    - **Previous users** of PDF eXpress or IEEE PDF eXpress Plus need to follow the above steps, but should enter the same password that was used for previous conferences. Verify that your contact information is valid.
  - It is the author's responsibility to ensure the paper has been submitted to the IEEE PDF eXpress prior to uploading for peer review and final paper upload for the conference program. Papers that have not been put through the PDF eXpress system will be returned to the author for correction. Failure to use the PDF eXpress system will result in rejection of the paper from the conference.
  - Once the PDF eXpress file has been created and passed the PDF eXpress verification, you may upload your file to your Conftool account.
- **Submit Paper for Peer Review Process**
  - To submit (upload) your paper for the Peer Review process, please use the following link to your Conftool account: <https://www.conftool.org/ieee-eic2020>.
  - Please upload the PDF eXpress file to Upload # 1 in Conftool.
  - Please upload the Word file to Upload # 2 in Conftool.
  - You should receive a confirmation when we receive your word and pdf final paper.

# **Author Instructions**

## **2020 Electrical Insulation Conference (EIC)**

### **Electronic Copyright**

This year, we will exclusively use the IEEE Electronic Copyright form (ecF). You will be presented a link in the Conftool system to submit your electronic copyright. Emailed or physical copyright forms will not be accepted. Papers will not be accepted into the peer review process or the conference program without an electronic copyright.

### **Presenter's Biography**

This year, we are collecting the presenter's biographies using the Conftool system. Please upload the presenting author's biography which will be used for their introduction during the session in which the paper will be presented.

### **Oral Presentations**

- This year we are asking that authors upload their PowerPoint presentations in PPTX, PPT, or PDF format using the Conftool system. Please upload the PowerPoint presentation to the Conftool system by May 31, 2020. PowerPoint presentations are not needed for the Peer Review process. However, we ask they be uploaded during or shortly after the final papers are submitted. Authors are expected to participate in the author's breakfast to ensure their presentations correctly load and run, and for instructions and any changes to the session in which their paper will be presented. Authors who are unable to upload their presentations to the Conftool system due to company policy, etc. should send the presentation directly to the Technical Program Chairs (listed below).
- Presentations will be limited to a total of 20 minutes. Typically, authors present for 15 minutes plus 5 minutes for questions. Since the final conference schedule isn't available at this time, the allotted presentation time of 25 minutes may be adjusted pending the final conference schedule.
- Please upload the PPTX, PPT, or PDF file to Upload # 3 in Conftool.
- **PowerPoint guidelines for the Oral presentation (Not needed for Peer Review submission)**
  - A PowerPoint template will be available on the conference website. The EIC & DEIS logos are also available from the website.
  - Upload PowerPoint presentations to the Conftool system. Accepted formats are: PPTX, PPT, or PDF.
  - The presentation must be non-commercial and specific to the topic being presented.
  - Do not put too much information on one slide. Keep it clean and to the point.
  - Do not use small font, people in the rear of the audience need to be able to read the information being presented.
  - Company logos are limited to the first and last slide of the presentation only.
  - The EIC & DEIS logos must be visible on the first slide of the presentation.
  - PowerPoint presentations are not needed for the Peer Review process. However, we ask they be uploaded during or shortly after the final papers are submitted.

### **Poster presentations**

# **Author Instructions**

## **2020 Electrical Insulation Conference (EIC)**

- Posters should be 48"High x 36"Wide (122cm x 92cm).
- Authors are allowed (1) poster per Paid Full Conference registration.
- Please report to the Poster Session Chair at the beginning of the poster session in which it will be presented. Authors need to make sure their presence during the poster session is counted as they must be present to discuss and answer questions in order for the paper to be included in the IEEE Xplore.
- Please bring your poster to the session prior to the actual starting time of the session so that it can be put up and be ready at the start of the session.
- The poster must be non-commercial and specific to the topic being presented.
- Do not put too much information on one poster. Keep it clean and to the point.
- Do not use small font, people need to be able to read the information.
- The EIC & DEIS logos must appear on the poster in a visible location.
- Make sure the author's names and the title of the paper is clear and visible.

# **Author Instructions**

## **2020 Electrical Insulation Conference (EIC)**

### **Inclusion in IEEE Xplore Digital Library (post conference)**

- Accepted conference papers **must be presented** by one of the authors in either an oral or poster session in order to be released for publication in IEEE Xplore. IEEE reserves the right to exclude a paper from distribution after the conference, including IEEE *Xplore*® Digital Library, if the paper is not presented by the author at the conference. **Authors may present only 2 papers per paid full conference registration!**
- IEEE has the sole ability to decide which papers accepted for presentation at the conference are eligible to be included in the IEEE Conference Publications Program (CPP) and ultimately, in the IEEE *Xplore* digital library.
- There are NO claims or guarantees that any presented papers will be published in IEEE *Xplore*. IEEE can decline to publish the conference proceedings that do not meet IEEE quality standards.
- There are NO claims or guarantees that any presented papers will be indexed in any database. Indexing services evaluate conferences and independently determine what they will index.

### **International Authors**

Note: If an author requires a visa for entry into Canada, registration must be paid in full no later than February 1, to allow sufficient time for completion of the visa process, which can take up to 3 months.

We strongly encourage our international authors to begin the process of obtaining a visa at the earliest possible date. Note that the conference organizing committee will not provide invitation letters until registration is complete and full payment is received.

### **Conference Program**

- Information about local arrangements, registration, and the Advance Program will be added to the conference web site as it becomes available. Please visit the site often for updates.

If you have any questions about EIC 2020, please feel free to contact us.

Thank you,

EIC 2020 Organizing Committee

# **Author Instructions**

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## **EIC 2020 Chairs:**

<b>Responsibility</b>	<b>Name – Family Name</b>	<b>e-mail</b>
General Conference Chair	Diego Robalino	<a href="mailto:diego_robalino@ieee.org">diego_robalino@ieee.org</a>
Vice - Chair	David McKinnon	<a href="mailto:davmckin@gmail.com">davmckin@gmail.com</a>
Treasurer	Nancy Frost	<a href="mailto:drnancyfrost@gmail.com">drnancyfrost@gmail.com</a>
Registration Chair	Liz Tillotson	<a href="mailto:ekt@soton.ac.uk">ekt@soton.ac.uk</a>
Technical Chair	Joe Williams	<a href="mailto:joe.w@electrolock.com">joe.w@electrolock.com</a>
Technical Co-Chair	Alan Sbravati	<a href="mailto:alan_sbravati@cargill.com">alan_sbravati@cargill.com</a>
Short Courses	Inna Kremza	<a href="mailto:innarydakova@gmail.com">innarydakova@gmail.com</a>
Publications Chair	Anna Gegenava	<a href="mailto:agegenava@national-electric-coil.com">agegenava@national-electric-coil.com</a>
Exhibits Chair	Mark Winkeler	<a href="mailto:Mark.winkeler@altana.com">Mark.winkeler@altana.com</a>
Students & International Support Chair	Adam Balawejder	<a href="mailto:ABalawejder@curtisswright.com">ABalawejder@curtisswright.com</a>
Marketing Chair	Jim Guo	<a href="mailto:jguo@techimp.com">jguo@techimp.com</a>