



## DEADLINES – NO EXTENSION POSSIBLE

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- The full paper and the signed and scanned copyright form must be submitted by **31 August 2015** via our submission platform.
- As a poster presenter you are eligible for a special reduced registration fee as long as you register by **31 August 2015**

**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 PAPER

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### PAPER TEMPLATES

- Please use the Word or LaTeX template provided on the workshop website as basis for your paper. The templates are based on the IEEE PES paper template but in the paper format of DIN A4. All templates and necessary forms are provided under the headline “DOWNLOADS” here: [http://www.solarintegrationworkshop.org/brussels2015/paper\\_submission.php](http://www.solarintegrationworkshop.org/brussels2015/paper_submission.php)
- Maximum number of pages: 6
- Data format: Word (.doc / .docx A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing

### ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the printed proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title

### GRAPHICS

- The manuscript’s graphics should have resolutions of 600 dpi 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

## GUIDELINES FOR PREPARING THE POSTER

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### POSTER

- You have to produce the poster yourself and bring it to the workshop in Brussels
- Max. dimensions of poster: portrait A0 (height: 1189 mm, width: 841 mm)
- Text and figures should be readable at a distance of 2-3 meters
- You can hang up your poster at any time during the workshop
- Your poster cases have to be stored in the cloak room of the hotel

## FURTHER INFORMATION

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### REGISTRATION

- You must register for the workshop on <http://www.solarintegrationworkshop.org/brussels2015/registration.php>
- As a poster presenter you are eligible for a special reduced registration fee as long as you register by **31 August 2015**
- Only **one** author per paper can register as a poster presenter
- Please indicate your submission ID in the registration (see notification email for your **Submission-ID**)
- In case you already registered, please contact the BTZ (Dana Rohlf, [rohlf@bremen-tourism.de](mailto:rohlf@bremen-tourism.de)), so that they can change your registration type to 'poster presenter'

### 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/brussels2015/dinner.php> 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 will be published: <http://www.solarintegrationworkshop.org/brussels2015/overview.php>
- The workshop program will be updated regularly and slight changes can occur until the start of the workshop, so please make sure to check it from time to time before coming to Brussels