

## Dublin Symposium

### Paper Presentation and Discussion

Role of Session Chairs, Special Reporters, KMS Moderators and SC Chairs

#### 1. General

- The symposium is organised as 14 sessions, plus an opening and a closing session, as well as tutorials and poster sessions which include student paper posters.
- 2 sessions will run simultaneously on May 31st and June 1st: two morning sessions of 1.45 h and two afternoon sessions of 1.45 h, with a break in-between.
- Each session's technical discussion is moderated by a Special Reporter, who prepares, steers and moderates the discussion on technical content after each presentation and in the final 15-20 minute general technical discussion at the end of the session.
- The Session Chair opens and closes the session, ensures good time management, and briefly introduces each presenter. Special reporter and Chairman can adapt the distribution of the tasks.

#### 2. Structure of the sessions

Sessions combine presentation of papers by authors and discussion. **Authors (at least one of the co-authors) are therefore requested to register** for the symposium.

Different from the Paris sessions, symposium discussions are not organised along the lines of a "Special report", partly because there are 10 to 12 minute presentations of papers rather than Paris' 3 minute discussions about paper content assumed familiar to all participants already.. However, the Special Reporter reads all papers in his/her session beforehand and prepares questions and interpretations about each paper and about possible learnings from the session as a whole. Usage of the Cigré KMS (Knowledge Management System) is another important feature of the sessions: A KMS Moderator sits next to Session Chair and Special Reporter, encourages session participants to make comments or pose questions to the presentations and discussions on the KMS, and brings KMS-received input to the on-going discussion to the attention of the Special Reporter. KMS Moderator and Special Reporter together decide which KMS-received input to introduce into the public discussion at what time.

The general structure of a session is as follows (based on 4-6 papers in the session):

- Short introduction by the Session Chair < 3 minutes, incl. promoting the student poster sessions that are happening in the lobby area during the half day of this session, announcing poster titles and authors. The program of student posters is supplied to the Chairs in advance.
- Chair introducing the 1<sup>st</sup> speaker (2 minutes max - short CV provided by the speaker in advance)
- Presentation of 1<sup>st</sup> paper by author ≤ 12 minutes
- Clarifying questions to the speaker moderated by Special Reporter (1-2 questions, 5 min.), incl. possibly KMS-received input
- Chair introducing the 2<sup>nd</sup> speaker (2 minutes max)
- Presentation of 2<sup>nd</sup> paper....and so on...
- After last paper: general discussion and conclusions moderated by the Special Reporter, 15-20 minutes.
- Concluding words by the Session Chair (about 3 minutes)

Presentation of papers is normally as per the order of the programme, but it is the responsibility of the Chairman and the Special Reporter to structure the session: for instance decide on the order of the papers, and if there are 2 different topics dealt with, organize a discussion after each group of papers. This should be announced at the beginning how the session will be structured.

### 3. Guidelines for Oral Presentation by Authors

- Facilities available for presentation:
  - Computer, video-projector (with an attendant);
  - Visual presentation file to be provided on memory stick.
- Speakers are advised to support their presentation with no more than 6-8 slides.
- Proposed visuals to be uploaded on the website and made available to Special Reporters 2 weeks before the event. E-mail addresses of Special Reporters will be available on the Symposium website. Chairs and Special Reporters will check appropriateness and compliance with the rules, and coordinate the contents of the presentations.
- PPTs can depict the company logo, but size should be limited (less than 10% of PPT).

### 4. Guidelines for delegates contributing to the discussion

- Contributions to the discussions are expected to be short (2 minutes maximum).
- Delegates are encouraged to use either oral contributions or electronic contributions via the KMS.
- For coordination purposes, any prepared slide contributions from discussants are preferably sent in advance to the Special Reporter, but spontaneous contributions are very welcome to keep the discussion lively.

### 5. General Report

A first synthesis of each session will be given at its end by the Special Reporter and possibly the Chair, and a first synthesis of the biggest learnings from the entire Symposium will be given during the closing session of the Symposium by the SC Chairs.

After the Symposium, delegates and Cigré members expect a synthesising report giving the results of the Symposium, questions still needing answers and possibly which actions should be initiated by Cigré. This report is to be edited by the SC Chairs based on 1-2 page summaries about each session drafted by the Special Reporters. Both each session's summary and the overall Symposium report are to be published on the Cigré website. The list of Session Chairs and Special Reporters, as well as their email addresses are also posted on the website.

