



# STUDY COMMITTEE COLLOQUIA

## INTRODUCTION

A Colloquium is an occasional meeting for the purpose of discussing in detail a number of defined issues. It is organised by a Study Committee, upon the invitation of a N C: The Study Committee handles the technical side, the National Committee handles the practical organisation of the event.

The CIGRE Central Office is not directly involved. It is customary for the Central Office to publicise the event in ELECTRA and on the website. The General Report produced after the Colloquium is issued in ELECTRA; an "outstanding paper" can be selected by the Chairman for edition in ELECTRA.

## 1. USUAL PRACTICE

Study Committees usually conduct Colloquia in association with their 'odd year' meetings as a technique for the dissemination of leading edge knowledge. Decision to set up a colloquium should be communicated in due time to the TC Chairman and to the Central Office to allow proper information on the event.

Colloquia usually extend over one or two days and discuss very specific subjects. There is no standard format for the discussion; it usually consists of a presentation of the papers followed by a discussion. Pre-written papers, distributed before the meeting, with some kind of Special Report facilitating the discussion, are common practice.

Papers are not published by the CIGRE Central Office, and are generally only available from within the Study Committee and on the Study Committee website.

Technical experts are invited to attend, and it is usually considered appropriate for the host country to expose a significant delegation of local experts to the discussions.

The discussions are usually conducted in English, but the host NC can provide for a translation in the local language.

A General Report has to be produced after the Colloquium, under the responsibility of the Chairman of the Colloquium.

## 2. PRACTICAL POINTS

The Subjects will normally arise from the areas of work currently being studied by the Study Committee, or from specific current issues concerning members. The Study Committee will be responsible for selecting the Subjects.

The tasks related to the "Call for Papers", editing of papers, forwarding of papers, and other material tasks can be taken in charge by the SC or by the Host NC, upon agreement between the parties.

In accordance with practice in all other areas of CIGRE, the delegate, or his supporting organisation, is responsible for all travel, accommodation and incidental expenses.

Countries hosting Colloquia are responsible for all costs of staging the meeting and any associated activities. However, it is acceptable to charge a small registration fee to partially cover the costs incurred by the host National Committee.