



Knowledge Is PowerSM

The World Leader in Diagnostic Test Instruments and Knowledge Services for Electric Power

Guidelines for Presenters

The 2006 EuroDoble Colloquium Hilton London Kensington 15-19 October, 2006

For over 80 years, Doble has served the electric power industry by providing a forum for the exchange of knowledge and experience in the vital sector of electrical apparatus ownership, operation and maintenance. On behalf of Doble Engineering Company, we thank you for agreeing to share your experience by presenting a paper and PowerPoint presentation at the upcoming 2006 EuroDoble Colloquium. The following information will assist you in preparing your presentation.

DEADLINES & PUBLICATION

By 21 July, 2006:

- Submit abstract (150-250 words) in electronic form to awilson@doble.com

By 11 September, 2006:

- Submit full copy of paper in electronic form to awilson@doble.com

By 6 October, 2006:

- Submit final PowerPoint Presentation to awilson@doble.com
- Return signed Copyright Transfer Agreement to awilson@doble.com

You may also, if you prefer, send the various documents by mail or fax to Doble PowerTest Ltd. Fax completed forms to +44 (0) 1483 514149 to: **ATTN: Alan Wilson**, or mail the original document to: Doble PowerTest Ltd., 5 Weyvern Park, Peasmarsh, Guildford, Surrey, GU3 1LZ, United Kingdom.

Please meet these deadlines! We need time to review the papers and PPT presentations and post them on the Doble secure Web site, where pre-registered delegates may review them prior to the Colloquium. If you have any questions, please contact Alan Wilson: awilson@doble.com.

Note:

Doble strives to provide the most timely and valuable new information at each of our Technical Conferences. Therefore, we require that your 2006 EuroDoble Colloquium paper be a work that has not been presented at another event.

Publication of Conference Papers & PowerPoint Presentations

Doble Engineering shall own the copyright for papers and PowerPoint presentations given at the 2006 EuroDoble Colloquium. Doble will credit the author in any publication of said materials. Once again, we will post a PDF file of your completed paper on the Doble Web site so that pre-registered delegates may review them prior to the Colloquium.

PREPARING YOUR 2006 EURODOBLE COLLOQUIUM PAPER

Go to [detailed instructions](#) for preparing your paper.

MAKING YOUR 2006 PRESENTATION AT THE DOBLE CONFERENCE

Important: never read your paper. Your PowerPoint Presentation should be a summary that includes highlights of your paper. In short, rather than read your paper, you should discuss it. It is also important that you be aware of the amount of time allotted for your presentation and plan accordingly.

Time Frame and Number of Slides:

Each presenter has **20 minutes** in which to deliver their PowerPoint presentation. An additional 10 minutes is allotted to follow for Q & A and discussion from the audience. Please keep this in mind when preparing your slides. We recommend a total of 10-30 slides in order to stay within the 20-minute timeframe. If your presentation goes over the time limit, we may have to cut you off.

PREPARING YOUR 2006 CONFERENCE POWERPOINT PRESENTATION

Go to [detailed instructions](#) for preparing your PowerPoint Presentation.

PUBLICATION AND PRESENTATION RESTRICTIONS

Presenters for the 2006 EuroDoble Colloquium must observe the restrictions noted below in the course of preparing and presenting their papers and presentations. All authors and presenters are asked to observe these restrictions in order to preserve the integrity of Doble conferences and events and their value to the industry.

Pricing and Proprietary Information

No information regarding pricing of equipment or supplies, nor the overall cost of any contracts with manufacturers or suppliers, nor any other privileged, proprietary or information that would be deemed confidential should be published in a paper, or be part of a presentation or visual aids used in conjunction with any paper.

Commercialism

It is the intent of the Doble Engineering Company, and the events that it sponsors, to present strictly technical content for the benefit of the attendees. Papers and presentations that include or refer to information on products and services, that may be deemed overtly commercial in nature, will not be allowed access to this forum.

Promotional material may not be included in either your paper or PowerPoint presentation, we ask that you avoid using addresses and telephone/fax numbers in the paper and, in particular, in visuals used during the presentation.

Defamation

Defamatory statements that may be deemed injurious to the reputation of an individual, an organization, or the products and services of an organization **MUST NOT** appear in published papers or discussions, or be made during discussions taking place at the conference, whether by presenters or other conference participants.

If you have any questions regarding your presentation for the 2006 EuroDoble Colloquium, please contact Alan Wilson: awilson@doble.com.



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DETAILED INSTRUCTIONS FOR PREPARING YOUR 2006 EURODOBLE COLLOQUIUM PAPER

Please submit your paper as a **Microsoft® Word** document. Adobe format (Pdf) and other file formats are not acceptable.

All images in your paper must be merged into your document: do not submit them as attachments.

Please submit your paper in electronic form to awilson@doble.com no later than **11 September 2006**.

You may also, if you prefer, send a computer disc or CD by mail Doble PowerTest Ltd: **ATTN Alan Wilson**, 5 Weyvern Park, Peasmarsh, Guildford, Surrey, GU3 1LZ, United Kingdom.

Composition of Papers

Following are the suggested elements of papers for the 2006 EuroDoble Colloquium:

Title

Please use the title indicated in the acceptance message sent to you via e-mail from Alan Wilson. If you have questions, please contact: awilson@doble.com.

Illustrations

You may include a reasonable number of line art diagrams such as schematics, one-line diagrams, block diagrams, flow charts, organizational charts, mechanical drawings, or blueprints. It is important, however, that these diagrams that are simple and uncluttered, with line weight (thickness) that will ensure legibility.

All images, illustrations, and tables should have a figure or table number, and a caption that briefly identifies or explains them.

Photographic images are commonly used to identify apparatus or their components, and to show existing conditions as part of research or investigations. All images used in a paper should be clear and of good quality and contrast.

References

A listing of all references referred to in your paper should appear immediately after the main body of the text on a page titled "References". Each reference in the list should be identified with an Arabic numeral. The numerals which identify references should appear in brackets [] at the appropriate position in the text. This same form should be followed in references from Technical Papers.

Each reference should begin with the name of the author or authors, with the last name first, followed by the initials. The author(s) name should be followed by the title of the book, article, or paper, which should appear in quotes.

If the reference is a book, the author and title should be followed by the name of the publisher, the year of publication, and the specific chapter or page number, if any.

Should a reference have been published in a periodical, the author and title should be followed by the title of the periodical, which should appear in *Italics*. This should be followed by the volume number, date of issue and page number.

Appendix

Any extensive material which supplements the text and its illustrations, but which otherwise would complicate the text of the manuscript should be relegated to an appendix. Arabic numerals should be used for appendix identification.

Biography and Photo

A technical biography of each author should be included in the paper, and should appear at the end of the text. The biography should summarize the author's educational and professional experience. Authors should indicate their current position within their organization, and should note any professional registration, membership in professional societies, and awards or honors received. If possible, please include your photograph (not required).

Publishing Format for Papers

The preferred publishing formats for the paper, and the typical components of a paper, are discussed below:

Page Set-up

Standard one-inch left/right and top/bottom page margins should be used, selecting A4 letter size under page set-up.

Typeface

Use 10 pt Times Roman as the typeface for your paper.

Title

The title of the presentation should appear at the top of the first page. It should be centered and typed in uppercase (capital) letters.

Name of Author(s)

The name or names of the author of the paper should be centered below the title and should be typed with initial uppercase (title case) letters. The complete first name, middle initial and last name of the author(s) should be provided.

Affiliation of Author(s)

The name of the author's company or other affiliation should appear below the author's name and should be written in full. The company name or affiliation should be typed with initial uppercase letters.

Main Headings

Text that is used as main headings throughout the paper should begin at the left margin and should be typed with uppercase letters.

Subheadings

Text used as subheadings throughout the paper should begin at the left margin and should be typed with initial uppercase letters.

Text

Text should appear in a single column. All paragraphs should be separated by an additional line space and identified by indenting of the initial word of the paragraph.

Figure Captions

The caption should be centered between the left/right margins and should appear below the image or illustration. It should be typed with initial uppercase letters. Below the figure caption should appear the word; FIGURE, which is typed in uppercase letters and is followed by the appropriate Arabic numeral. Figures should be numbered consecutively.

Table Captions

The caption should be centered between the left/right margins and should appear above the table. It should be typed with initial uppercase letters. Above the table caption should appear the word; TABLE, which is typed in uppercase letters and is followed by the appropriate Arabic numeral. Tables should be numbered consecutively

Page Numbers

Simple page numbers should appear at the bottom of each page. The use of headers and/or footers should be avoided.

POWERPOINT PRESENTATIONS - DETAILED INSTRUCTIONS

Preparing your PowerPoint Presentation for the 2006 EuroDoble Colloquium

Slide Format

If you wish to include your company or organization's name, please do so only on the first slide of your presentation.

Your presentation may not include any commercial or promotional content.

Please do not use small type sizes – anything smaller than 14 pt. may not be legible from the audience. Use dark colors for text to insure legibility.

The conference venue is equipped for the projection of the following visual media:

- Computer display (Data Projector)
- Transparencies (8½ x 11" or A4)
- Video (VCR)

Computer Display

For your PowerPoint presentation, please note the following:

- The Colloquium's computer display projection system supports visuals prepared using **Microsoft® PowerPoint® for Windows** presentation software.
- All conference presentations will be loaded in advance onto the main conference computer.
- If you make revisions to your presentation after **6 October, 2006**, please notify awilson@doble.com, and resubmit the revised file by e-mail. We will make every effort to update our web postings to reflect your latest changes, but as the date of the Colloquium approaches, it will become increasingly difficult to do so.
- When you transfer the electronic file of your visuals to a diskette, or CD, **DO NOT** compress the file (i.e., do not use WinZip, Pkzip, or the PowerPoint "Pack and Go" feature).

Transparencies (8½ x 11 inch or A4)

Transparencies should be arranged in the desired order of projection. Sequential numbers should be displayed in the corner of each transparency to assist the projectionist.

Video Tape

The display of videotape (VHS) requires advance notification. If you would like to show a videotape, please let us know in advance so that we can make the necessary arrangements.

If you have any questions regarding your presentation for the 2006 Doble Conference, please contact Alan Wilson: awilson@doble.com.