



Author Instructions

2019 IEEE 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, authors will also 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 will have a four-page limit. Additional pages may be included for a fee of \$150 per page.

Please include the Paper ID # in 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 try to 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 15, 2019:** Submission of manuscript for peer review process.
- **February 1, 2019:** Conference registration and full payment must be complete.
- **March 15, 2019:** Finalization of manuscript (version available on this date is what will appear in proceedings).
- **May 29, 2019:** PowerPoint Presentation submitted for final review.

Author Registration

At least one (1) author of each accepted conference paper must register for the full conference and pay the appropriate fee **no later than February 1, 2019**. Conference papers will not be released for publication in the 2019 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.

Papers (Manuscripts or Submissions)

- **Templates**
 - For information and templates, visit the “authors” page on our website at: www.ieee-eic.org
 - Complete the paper using the format and fonts as described in the template. **DO NOT** modify the fonts or format suggested in the template.
 - Make sure your figures are well numbered and legible for the reader.
 - The technical committee will return the document for corrections if needed.



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- **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/plus/>. The conference ID is **43217XP**.
 - Instructions on using PDF eXpress may be found at: <http://www.pdf-express.org/instructions.asp#Format>.
 - 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-eic2019>.
 - 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.

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 will be collecting the PowerPoint presentations in PPTX, PPT, or PDF format using the Conftool system. Please upload the PowerPoint presentation to the Conftool system by May 29, 2019. PowerPoint presentations are not required for the Peer Review process, they are required for the Final Paper submission. Authors will be 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



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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 25 minutes. Typically, authors present for 20 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 Required 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 will only be required for the final paper submission, they are not required for the peer review process.

Poster presentations

- 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.

Inclusion in IEEE Xplore Digital Library (post conference)



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- 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 2019, please feel free to contact us.

Thank you,

EIC 2019 Organizing Committee



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EIC 2019 Chairs:

Kevin Alewine, General Chair (kalewine@shermco.com)

Diego Robalino, Vice Chair (diego.robalino@megger.com)

David McKinnon, Sr. Technical Program Chair (DavMcKin@Gmail.com)

Joe Williams III, Technical Program Vice Chair (joe.williams@electrolock.com)

Elizabeth Foley, Publications Chair (dr.e.foley@ieee.org)

Mark Winkeler, Exhibits Chair (Mark.Winkeler@altana.com)

Inna Kremza, Short Courses Chair (Inna.Kremza@voith.com)

Valeria Pevtsov, International Chair (VPevtsov@hydro.mb.ca)

Anna Gegenava, Student Chair (agegenava@national-electric-coil.com)