

Author Instructions

2021 Electrical Insulation Conference (EIC)

Important Information

- ➔ Papers MUST be prepared using the official IEEE template (page size “letter”), available in our webpage.
- ➔ It is recommended to have the peer review paper pdf version generated or verified using the PDF eXpress, as per further instructions. This is a mandatory step for the final paper.
- ➔ The presenting author will upload to ConfTool a PDF file and a Word document of the document. In addition, he must also upload in ConfTool an introductory biography (to be presented in the virtual conference system).
- ➔ For the presentation, the author will be prompted to prepare a video presenting the prepared slides and upload to the virtual conference platform. Further details will be shared when we get to this stage.
- ➔ It is essential to have the IEEE Copyright transfer done electronically using the IEEE eCF system in ConfTool. This is a require step during uploading of the final paper. PDF files will not be accepted for the IEEE copyright.
- ➔ Papers have a four-page limit. Additional pages may be included, but there is an additional fee of \$100/page.
- ➔ The pdf file name must start with the Paper ID# and include main author’s family name. For example, pdf file from paper ID 2100 from Mr. Johnson would be: “2100 – Johnson.pdf” (this is a fictitious name).

Please note the following key dates

We ask authors to please 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 30, 2021:** Registration opens / Deadline for submission of full paper for peer review process
- **February 15, 2021:** Conference registration and full payment must be complete for authors.
- **March 30, 2021:** Limit for uploading the final paper (version available on this date is what will be migrated to the virtual conference platform and appear in proceedings).
- **April 26, 2021:** The system for the virtual conference will be open for recording / uploading of a video of the author presenting the paper.
- **May 17, 2021:** Uploading of a video with the paper presentation to the indicated virtual conference platform.

Author Registration

At least one (1) author (primary or co-author) of each accepted conference paper must register for the full conference and pay the appropriate fee **no later than February 15, 2021**. Conference papers will not be released for publication in the 2021 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. For withdrawn papers a deadline for a 50% refund will be defined later.

Papers (Manuscripts or Submissions)

- **Templates**

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- 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 included in the template, just apply the correct “style” according to the template.
- Make sure your figures and table are well numbered and legible for the reader.
- The technical committee will return the document for corrections if needed.
- **PDF eXpress (website opens after Jan 20th)**
 - Final 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 (**Conference ID is 49891X**): <https://ieeepdfexpress.org/>. First time users will be prompted to sign up.
 - For instructions on using PDF eXpress: <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-eic2021/>.
 - 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

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 when submitting the final paper. This information will be used as the author’s information in the virtual room where the video will be available.

Oral and Poster Presentations

- As a virtual conference, “live presentations” would not be possible due to the different time zones. Instead, the presenting author will generate a video presenting the slides. This can be easily done directly in PowerPoint, just by using the “recording audio” native tool or through web applications

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which can generate a video file recording the screen of the presenter. Specific instructions will be shared timely, for uploading the video to the virtual conference platform by May 17,2021.

- Presentations are limited to 20 minutes for papers qualified for “Oral Presentation” and just 5 minutes for “Poster Presentation”. Since it is not a live presentation, no time for questions is required.
- Instead of direct questions, the interaction between authors and the audience will happen through a chat in each “virtual room”. During virtual conference days, authors should check chat area daily.
- Please, wait for detailed instructions regarding uploading the video to the virtual conference platform.
- **PowerPoint guidelines for the Oral presentation (not to be uploaded to ConfTool)**
 - A PowerPoint template will be available on the conference website, Including the EIC & DEIS logos. This template must be used for generating the presentation.
 - The presentation must be non-commercial and specific to the topic being presented.
 - Don't include too much text on one slide, all details are in the paper. Keep slides clean and to the point.
 - Do not use small font, people must be able to read the information being presented. ○ Company logos are limited to the **first and last slide** of the presentation only.
 - PowerPoint presentations are not needed for the Peer Review process.
- **PowerPoint guidelines for the Poster presentation (Not needed for Peer Review submission)**
 - Poster presentation will be a short video presentation. Same guidelines from oral presentation apply, having the video duration limited to 5 minutes. ○ Authors are allowed (1) poster per Paid Full Conference registration.

Inclusion in IEEE Xplore Digital Library (post conference)

- 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 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.

If you have any questions about EIC 2021, please feel free to contact us.

Thank you!

EIC 2021 Organizing Committee

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