Author Instructions

Important Information

Full Paper Upload:

As we have done in previous years, the upload of full papers for peer review is through your Conftool account. You must upload **two documents** for peer review: a word document following the provided template (IEEE Conference Manuscript – LETTER format) and a PDF file that has been verified with PDF eXpress (check further for details on how to create a PDF eXpress account).

Papers have a **four-page limit.** Additional pages may be included for a fee of **$150** per page. Please include the Paper ID # at the beginning of 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*"

IEEE Copyright

The IEEE Copyright transfer will be done electronically using the IEEE eCF system when the paper is submitted, and we will not be accepting hard copies or PDF files for the IEEE copyright.

Biography

The presenting author will upload a short introductory biography (which is read at the beginning of their presentation) to the Conftool system.

Please note the following key dates

We ask authors to please adhere to the following dates. On-time submissions at each stage help 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.

- ➢ **December 20, 2024:** Website opens for Full Paper Submission
- ➢ **January 23, 2025:** Registration open.
- ➢ **February 28, 2025:** Deadline for submission of full paper for peer-review process.
- ➢ **February 30, 2025**: Conference registration and full payment must be completed.
- ➢ **March 30, 2025:** Finalization of reviewed manuscripts deadline.
- ➢ **May 15, 2025:** PowerPoint Presentation submitted to Conference website.

Author Instructions

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 30, 2025**. Each registration may include no more than 2 submissions. Conference papers will not be released for publication in the 2025 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 after Feb. 30 2025 and before Mar. 29 2025, the authors will receive 50% refund. No refund will be issued after Mar. 29 2025.

Papers (Manuscripts or Submissions)

- **Templates**
  - o Please use the **LETTER** templated from [IEEE - Manuscript Templates for Conference Proceedings](https://www.ieee.org/conferences/publishing/templates.html), or visit https://www.ieee.org/conferences/publishing/templates.html
  - o 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.
  - o Make sure your figures and table are well-numbered and legible for the reader.
  - o The technical committee will return the document for corrections if needed.

- **PDF eXpress**
  - o Website opens after January 23, 2025 and closes on March 30, 2025.
  - o 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.
  - o The IEEE PDF Xpress website helps you:
    - ▪ Convert your papers from Word format to Xplore-compatible PDFs
    - ▪ Confirm existing PDFs are Xplore-compatible (and how to fix the PDFs if they are not)
  - o Creating your PDF eXpress Account

Author Instructions

- o Log in to the IEEE PDF eXpress (or https://ieee-pdf-express.org/account/login?ReturnUrl=%2F)
    - ▪ First-time users should do the following:
        - • Select the New Users - Click Here link.
        - • Enter the following:
            - o **63069X** for the Conference ID
            - o Your email address and a password
            - o Continue to enter information as prompted.
        - • An Online confirmation will be displayed, and an email confirmation will be sent verifying your account setup.
    - ▪ Previous users of PDF eXpress need to follow the above steps but should enter the same password that was used for previous conferences. Verify that your contact information is valid.
- o Find instructions on using PDF eXpress Instructions Using IEEE PDF eXpress®
- o 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.
- o 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**

    - o To submit (upload) your paper for the Peer Review process, please use the following link to your Conftool account: EIC 2025 - ConfTool Pro - Login
    - o Please upload the PDF eXpress file to Upload # 1 in Conftool.
    - o Please upload the Word file to Upload # 2 in Conftool.
    - o You should receive a confirmation when we receive your word and pdf final paper.

Author Instructions

Electronic Copyright

We will exclusively use the IEEE Electronic Copyright form (eCF). You will be presented with 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 we will ONLY accept presentations uploaded to Conftool system. Authors are expected to upload their PowerPoint presentations in PPTX, PPT, or PDF format in the system no later than the Friday before the conference, May 31st.
- PowerPoint presentations are not needed for the Peer Review process. However, they are required for the paper presentation and publication. Authors who are unable to upload their presentations to the Conftool system due to company policy, etc. should send the presentation directly to the Technical Program Chairs (listed below).
- Each registered author is allowed 2 submissions per paid Full Conference registration, whatever they are presented as oral or poster.
- Presentations will be limited to a total of 20 minutes. Typically, authors present for 15 minutes plus 5 minutes for questions. Since the final conference schedule isn't available at this time, the allotted presentation time of 20 minutes may be adjusted pending the final conference schedule.
- PowerPoint guidelines for the Oral presentation
    - A PowerPoint template will be available on the conference website. You may use your own template and include the IEEE EIC 2025 logo there. However, any excessive commercialism may result in disqualification of the presentation at the discretion of the session chair.
    - **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.

Author Instructions

- o Upload PowerPoint presentations to the Conftool system. Accepted formats are PPTX, PPT, or PDF.
- o The presentation must be non-commercial and specific to the topic being presented.
- o Do not write too much text in one slide. Keep it clean and to the point.
- o Do not use small fonts, people in the rear of the audience need to be able to read the information being presented.

Poster presentations

- Posters should be 48"High x 36"Wide (122 cm x 92 cm).
- Each registered author is allowed 2 submissions per paid Full Conference registration, whatever they are presented as oral or poster.
- The first poster session will happen on Sunday evening and Tuesday morning. Authors are required to be there at least 1h earlier than the session. Authors must be present during the poster session to discuss and answer questions for the paper to be included in the IEEE Xplore.
- The poster must be non-commercial and specific to the topic being presented. Excessive commercialism may result in disqualification at the discretion of the session chair.
- Do not write too much text on the poster. Keep it clean and to the point.
- Do not use a 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 are clear and visible.

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 conference proceedings that do not meet IEEE quality standards.

Author Instructions

- 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 the United States of America, registration must be paid in full no later than **February 25 2025**, 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 website as it becomes available. Please visit the site often for updates.

If you have any questions about EIC 2025, please feel free to contact us.
Thank you!

EIC 2024 Organizing Committee:

Anna Gegenava - General Conference Chair (agegenava@national-electric-coil.com)
Mark Winkeler - Vice-Chair and Treasurer (Mark.Winkeler@altana.com)
Valeria Blaze, Technical Chair (vblaze@hydro.mb.ca)
Emilie Cloutier-Rioux, Technicals Co-Chair (cloutier-rioux.emilie@hydroquebec.com)
Eduardo Garcia, Publications Chair (garciaeg@siemens-energy.com)
Inna Kremza, Short Course Chair (inna.kremza@voith.com)
Dr. Diego Robalino, Exhibitors Chair (diego.robalino@megger.com)
Adam Balawejder, Students & International Chair (ABalawejder@curtisswright.com)
Evanne Wang, Registrations Chair (Evanne.Wang@dupont.com)
Dave McKinnon, Webmaster (mckinnon@pdma.com)