



EPE'18 ECCE Europe Riga, Latvia – 17 to 21 September 2018

Guidelines for the Preparation of the DIALOGUE SESSION Presentations [Poster(s)]

So you are going to present a paper at the EPE'18 ECCE Europe-Conference in Riga...

... Congratulations! In the European professional power electronics world it is considered an honour to have a paper accepted by the international selection committee for presentation at the 20th European Conference on Power Electronics and Applications.

... and good luck, since you are, of course, eager to get your ideas across to your colleagues arriving from more than 40 countries, and who are prepared to learn from your experience. The dialogue presentation is well suited for a prolonged discussion of specialists at your poster panel.

The policy of the EPE Association is for lecture and dialogue sessions to be of equal value!

1. Your Dialogue Presentation [Poster(s)]

Although your uploaded paper will be included in the Conference Publication, the dialogue session is your great opportunity to present your work directly to other participants and to discuss it with them.

Try to attract the participants to your stand. Unless they come to it, you cannot expect to have a discussion with them. The display should therefore be visually appealing and should contain the essence of your paper in a form, which is easy to understand.

For each dialogue presentation, the local organizers will prepare two poster panels side by side (see point 4). The sets will be numbered from number A 1.1 to A 30.4, as indicated in the final programme booklet. Therefore please keep in mind your panel number. The title of the presentation must be the same title as your published paper (with authors and affiliation). We'll do our very best to group the posters by topic.

Your headlines should be visible from several meters away, so lettering should be large and clear. Your display should consist chiefly of keywords, diagrams, photographs etc ... Colour photographs are particularly attractive in a display. Diagrams and graphs should have clear captions. All lettering should be easy to read. Normal typewritten or hand-written text is not allowed, but typewriting is acceptable if it is enlarged to 0.7 cm in height. All graphs and diagrams should be drawn with thick lines (preferably 1 mm or more in width). Use colour to emphasise important features. Photocopies of your typescript are not acceptable. You may also distribute information sheets. Those information sheets must be fastened directly at the board by means of your material (i.e. a fastened transparent envelope). **You are responsible for the printing of your posters!** Do not fold your posters, bring them, rolled-up, in an appropriate container. Do not mail poster presentations in advance, they may not arrive in time. Bring them with you to the Conference. The Conference organizers will **NOT** accept deliveries of posters from the attendees. Please note that there will be no audio-visual equipment in the poster area.



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The presentation of your poster panel is important. You are recommended to take as much care with it as you did in preparing your written paper. We recommend you prepare one or two posters of the same size as recommended in point 4. To allow the session chairs to check the preparation of the sessions, please upload the content of your presentation (poster) as a *.pdf-file by going to:

<https://wd.cborg.info/EPE2018/> => Upload Presentation.

The size limit of your file is **6 MegaByte**.

The last deadline to receive the presentations is **Friday, the 31st of August 2018**.

2. Display, Set-Up, Attendance and Removal Times

The dialogue sessions will take place in the Exhibition areas.
The poster sessions will take place on:

- **Tuesday September 18: 14.00 - 17.20**
- **Wednesday September 19: 14.00 - 17.20**
- **Thursday September 20: 14.30 - 17.20**

No lecture sessions will take place in parallel and (one of) the presenting author(s) should attend the poster panel throughout this time.

The poster numbers are indicated in the programme. Authors are requested to place their poster on the relevant board before lunchtime on the day of their presentation. Posters should be removed after the dialogue session has ended.

The poster boards will be white boards. Sticking materials will be provided by the local team for hanging the posters.

Please note: ANY POSTER THAT IS NOT REMOVED AT THE END OF THE DIALOGUE SESSION WILL BE REMOVED AND DISPOSED OF.

3. Checking your presentation

If your dialogue paper has been prepared by several authors, please make it clear which author will attend the Dialogue Session to discuss the display with the participants using a presentation advice note. Please make sure that the presenter has made himself known on the host of the conference: <https://wd.cborg.info/EPE2018/> => **I will be a speaker**.

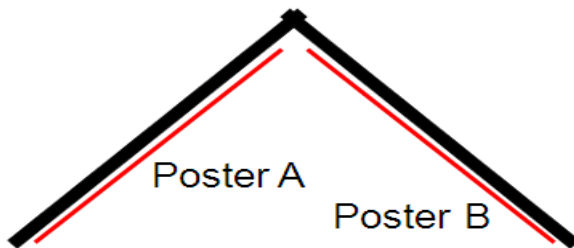
An author should be present in person at the dialogue session, otherwise his paper will not be discussed and will not be uploaded into the IEEE Xplore database.

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4. Equipment

The following equipment will be provided for your dialogue display:

- A. A dialogue set with 2 panels in a V-shape.** Each panel has a usable area of **90cm x 120cm** per panel. Your poster therefore should not be bigger than **90 cm wide * 120 cm high**.



Poster A: 90 cm * 120 cm
 Poster B: 90 cm * 120 cm

Wall (100cm x 250cm)	
	<p>Wall panel - 2360 mm x 963 mm Visible panel surface - 2340 mm x 950 mm Load bearing capacity of the top horizontal profile - max 15 kg Thickness - 16 mm Width of a side profile - 40 mm (octagonal)</p>
<p>To suspend information materials to the horizontal profile, hooks available at the Information Centre for participants should be used.</p> <p>Panel might be finished with colour self-adhesive films or ads according to a submitted sample layout (for further information, read paragraphs 1-5 and 1-7).</p>	

The poster(s) (part A and/or part B) can also be combined from several smaller sheets using the same area of the poster panel.

Please avoid the use of copied pages of your written paper!



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- B. Sticking material for attaching your posters to the panels:
The permitted sticking materials will be provided by the local team.**

Any additional material for the dialogue set up and display must be provided by the authors (envelopes for information sheets, pens, etc.).

Homepage of EPE'18 ECCE Europe: <http://www.epe2018.com>

To upload your presentation, please go to:
<https://wd.cborg.info/EPE2018/> => “Upload Presentation” and follow the procedure.

To make yourself known as the presenter of the poster, please go to:
<https://wd.cborg.info/EPE2018/> => “I will be a speaker” and follow the procedure.

Contacts:

Local Secretariat:

EPE'18 ECCE Europe Local Secretariat
Riga Technical university (RTU)

1 Kalku Street
LV-1658 Riga
LATVIA

Phone: +371 67089892

E-mail: info@epe2018.com

EPE Association:

EPE Association
C/o VUB – IrW – ETEC
Philippe Hamacher
Pleinlaan 2, Boulevard de la Pleine
BE - 1050 Brussels
BELGIUM

Phone: +32 (0)470 65 79 90

E-mail: Philippe.Hamacher@vub.ac.be