

Abstract Submission Guide for Authors - 2019 B4 Colloquium and the 9th CIGRE Southern Africa Regional Conference

How to create an EasyChair account

1. In order to use the EasyChair system you need to create an account. If you already have one, ignore this section (1. How to create an EasyChair account) and proceed directly to section *submitting an abstract #4*.

Step 1 To create an account, go to <https://easychair.org/>. You should end up at the page shown in Figure 1. Fill in the textbox with the distorted letters that may appear directly above or click the 'I am not a robot' box and then click on 'Continue'.

Figure 1 – Creating an EasyChair Account, step 1

2. The next window you will be requested to create an account. Make sure to fill in all the required fields. You will be sent a verification code to the email entered in this form (Figure 2). Make sure you have access to this email. Email from EasyChair may be sent to your spam/junk, so ensure that the email is configured to receive emails from EasyChair.

Figure 2 – Creating an EasyChair Account, step 2

3. Follow the link provided in the verification email. Another form similar to one shown in Figure 3 will open. Complete the form and make sure to enter the same email address that was used to create an account.

EasyChair
The world for scientists

Help / Log in

Create an EasyChair Account: Last Step

Hello Sharon Mushabel! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name¹:

Last name (*):

Organization (*):

Country (*):

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

Enter your account information. Note that user names are case-insensitive

User name (*):

Password (*):

Retype the password (*):

Create my account

Figure 3 – Creating an EasyChair Account, step 3

Submitting an abstract

4. Once you have created an account, follow the conference link.

<https://easychair.org/conferences/?conf=cigreb4regionalsanc2>

Click on the tab to make “new submission” as shown in Figure 4

CIGRE B4 Colloquium & 9th SA Regional Conference (author)

Help / Log out

New Submission | Templates | CIGRE-B4-Regional-SA | Premium | News | EasyChair

CIGRE B4 Colloquium & 9th SA Regional Conference (CIGRE SC B4 Colloquium and 9th Southern Africa Regional Conference)

You have no roles at CIGRE B4 Colloquium & 9th SA Regional Conference.
This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#)

Figure 4 – New Submission

5. You will be required to select a track for your submission. If you are submitting your abstract to the B4 Colloquium choose the B4 colloquium track, alternatively choose the regional conference track, as shown in Figure 5.

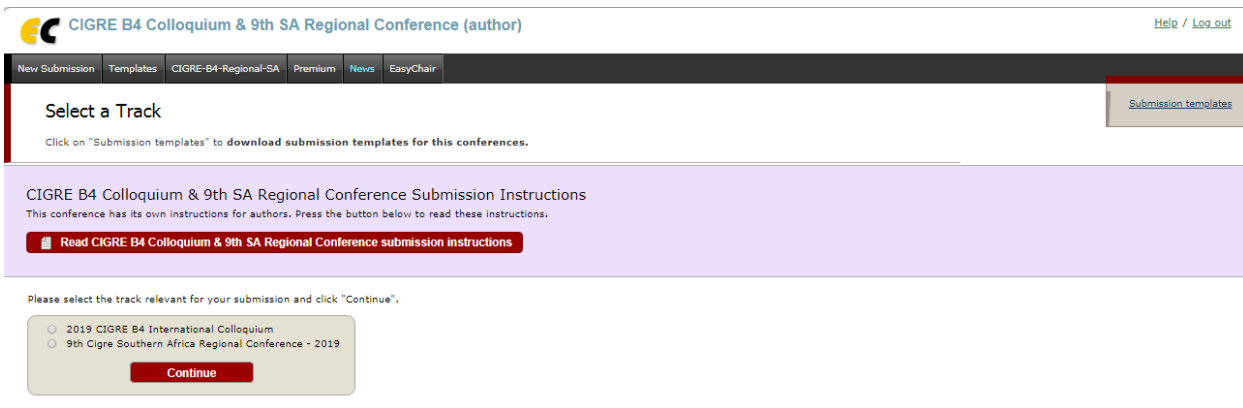


Figure 5 – Select a track

6. Once you have selected a track, you can now enter your submission details. Instructions to authors can be viewed by clicking on the link shown with the red arrow in Figure 6. The submission template is provided in the top right hand corner as highlighted in Figure 6. The templates can also be found by clicking on the “templates” tab as shown in Figure 7.

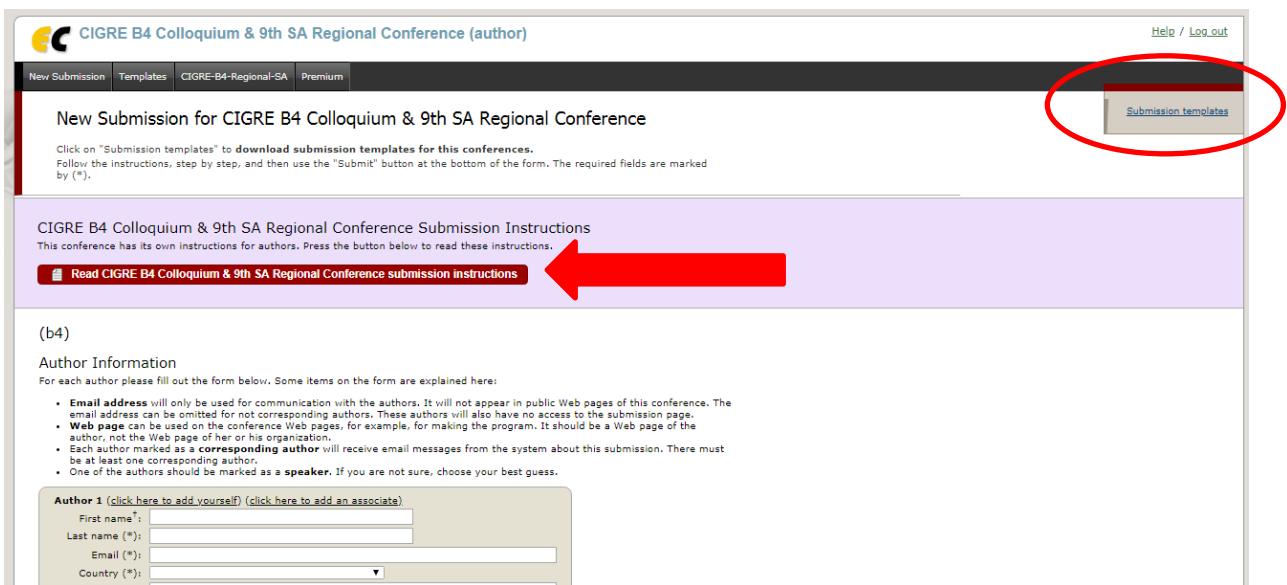


Figure 6 – Conference templates (a)

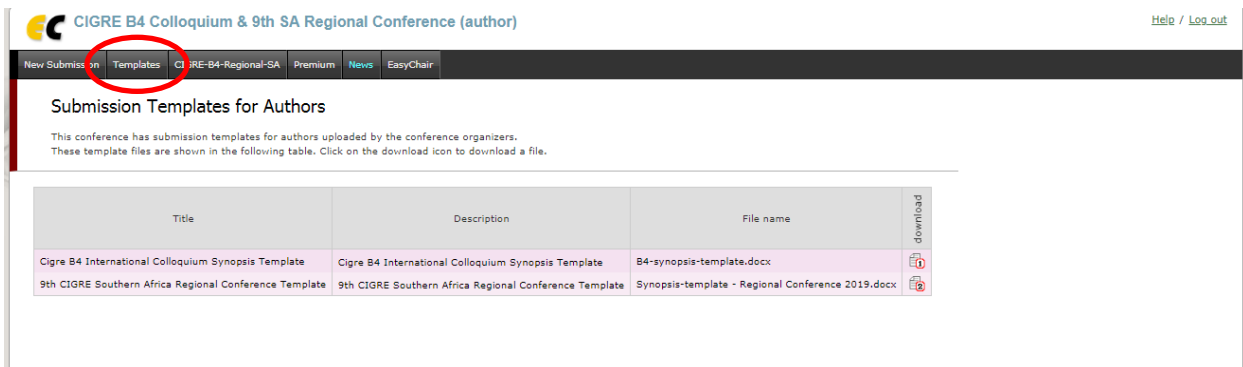


Figure 7 – – Conference templates (b)

7. Enter the authors' details. Make sure to use the same email address that was used to create the EasyChair account. We suggest that all authors are selected as corresponding authors and only the author that will present at the conference/colloquium as speaker - Figure 8.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author **]**

speaker

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

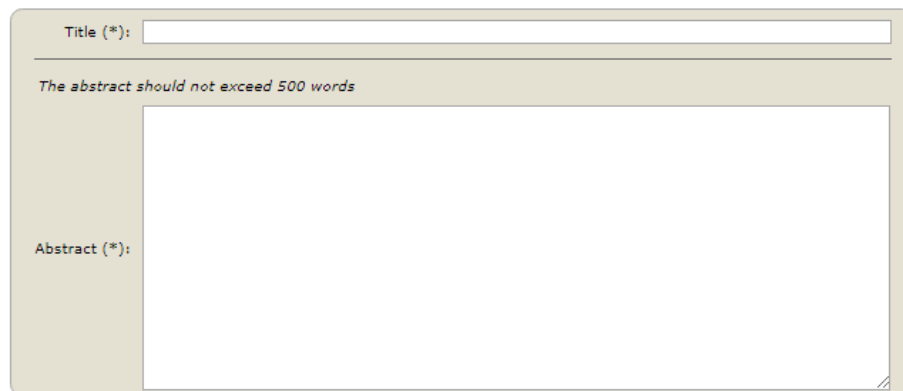
[Click here to add more authors](#)

Figure 8 – Author details

8. Complete the information related to your title and the abstract, as shown in Figure 9.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



The form consists of a light beige background. At the top, there is a text input field labeled "Title (*)". Below this, a horizontal line separates the title section from the abstract section. Under the line, the text "The abstract should not exceed 500 words" is displayed. Below this text is a large, empty text area for the abstract, labeled "Abstract (*)" on the left side.

Keywords

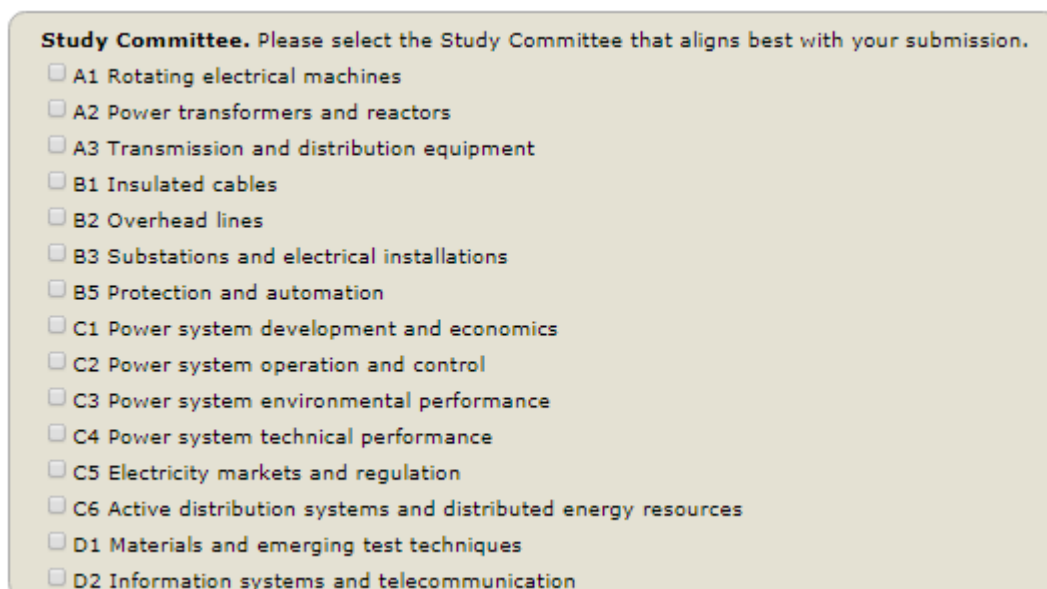
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The form consists of a light beige background. On the left side, there is a text input field labeled "Keywords (*)". To the right of this label is a large, empty text area for entering keywords, one per line.

Figure 9 – Abstract information

9. If you have chosen the Regional conference track, you will be required to select the relevant Study Committee as shown in Figure 10.



The form is a light beige box with a rounded top-left corner. It contains the following text and list:

Study Committee. Please select the Study Committee that aligns best with your submission.

- A1 Rotating electrical machines
- A2 Power transformers and reactors
- A3 Transmission and distribution equipment
- B1 Insulated cables
- B2 Overhead lines
- B3 Substations and electrical installations
- B5 Protection and automation
- C1 Power system development and economics
- C2 Power system operation and control
- C3 Power system environmental performance
- C4 Power system technical performance
- C5 Electricity markets and regulation
- C6 Active distribution systems and distributed energy resources
- D1 Materials and emerging test techniques
- D2 Information systems and telecommunication

Figure 10 – Relevant Study Committee

10. To upload your abstract click on 'Browse' to select the abstract file which must be in PDF format. Then click on the "Submit" link to submit your abstract as shown in Figure 11.

Files

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)
Choose file No file chosen

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

Figure 11 – Upload and submit abstract

11. You should then receive an email confirmation that your abstract has been uploaded.