EWEA 2015,
17-20 November 2015, Porte de Versailles, Paris, France

Abstract submission kit

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Conference programme questions?
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PROGRAMME QUESTIONS?

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1. Key dates

10/03/2015	Call for abstracts topics & deadline published
01/04/2015	Call for reviewers & session chairs (EWEA members only)
01/04/2015	Abstract submission portal opens
01/05/2015	**Call for reviewers & session chairs closes** (EWEA members only)
15/05/2015	**Call for abstracts closes at 23:00 CET.** NB: This deadline will not be extended
15/05– mid June 2015	Abstract review & programme development
End June 2015	Authors notified of results of abstract submission: oral presentation, poster presentation or rejection
1-14/09/2015	**Call for 'breakthrough abstracts'** (general and science & research)
From end Sept. 2015	Authors of 'breakthrough abstracts' notified of results: oral presentation, poster presentation or rejection
05/10/2015	Deadline: register to attend (all speakers and poster presenters)

	Speakers: general	**Poster presenters: general**	**Speakers: science & research**	**Poster presenters: science & research**
11/10/2015	Deadline: submission of draft presentation for review by session chair	n/a	Deadline: submission of draft presentation & full paper for review by session chair	Deadline: Submission of full paper for review
Mid-Oct. 2015	Session chair to contact speaker to discuss draft presentation	n/a	Session chair to contact speaker to discuss draft presentation & full paper	n/a
18/10/2015	n/a	n/a	Deadline: submission of revised full paper, based on session chair comments	n/a
21/10/2015		Deadline: poster submission	n/a	Deadline: poster submission
23/10/2015	Deadline: submission of final presentation file	n/a	Deadline: submission of final presentation file	Comments on full paper available
08/11/2015	n/a	n/a	n/a	Deadline: submission of revised full paper, based on reviewer comments
20/11/2015	Deadline: submission of full paper	Deadline: submission of full paper	n/a	n/a
17-20/11/2015	**EWEA 2015** **Porte de Versailles, Paris, France**			

2. Topics

The conference sessions at EWEA 2015 will be built around the best abstracts received under the topics listed below. The number of sessions on each topic will be determined by the number and quality of abstracts received. An initial indication of the number of sessions foreseen is included below however this will be confirmed at the programme meeting in June 2015, along with the results of the abstract review process.

Topic	*Including (but not limited to) sub-topics:*
Supply chain • *General* plus *science & research* abstracts called for • Onshore and offshore 3 sessions provisionally	Procurement challenges The development of wind energy hubs Smaller components Aviation lighting and warning systems Installation technologies
O&M & logistics • *General* plus *science & research* abstracts called for • Onshore and offshore • 3 sessions provisionally	Future logistics, transport and access Reliability, condition monitoring Operation & maintenance Life extension, decommissioning & recycling Insourcing or outsourcing, asset management, decision support, access systems
Turbine technology • *General* plus *science & research* abstracts called for • Onshore and offshore • 6 sessions provisionally	Structural design/towers and foundations Advanced rotor/blade technologies Drive trains and generators Advanced materials and material substitution Advanced electrical systems Aerodynamics, aeroelasticity and rotor design Control & loads Large offshore turbines Floating wind turbines, hydrodynamics Real-world experiences Design tools
Resource assessment • *General* plus *science & research* abstracts called for • Onshore and offshore • 6 sessions provisionally	Power curves Mesoscale modelling Measurements and wind speed predictions Forecasting Wind atlases Wakes Complex terrain and extreme conditions Remote sensing devices Wind turbine noise Impact of wind energy on global climate
Integrating wind power into the electricity market • *General* plus *science & research* abstracts called for • Onshore and offshore • 3 sessions provisionally	Storage Grid Integration Electrical aspects and the grid Grid support services as additional revenue streams
Health & safety • *General* plus *science & research* abstracts called for • Onshore and offshore • 2 sessions provisionally	Safety culture Mistakes and lessons learned
Environmental impacts & social acceptance • *General* plus *science & research* abstracts called for • Onshore and offshore • 2 sessions provisionally	Impact of wind energy on global climate Local impacts including noise and radar Wind turbine noise
Finance • Only *general* abstracts called for • Onshore and offshore • 3 sessions provisionally	Financing sustainable energy for all Institutional investors Alternative methods of financing including cooperative/community investment The potential for a bond market in funding wind Lending conditions and credit markets Investment barriers

3. Science & research content of the programme

Science & research content in EWEA 2015 will again be organised in cooperation with the European Academy of Wind Energy (EAWE), a world-leading wind energy academic & research community. The Academy will bring EWEA 2015 delegates leading edge wind energy research results, keeping Europe in the forefront of wind energy innovation. This offers a forum for in-depth presentations and discussions on progress and results of wind-energy related scientific research.

As a change from previous conference programmes, each topic (with the exception of 'finance') will have two topic leaders, one from industry and one from the science & research community.

In order to result in coherent sessions and a balanced programme, sessions will include the very best presentations on each specific topic, whether they are from 'general' or 'science & research' abstracts. The objective is to avoid duplication in the programme with content on a given topic to be found both in sessions in the former 'technology track' and at the same time in sessions in the former 'science & research track'.

Once the two types of abstract have been reviewed under their respective processes (see below), the two topics leaders will together decide how best to organise the content they have selected in the sessions they have available.

The scope of science & research work that is selected presented will range from long-term research to analysis, development and improvement of design tools. The science & research content is not intended to address the direct application of R&D results and tools, as this will be covered by 'general' presentations.

Science & research abstracts must describe work that has been done at the moment of submission, not work that will be done. The style of writing may be brief and incomplete, as long as the essential steps in the research are clear and convincing. It should contain new work, not yet published and should not describe work presented at other conferences. It should contain a complete reference list that is not included in the word count given on the website.

Science & research full papers of oral presentations will be included in the hard-copy EWEA 2015 Scientific Proceedings (ISBN numbered) that will be distributed onsite.

4. Call for 'breakthrough abstracts'

In response to feedback from members we will hold a call for contributions presenting the very latest findings and breakthroughs that have never been made public before. This was carried out for the first time at EWEA OFFSHORE 2015 and given the positive outcome this will be repeated at EWEA 2015.

This call for 'breakthrough abstracts' will take place from 1-14 September 2015. Both 'general' as well as 'science & research' submissions are encouraged on all the topics listed above. Submissions will be reviewed by all session chairs according to the same process used for the review of general abstracts before the summer, with the best being selected for presentation.

Two sessions are provisionally reserved for this however this will be confirmed by end September 2015. Others of sufficient standard will be offered the opportunity to be presented as posters.

Those interested should bear in mind that this should *not* be considered as a 'second chance' for those that missed 15 May deadline for the main call for abstracts. Only abstracts that clearly propose to share breakthroughs that would have been impossible to submit in May will be considered.

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5. Rules and requirements

Definitions

Submitter: person who submits the abstract

Presenting author: person who will physically present the abstract at the conference and who is marked as the presenter in the programme

5.1. Submission rules

- Abstracts must be submitted online, on or before the closing date (15 May 2015 for the main call for abstracts, 14 September 2015 for the call for 'breakthrough abstracts'). N.B. No extensions will be made to these deadlines.
- The organisers reserve the right to reject any abstract that fails to comply with the submission instructions described in the document. Please note that late submissions will not be considered.
- It is possible to submit more than one abstract. However, only one presenting author per abstract is permitted. Whilst it is possible for one presenter to have several poster presentations, please be aware that in order to promote as diverse a programme as possible it is not normally possible for a presenter to make more than one oral presentation.
- Please ensure that your abstract does not contain spelling, grammatical or technical / scientific errors. Take care to not include special characters (symbols such as © or ± for example) as these will not be rendered properly, but rather write these out in normal text. No corrections are possible after the submission deadline. The abstract will be reproduced exactly as submitted. No proofreading will be done.
- Presenting authors must accept full responsibility for the submission and presentation of the abstract. Presenting authors retain full copyright of their abstracts, presentations and full papers. By submitting an abstract, authors give consent and authorise the organisers to publish or submit for publication their abstract, presentation, biography, photo and full paper, and to include them in any conference publications.

5.2. Abstract requirements

- Abstracts should contain new work, not yet published.
- The correct topic must be selected to ensure correct scoring. The content of the abstract must be topic related. It is the responsibility of the submitter to ensure that abstracts are submitted under the correct topic.
- Abstracts must respect the word limits for each abstract type:
  - General abstracts: maximum 625 words
  - Science & research abstracts: maximum 1,500 words.
- Abstract format:
  - General abstracts: plain text format (no tables, graphs, charts or images)
  - Science & research abstracts: PDF (incl. text plus graphs, charts or images as necessary). **Please include abstract title, presenting author, co-authors and affiliations in your PDF.**
  - Submitted abstracts should be divided in 5 sections:
    1. Introduction
    2. Approach
    3. Main body of abstract
    4. Conclusion
    5. Learning objectives
- Abbreviations should be defined.

6. Online submission procedure

6.1. Using the online system

- Abstracts may only be submitted via our online system. The first time you use the system, you must create your own submitter account. Using this account, you are able to create, edit and submit multiple abstracts.
- Submitters can go back and make changes to, or delete, a submitted abstract until the submission deadline, 15 May 2015 (23:00 CET) for the main call for abstracts and 14 September 2015 (23:00 CET) for the call for 'breakthrough abstracts'.
- Prior to the submission deadline, the secretariat will be the contact person for abstract submitters. <u>Once this deadline has passed, all future communication will be with the presenting author</u>. To avoid confusion please make sure this is clearly communicated between submitters and presenting authors.
- If you have successfully submitted your abstract you will receive a confirmation email. If no confirmation email is received within 48 hours, the abstract cannot be considered as successfully submitted and accepted. Please contact the secretariat at eweaconferences@mci-group.com to check the status of your abstract.
- Abstract withdrawal: If you would like to withdraw an abstract after the submission deadline, please contact us at eweaconferences@mci-group.com

6.2. What do I need before starting my submission?

- Read through the topic descriptions before you write and submit your abstract.
- Prepare your abstract text in a word processing programme (e.g. Microsoft Word) for easy copy-paste into the online form.
- Prepare your brief biography (max 100 words). Biographies should summarise your current position, educational qualifications, brief career details and major work achievements to date, including any areas of specialisation. Biographies should be written in the third person and should be clear and concise. If your abstract is selected for presentation at the conference, your biography will be published as is in the online conference programme and will not be proofread.
- Make sure you have a professional photo, head and shoulder style, JPEG format, sized at least 450 × 450 pixels and no larger than 2MB. If your abstract is selected for presentation at the conference, your professional photo will be published in the online conference programme.
- Have information on co-authors, if applicable (full name, organisation and email address).

Example of brief biography:
Mrs. Windmill has been working in the wind industry for almost 20 years. She is currently a senior consultant at the International Wind Research Institute in Windtown. She studied electrical power engineering and automation at the University of Applied Science in Windtown. After her studies she spent 12 years at Company X in various roles and has been involved in projects Y and Z. Her research is focused on the grid connection of electrical systems and components. She has received awards for her work in the fields of A, B and C.

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7. Advice for abstract submitters: how to write a good abstract

An abstract is a short document that is intended to capture the interest of the reviewers. It should engage the reader, making it clear what your paper is about and why it would make an excellent oral or poster presentation.

When answering a call for abstracts keep the following in mind to ensure that yours has a good chance of being accepted.

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- Read the explanation of the abstract scoring process, so you understand the criteria your abstract will be marked on.
- Ensure that your ideas are well thought out and follow a logical, coherent flow:
    - State the issue to be discussed
    - Give a brief background to the issue
    - Brief description of what you are doing to address it
    - Implications/outcomes: why is what you've done of value to other specialists?
- Ensure that the abstract relates to the session topic in a direct, not contrived way.
- Ensure your abstract will contribute to the conference:
    - Highlight why your work is innovative – what new ideas/research will you bring to delegates?
    - How is your work relevant to delegates? What will they learn and what can they take back to their jobs?
- Title: Short attention-catching titles are the most effective. However, it is also important, for a conference paper, to ensure that the title describes the subject you are writing about, so make sure it's not too obscure. Avoid using acronyms in your title.
- Ensure that practical aspects of the abstract comply with requirements, including word limits, specified font type, size and format.
- Look at past abstracts/conference papers to pick up the tone and style of successful abstracts.
- Run your abstract past someone familiar with both the topic and this type of abstract process.
- Finally, remember that your abstract serves two purposes:
    - To interest and intrigue the committee so they will select it
    - Introduce/outline your topic for the online programme – to give delegates a good idea of what to expect

8. Abstract scoring procedure

8.1. Scoring of general abstracts

Reviewers of general abstracts will base their scores on the following criteria:

Innovative content
Does the abstract present truly innovative ideas and creative solutions to new or known challenges within the industry? Submissions showcasing cutting-edge ideas and approaches will be favoured.

Contribution to industry knowledge
Abstracts should help the conference contribute to the progression of the industry as a whole. Particular emphasis will be given to abstracts that provide useful outputs and practical advice & tools for the audience in their daily work.

Relevance to the topic
Abstracts whose content fits well with the topic and would fit well within the resulting sessions will be favoured.

Quality of presentation
Abstracts should be logical, well-structured and easy to understand. Abstracts should present complete information. Where important results are missing, or when more time is required to gather information, abstracts will receive lower scores.

NB: Authors only able to present results of their work closer to the date of the conference are encouraged to submit a 'late breaking abstract' from 1-14 September 2015.

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For each criterion, the abstract will be marked from 0 – 5, giving a maximum score of 20. Each abstract is reviewed by a number of different reviewers, and the average score out of 20 is calculated.
The 0 to 5 scale for each criterion is:
  0 = criterion is not met
  1 = very poor, little or no accomplishment of the criterion
  2 = poor, criterion is only achieved on a superficial level
  3 = acceptable, abstract has fulfilled the criterion but is not remarkable
  4 = good, abstract performs strongly as regards this criterion
  5 = excellent, abstract is exemplary as regards this criterion

8.2. Scoring of science & research abstracts
Reviewers of science & research abstracts will base their scores on the following criteria:
  1 = the abstract has to describe work that has been done at the moment of writing the extended abstract, not work that will be done.
  2 = while the style of writing may be brief and incomplete, the essential steps in the research must be clear and convincing.
  3 = the abstract should contain new work, not yet published.
  4 = the abstract should include a complete reference list.
  5 = the methodology and results should be plausible and free of errors.
  6 = the work in the abstract should be up-to-date as regards previous knowledge and the contribution of others.
  7 = the work should be scientifically/technically relevant.

For each criterion, the abstract will be marked from 1 – 3, giving a maximum score of 21. Each abstract is reviewed by a number of different reviewers, and the average score out of 21 is calculated.
The 1-3 scale for each criterion is:
  1 = not sufficient
  2 = adequate
  3 = good

8.3. Recommendations made by abstract reviewers
As well as providing a numerical score for your abstract, each reviewer will make a recommendation. The options available to reviewers are:

- This abstract should be rejected
- I strongly recommend that this abstract is selected for poster presentation
- This abstract is more suitable for poster presentation than oral presentation
- This abstract is more suitable for oral presentation than poster presentation
- I strongly recommend that this abstract is selected for oral presentation

Please note the recommendations of reviewers are intended as a guide for the session chair.
They do not guarantee the final outcome.

8.4. What happens after the abstracts are scored?
As described under point 3, each topic (with the exception of 'finance') will have two topic leaders, one from industry and one from the science & research community. Topic leaders will have access to all the abstracts submitted for their topic, together with their average score and the recommendations of reviewers.

The topic leaders select the abstracts they wish to include in their sessions – this is based on the scores & recommendations of reviewers, but also takes into account the scope and balance of the sessions. Topic leaders are given the following benchmarks as guidance:

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General abstracts:
- *Oral presentation:* abstracts with an average score of more than 14 OR reviewers strongly recommending oral presentation;
- *Rejection:* abstracts with an average score of less than 10 OR one or more reviewers recommending rejection
- *Poster presentation*: abstracts not selected for oral presentation but not considered for rejection.

Science & research abstracts:
- *Oral presentation:* abstracts with an average score of more than 14 OR reviewers strongly recommending oral presentation;
- *Rejection:* abstracts with an average score of less than 14 OR one or more reviewers recommending rejection
- *Poster presentation*: abstracts not selected for oral presentation but not considered for rejection.

The topic leaders then together prepare session proposals, with the abstracts they wish to include in their sessions for oral presentation. The session proposals will be discussed and finalised at a meeting of topic leaders and EWEA staff in early June 2015. Presenting authors will be notified of the outcome of their submission by email (from eweaconferences@mci-group.com) as of end June 2015.

All accepted authors will be required to produce a presentation (either oral or poster) and a full paper, which will be included in the EWEA 2015 online conference proceedings. As mentioned above, science & research full papers of oral presentations will be included in the hard-copy EWEA 2015 Scientific Proceedings (ISBN numbered) that will be distributed onsite.

All oral presenters are required to send a draft of their presentation to their session chair by 11 October 2015. Sessions chairs will then contact speakers to discuss the draft presentation and agree on modifications as necessary for it to best fit into the session and be of maximum value to conference delegates.

NB: Following these discussions should the session chair feel that the proposed presentation will still not be of sufficient quality and value to the conference programme, the session chair has the right to reject the oral presentation. This, however, is only expected to be necessary as a last resort in exceptional cases.

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