

## EWEA OFFSHORE 2015 ABSTRACT SUBMISSION KIT

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### 1: KEY DATES

14 July 2014	Call for reviewers & session chairs (EWEA members only)	
Mid-July 2014	Call for abstracts topics, deadlines and instructions available	
Second half Aug. 2014	Abstract submission website open	
1 September 2014	<b>Call for reviewers &amp; session chairs closes</b> (EWEA members only)	
1 October 2014 (23:00 CET)	<b>Call for abstracts closes</b> NB: This deadline will not be extended	
October–November 2014	Abstract review & programme development	
From beginning December 2014	Authors notified of results of abstract submission: oral presentation (speaking slot), poster presentation or rejection	
1-14 December 2014	<b>NEW: Call for 'late breaking abstracts'</b>	
From beginning January 2015	Late breaking abstract authors notified of results: oral presentation (speaking slot), poster presentation or rejection	
	<b>Speakers (oral presentations)</b>	<b>Poster presenters</b>
Sunday 1 February 2015	<b>Deadline:</b> submission of draft presentation for review by session chair	
Early February 2015	Session chairs to contact speakers to discuss draft presentations	
Sunday 8 February 2015	<b>Deadline:</b> register to attend	<b>Deadline:</b> register to attend
Sunday 15 February 2015		<b>Deadline:</b> poster submission
Sunday 22 February 2015	<b>Deadline:</b> submission of final presentation file	
Thursday 12 March 2015	<b>Deadline:</b> submission of full paper	<b>Deadline:</b> submission of full paper
10-12 March 2015	<b>EWEA OFFSHORE 2015 Bella Center, Copenhagen, Denmark</b>	

### PROGRAMME QUESTIONS?

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## 2: RULES AND REQUIREMENTS

### 2.1. Submission rules

- Abstracts must be submitted online, on or before the closing date (1 October 2014 for the main call for abstracts, 14 December 2014 for the call for 'late breaking abstracts'). N.B. No extensions will be made to this deadline.
- The organisers reserve the right to reject any abstract that fails to comply with the submission instructions mentioned on the event's website. 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 it is not normally possible for a presenter to make more than one oral presentation in the programme.
- Please ensure that your abstract does not contain spelling, grammatical or scientific errors. 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.

### 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

### 2.2. 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 limit: maximum 625 words
- Abstracts should be entered in a plain text format (no tables, graphs, charts or images)
- Abbreviations should be defined.

### 2.3. NEW: call for 'late breaking 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 call for 'late breaking abstracts' will take place from 1-14 December 2014. Submissions on all topics will be reviewed by all session chairs, with **the four best being selected for presentation in one dedicated session**. Others of sufficient standard will be offered the opportunity to present as 'late breaking posters'.

## 3: ONLINE SUBMISSION PROCEDURE

### 3.1. 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, 1 October 2014 (23:00 CET) for the main call for abstracts and 14 December 2014 for the call for 'late breaking abstracts'.
- Prior to the submission deadline, the secretariat will maintain contact with the abstract submitter. Once this deadline has passed, all future communication will be with the presenting author. 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 to check the status of your abstract (see page footer for contact details).
- Abstract withdrawal: If you would like to withdraw an abstract after the submission deadline, please contact us at [eweaconferences@mci-group.com](mailto:eweaconferences@mci-group.com)

### 3.2. 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 in the online conference programme.
- Make sure you have a professional photo, head and shoulder style, JPEG format, sized at least 350 × 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.*

## 4: ABSTRACT REVIEW PROCESS AND NOTIFICATION OF ACCEPTANCE

### What happens next?

The review committee will review all abstracts that have been submitted on time and in the specified format. This will take place from beginning-October 2014.

Reviewers can recommend abstracts for:

- Oral presentation (speaker slot)
- Poster presentation
- Rejection

The scored abstracts, together with the recommendations of reviewers and any additional comments, are made available to the session chairs. The session chairs will prepare session proposals, identifying the abstracts they wish to include in their sessions for oral presentation. The session proposals will be discussed and finalised at a meeting of session chairs, topic leaders and EWEA staff in mid-November 2014.

Presenting authors will be notified of the outcome of their submission by email (from [eweaconferences@mci-group.com](mailto:eweaconferences@mci-group.com)) as of beginning December 2014.

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 OFFSHORE 2015 online conference proceedings.

Speakers (i.e. oral presenters) are required to send a draft of their presentation to their session chair by 1 February 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 expected to be necessary as a last resort in exceptional cases.

## 5: 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.

- 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?

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- 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 & 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.
- 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

## 6: ABSTRACT SCORING PROCEDURE

### 6.1. How abstracts are scored by reviewers

Reviewers will be asked to score abstracts on 4 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 session topic**

Abstracts whose content fits well with the session topic 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 December 2014.

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 non-existent
- 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

## 6.2. Recommendations

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.**

## 6.3. What happens after the abstracts are scored?

Each session at EWEA 2014 will have a session chair. The session chair will be given access to all the abstracts submitted for their session, together with their average score and the recommendations of reviewers.

The session chairs select the abstracts they wish to include in their session – this is based on the scores & recommendations of reviewers, but also takes into account the scope and balance of the session.

Session chair are free to choose the abstracts they wish to include, but are given the following benchmarks as guidance:

- Abstracts with an average score of more than 14 OR at least one reviewer strongly recommending oral presentation should be considered for oral presentation.
- Abstracts with an average score of less than 10 OR at least one reviewer recommending rejection will be considered for rejection by the relevant Track Chair.
- Abstracts not considered for rejection, but not selected for oral presentation will be offered a poster presentation.

## Programme questions?

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