

# GUIDE FOR DISCUSSION CONTRIBUTORS

*2025 CIGRE Colloquium will proceed from 30th June to 6th July.*

*Group Discussion Meetings include a specific process that allow delegates to prepare and present a contribution* - presenting their point of view and experience before an audience of experts. *More details in this guide.*

**Please read these instructions carefully**

## 1. INTRODUCTION

CIGRE Sessions are based upon the “Special Reporter” system, i.e., selected papers are not presented individually by authors during the Group Discussion meeting, but are incorporated in a “Special Report” which sets forth the essence of the papers and structures their discussion, in the form of prepared ‘Questions’ calling for contributions from the audience.

The present instructions are intended for Delegates who plan to contribute to the discussions (we shall name them contributors, “authors” is preferably used for Session papers). These instructions should be observed to ensure high quality exchanges.

**These guidelines take into account the following:**

The set of Session papers is available for downloading through the registration platform before the Session to all duly registered delegates.

The Special Report is available to all on free access on the Osaka Colloquium [Session website](#) - see “Group Discussion Meetings (GDM)” in the side menu bar.

Intended contributors should prepare two documents for their contribution:

- a visual version for the presentation in the Group Discussion Meeting – 2 or 3 slides maximum
- a written version – text that also can contain figures or tables– more explanatory.

Both versions should be made available in advance to Study Committees Officers and to the Special Reporters **before the Session**. They will also be part of ‘Session Proceedings’. Session Proceedings will be available to all delegates a few weeks after the Session for downloading.

The Proceedings comprise:

- the Technical Program of the colloquium including the list of papers
- the colloquium papers,
- the Special Report,
- the prepared written contributions and the associated visual supports to the discussions for each Preferential Subject,
- the posters of the Poster Session,
- the General Report drawn up after the Session and which reports on the discussions and draws conclusions.

## 2. GUIDELINES FOR THE DISCUSSIONS

### **Group Discussion Meetings for a Preferential Subject run as follows:**

- Introduction by Chair
- Presentation of the Preferential Subject by the concerned Special Reporter
- Presentation of Prepared contributions by the different contributors, relevant to the subject (visuals) and in the sequence of the questions
- Spontaneous contributions, if any
- Possibly, general discussion
- Conclusions of the discussion by the Special Reporter

### **A contribution should answer only one 'Question' from the Special Report.**

**Time is limited to 2-4 minutes per contribution** to accommodate a large number of speakers. The available time depends on the number of received prepared contributions and will be notified by the Special Reporter to the contributors in the acceptance message.

Advice to speakers is:

- Focus on the main message
- Highlight just a few items, give a few key figures
- Highlight novel points of interest
- Avoid recalling background information known to the audience
- Avoid complex tables or presentations calling for explanation
- Follow specific recommendations of the Special Reporter, if any.

- **Style for visual presentation:** Conversational style is the ideal form of presentation. Reading out and giving too dense information which is hard to follow should be avoided. Speech should be relatively slow considering the different nationalities represented. The oral presentation should give the main points and conclusions; full text is delivered in the written version of the contribution only.

- Prepared contributions have to be made available to the Study Committee Chair and the Special Reporter for approval before the meeting (see instructions in the Special Report).

### **- A few hints to keep in mind:**

- Avoid too detailed visuals.
- Keep the message simple (show curves rather than tables or figures). More elaborate illustrations may of course be supplied with the written text.
- Use of colours: generally, warm colours are used for emphasis, cold colours to point to a negative aspect when drawing comparisons.

**Logos and brand names:** Company logos or names may appear **on the first slide of the presentation only**, in a reasonable size. Commercial content or the use of brand names is **not accepted**.

### 3. CONTRIBUTIONS

#### 3.1 Prepared contributions

Delegates should prepare their contributions and upload them in advance on the [registrations portal](#) to the attention of Study Committee Chair and Special Reporter – deadline for uploading is June 15<sup>th</sup> – so that the meeting could be prepared at the best.

**Important point: Access for uploading contributions is only possible through the registration portal. Therefore, intended contributors should have completed their registration prior uploading their contribution(s). Contributors will receive an acknowledgement by email after uploading.**

**The Study Committee Chair and the Special Reporters will carefully examine all the proposals. Contributors will be notified by email after the review of the decision. They can be asked to upload a revised version of the contribution.**

Speaking time and sequence for each participant will be also notified by the Special Reporter. **Intended contributors are strongly encouraged to read carefully Special Reports on Osaka Colloquium website for detailed information regarding the procedure.**

**Delegates Intending to submit prepared contributions are strongly encouraged to read carefully Special Reports on Osaka Colloquium website for detailed information regarding the procedure.**

#### 3.2 Spontaneous contributions

For spontaneous contributions, no preliminary information to Chairman is required: Contributor is to raise his hand when Chairman calls for spontaneous contributions. Each Contributor having given a spontaneous contribution can send a written contribution to the Secretary and the Chairman, within 15 days after the Session, to be included in the Session Proceedings.

#### 4. COLLECTION OF THE CONTRIBUTIONS FOR THE PROCEEDINGS

The Proceedings posted on the website are structured according to this principle: one question → one contribution → 2 files (visual and text).

- **Composition of the proceedings**

- Posters and articles as accepted from the ConfTool
- Prepared Contributions and previously sent before the Session as indicated above
- Spontaneous contributions are drawn up afterwards and the file are to be sent directly to the Study Committee, within the delay of 2 weeks

Past this delay no contribution will be inserted in the Session Proceedings.

- **Contributions presentation instructions**

Written contributions :

**The word template provided on the website must be used.**

Length: 1000 words maximum

Text: Font size 10

Format: PDF. Identification of the file: SC, Preferential Subject, question number as specified in the Special Report (Qy.xx), Contributor's name, country code (zz) and year - see lay-out below:

For instance: B5\_PS1\_Q1.01\_NAME\_FR\_2025

Name, country and registration number of contributor to be mentioned in the top left hand corner of each page of text. Group, Question number, should appear in the top right hand corner. The template page will be available for downloading on the [Session webpage](#). All pages of a contribution should be numbered.

Visual support

**The Power Point template provided on the website must be used** for your slides.

Templates for both written contributions and visual presentation are available on [2025 Session website](#) – see Group Discussion Meetings in the side menu bar.

- **Control before edition**

The proceedings contents are reviewed by the Chair of the Discussion Group Meeting and by the Special Reporter(s). The Proceedings follow the chronological order of the contributions during the Discussion Group Meeting.

Thank you for your participation and looking forward to seeing you in Osaka!