EWEA OFFSHORE 2013 ABSTRACT SUBMISSION KIT
SECTION 1: RULES AND REQUIREMENTS

SUBMISSION RULES

1. Abstracts must be submitted online, on or before the closing date (19 May 2013). N.B. No extensions will be made to this deadline.

2. 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.

3. 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.

4. 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.

5. The presenting author must accept full responsibility for the submission and presentation of the abstract. The presenting author retains full copyright of their abstract, presentation and full paper. 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 and mobile application.

ABSTRACT REQUIREMENTS

1. The abstract should contain new work, not yet published.

2. 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.

3. Abstracts must respect the word limit of 550 words.

4. Abstract should be entered in a plain text format (no tables, graphs, charts or images).

5. Abbreviations should be defined.

Definitions

Submitting author: 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

First author: First author cited who scientifically endorses the abstract and is therefore responsible for its content

PROGRAMME QUESTIONS?
Contact Dorothy Henry or Ioana Petricean +32 2 740 22 39
Speaker Management programme@eweaevents.org
(Conference Secretariat MCI Brussels)
SECTION 2: KEY DATES AND ONLINE SUBMISSION PROCEDURE

KEY DATES

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 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.

- Please note that submitters can go back and make changes to a submitted abstract until the submission deadline, 19 May 2013.

- 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. Please make sure this is clearly communicated between submitters and presenting authors, to avoid confusion.

- 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.

- Abstract withdrawal: If you would like to withdraw a submitted abstract, please contact us at programme@eweaevents.org as soon as possible.

- Click here to submit

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WHAT DO I NEED BEFORE STARTING MY SUBMISSION?

- Take some time to read through the session topic descriptions before you write and submit your abstracts. The descriptions are available on the submission website.
- Prepare your abstract text in a word processing programme (e.g. Microsoft Word) for easy copy-paste into the online form.
- 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 and mobile application.
- Your professional photo. The head and shoulder photo should be in JPEG format, sized at least 350 x 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 and mobile application.
- Information on co-authors, if applicable (full name, organisation and email address).

Example of brief biography:

Mr. Windmill has been working in the wind industry for almost 20 years. He is currently a senior consultant at the International Wind Research Institute in Windtown. He studied electrical power engineering and automation at the University of Applied Science in Windtown. After his studies he spent 12 years at Company X in various roles and has been involved in projects Y and Z. His research is focused on the grid connection of electrical systems and components.
SECTION 3: ABSTRACT SCORING

PROCEDURE

The Review Committee will review all abstracts that have been submitted on time and in the specified format. This will take place in late May/early June 2013.

HOW ABSTRACTS ARE SCORED BY REVIEWERS

Reviewers will be asked to score abstracts on 4 criteria:

1. **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.

2. **Relevance to session topic**
   Abstracts whose content fits well with the session topic will be scored highly.

3. **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.

4. **Quality of presentation**
   A. Abstracts should be logical, well-structured and easy to understand.
   B. Abstracts should present complete information. Where important results are missing, or when more time is required to gather information, abstracts will score lowly.

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

* As part of the review process, an abstract may be reallocated to a new session topic, if a number of reviewers feel it is more appropriate to a different session. This is done to ensure abstracts are not poorly & unfairly scored on this criterion. However, it remains the responsibility of the abstract submitter to choose the most appropriate session when submitting their abstract.

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 to guide the Lead Session Chair. They do not guarantee the final outcome.

PROGRAMME QUESTIONS?
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Each session at EWEA OFFSHORE 2013 will have a Lead Session Chair (LSC).

The LSC will be given access to all the abstracts submitted for their session, together with their average score and the recommendations of reviewers.

The LSCs 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.

Lead Session Chairs 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.

N.B. EWEA conferences look to present the best in content and ideas-sharing, providing learning opportunities and practical solutions to contribute to a stronger industry. Abstracts should provide delegates with theory and case studies from which they can learn and put into practice in their daily work. Abstracts that are overly commercial – advertising products and services, instead of providing knowledge – will be rejected.

PRESENTING AUTHORS WILL BE NOTIFIED OF THE OUTCOME OF THEIR SUBMISSION BY EMAIL (FROM PROGRAMME@EWEAEVENTS.ORG) AS OF EARLY JULY 2013.

PRESENTATION TYPES & REQUIREMENTS

Oral presentation: A speaking slot in a conference session supported by PowerPoint slides. Duration of between 5 and 15 minutes, depending on the session structure (session chairs will communicate such details following acceptance).

Poster presentation: Presentation via a large-format poster that will be displayed prominently throughout the event. A dedicated poster viewing session will take place during the conference and presenting authors are required to be present for this. The date & time of this session will be communicated to poster presenters via the notification email. Please note that poster presentations do not represent an opportunity to deliver a presentation orally.

All accepted authors will be required to produce a presentation (either oral or poster) and a full paper. All PowerPoint presentations, poster presentations and full papers will be included in the EWEA OFFSHORE 2013 online conference proceedings website.

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HOW TO WRITE A GOOD ABSTRACT

Purpose: The single most important thing about an abstract is that it is a short document that is intended to capture the interest of a potential reader of your paper. Thus in a very important sense it is a marketing document for your full paper. If the abstract is poorly written or if it is boring then it will not encourage a potential reader to spend the time reading your work and will be poorly scored as a consequence. Thus the first rule of abstract writing is that it should engage the reader by telling him or her what your paper is about and why they should read it.

When answering a call for abstracts a number of factors need to be kept in mind to ensure that your abstract has a good chance of being accepted.

1. Read the explanation of the abstract scoring process, so you understand the criteria your abstract will be marked on.
2. 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 about it
   - Implications/outcomes: why is what you’ve done important?
3. Ensure that the abstract relates to the session topic:
   - In a ‘real’ and not contrived way: if it doesn’t fit then don’t submit
4. 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?
5. Title: Short attention-capturing 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 ‘clever’ or obscure. Avoid using acronyms in your title.
6. Ensure that practical aspects of the abstract comply with requirements, including word limits, specified font type, size and format.
7. Look at past abstracts/conference papers to pick up the tone and style of that particular organisation’s conferences.
8. Run your abstract past someone familiar with both the topic you wish to present and the conference style: such as a university lecturer, work colleague, member of professional society, someone who has presented before at the conference.
9. 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

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Taking part as a presenter at EWEA OFFSHORE 2013 requires a significant amount of preparatory work. Please take note of the tasks and deadlines below and include them in your planning.

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### ORAL PRESENTER

**FROM EARLY OCTOBER 2013**

**01 OCTOBER 2013**  
**Deadline:** Submission of draft PowerPoint presentation, for review by session chair

**07 OCTOBER 2013**  
**Deadline:** Session chair to contact speaker to discuss draft presentation

**04 NOVEMBER 2013**

**08 NOVEMBER 2013**  
**Deadline:** Submission of revised PowerPoint and updated biography

### POSTER PRESENTER

**Online poster submission opens**

**19 - 21 NOVEMBER 2013**

**21 NOVEMBER 2013**  
**Deadline:** Submission of full paper to accompany presentation

**PROGRAMME QUESTIONS?**

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