Guidelines for Speakers

BASIC INFORMATION

Your abstract has been accepted for ORAL presentation – congratulations! But what does this mean?

- You need to register for Workshop participation.
- You need to produce a full paper and a presentation.

DEADLINES – NO EXTENSION POSSIBLE

- **One author** per paper **must register** for the workshop. As a **speaker**, you are eligible for a special reduced participation fee. For fees, visit: https://hybridpowersystems.org/tickets/.
- To secure your presentation slot in the program, speakers and poster presenters must register **until 9 March 2026**.
  If registration is not possible until **9 March 2026** due to exceptional circumstances, please contact the organizing team so we can find a solution to keep your contribution in the program.
- The full paper and the signed & scanned copyright form must be submitted until **15 April 2026** via the online conference platform: https://coms.app/hybridworkshop2026/
- Your presentation (.ppt /.pptx) must be submitted until **30 May 2026 in your account in** the online conference platform. You will be informed separately, how updates of your presentations can be dealt with.

GUIDELINES FOR PREPARING THE PAPER

TEMPLATES AND DATA FORMAT

- All templates and required forms are provided
  a) on the Workshop's website: https://hybridpowersystems.org/submissions
  b) on the online conference platform:
  https://coms.app/hybridworkshop2026/
  Left menu » Your Account » Authors' Corner » Submission guidelines & Templates
- **Word and LaTeX** templates can be downloaded there. These templates are based on the IET paper template in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- Data format: Word (.docx, A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing

MINIMUM NUMBER OF PAGES

- The full paper of a speaker must have the minimum number of pages: **3**

ORTHOGRAPHIC NOTE OF THE EDITOR

In order to harmonise the different versions for the proceedings we kindly ask you to use the following spelling versions:
- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title.

GRAPHICS

- The manuscript's graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors.
- Graphics should be inserted into the manuscript file rather than using copy and paste.
- Do not link to a graphic but insert the graphic into the manuscript instead.

FONTS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts). Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file.
- All Type 1 fonts are embeddable. Only some TrueType fonts are embeddable. Do not embed fonts in a graphic file.

REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file.
- All fonts, including the standard (base) fonts, must be embedded and subsetted in the PDF.
- In "Settings -> Job Options -> Compression" of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.

GUIDELINES FOR PREPARING THE PRESENTATION SLIDE DECK

- Prepare your presentation as **pptx-file** – for a smooth run of the event, other formats will be converted to pptx.
- You can use your own company layout for the PowerPoint presentation.
- For your presentation please, use an **aspect ratio** of **16:9**
- Upload your presentation **after 16 April 2026** to the online conference platform:
  https://coms.app/hybridworkshop2026/ via the *Presentation upload* button here:
  Left menu » Your Account » Authors' Corner » Submission/s
- For last minute updates, you will be informed separately on alternative upload procedures.
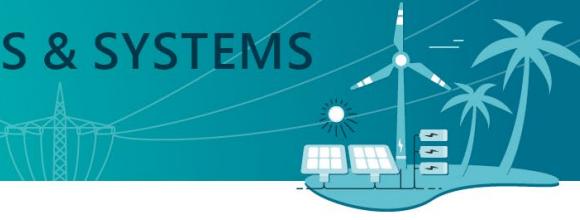
FURTHER INFORMATION

REGISTRATION

- As a **speaker** you are eligible for a special reduced registration fee as long as you register by **9 March 2026**.
- As a **student**, you are entitled either to the "Student" (if under 26) or the "Academics" discount. You may choose the lowest fee applicable in the respective time scheme.
- To register, access your account in the online conference platform:
  https://coms.app/hybridworkshop2026/ » Left menu *» Your Account » Event Registration*
- **One** author per paper needs to register for the workshop, **only one** author per paper is entitled to the reduced fee.
- Please indicate your **submission ID** in the registration (see notification email for your submission ID) – Example: **HYB26-012**

PRELIMINARY WORKSHOP AGENDA

- The agenda is published here: http://hybridpowersystems.org/agenda
  and in your account on the online conference platform: https://coms.app/hybridworkshop2026/ » Left menu *» Authors' Corner » Submission Guidelines & Templates*
- The workshop **agenda** will be **updated regularly** and **changes** can occur until the start of the event, so please make sure to **check it from time to time**.

SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO

- The online conference platform https://coms.app/hybridworkshop2026/ provides an upload button for your photo for the publication on the Workshop website, the conference app and the introductory session slides:
  Left menu *» Your Account » Authors' Corner » Upload Speaker Photo*.
- Format requirements:
  - head shot, preferably in the size of 300 x 300 px. The upload form provides a slide control to adapt the preferred detail of the picture.
- .jpg, .png or any of the popular photo file formats

INTRODUCE YOURSELF TO THE AUDIENCE – SUBMIT SHORT CV

- Please introduce yourself to the audience of your session. This information will be displayed on the introductory session slides next to your picture. Remember to keep it short.
- The online conference platform https://coms.app/hybridworkshop2026/ provides a form for some lines of your CV:
  Left menu *» Your Account » Authors' Corner » Submit Speaker CV*.