



Sustainable Distribution Asset Management & Financing

7-8 June 2010 | Lyon, France

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Sustainable financing · Asset management · Smart Grids · Active network management · Economical crisis

INSTRUCTIONS TO AUTHORS IN SUBMITTING A FULL PAPER

Deadline for submitting your CIRED Workshop 2010 full paper is **26 March 2010**

1. To submit your paper

- Download the paper template <http://www.cired2010-workshop.org/documents/template-final-Workshop-2010.doc>
This template contains the instructions giving to the author the basic guidelines to prepare the final pdf version of the paper to be included in the Workshop CD ROM. You are kindly asked to read and follow them carefully as the reproduction of your paper will be made directly from the document sent.
- Prepare (off line) your document according to instructions included in the template and save it on your hard disk. The **final paper should be submitted as a pdf file**, in maximum 4 pages in 2-column format. Papers will be published in the Conference CD-ROM from the author-supplied 'camera-ready' paper.
- Then enter the online system (<https://cired.conference-services.net/authorlogin.asp?conferenceID=1913&language=en-uk>) and upload.

2. Online submission system

- Log in to the submission system when you have prepared your full paper - enter your email address and the password you chose when you registered with the system for submitting your abstract.
 - Click on the number of the paper you wish to submit
 - Check the title is still correct. If not, modify it and also inform the Workshop secretariat (m.delville@aim.skynet.be)
 - Browse to upload your pdf camera-ready file. **Do not number the pages by yourself or modify the template that will automatically generate the page numbering**
 - Ensure a biography of the presenting author is entered
 - Ensure all authors are listed on the final page. Again using lower case letters except for the first letter of each name
 - Ensure affiliations are correct. This is for the organisation you represent.
 - Click finish to complete. You will receive a confirmation email.
- ➔ Failure to comply with the deadline date will result in the paper not being published in the CIRED Workshop 2010 CD ROM. Each paper should have at least one author registered to present the paper.

3. Amending a full paper

You may wish to change your document. You can do this at any time up to the deadline.

- Log in to the online submission system
- You will see a list of the papers that you have submitted. Click on the paper that you wish to change.
- Amending a full paper is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you do not want to.
- When you reach the final step and press "Finish" you will be sent an email confirming that your paper has been amended.

4. Personal data

The personal information we receive from delegates will also be used in order to render an account of the conclusions arrived at during the conference, for statistical purposes, and for the dispatch of information on relevant conferences in the future.

Personal data will be stored by the Institution of Engineering and Technology for future mailings and information on forthcoming conferences. Personal data may also, in certain cases, be released to other companies participating in the conference for the distribution of information and offers directly from them.

5. Queries

If you have any queries about the submission process or you want to withdraw a paper please contact Michèle Delville, conference administrator ▪ m.delville@aim.skynet.be – tel. + 32 (0)4 222 29 46.

IMPORTANT DATES

Online registration available from	15 March 2010
Deadline for submitting full papers	26 March 2010
Final notification of acceptance	14 April 2010