

## International Conference on Renewable Power Generation



### Instruction on how to present your paper at RPG 2019 RPG 2019 口头报告及海报展示准备指南

#### Accepted as an oral presentation? There are 4 steps:

需要做口头报告？您应该完成以下四步：

1. [Register](#) for the conference by **20 September 2019**. Each paper must have at least 1 author register and present the paper at the conference otherwise the paper will be EXCLUDED from the conference proceeding  
首先，请于 **2019年9月20日前** 通过[会议网站](#) 进行注册缴费。每篇文章至少有一名作者注册参会并对文章进行报告，未注册或未进行展示的文章将无法予以发表。
2. Create a power point presentation (15 mins) to present to the audience at the conference and submit the PPT slides using paper ID as file name to [event@theiet.org.cn](mailto:event@theiet.org.cn) by no later than **30 September 2019**  
创建一个 PPT 演示文档（15 分钟口头报告）并于 **2019年9月30日前** 将 PPT 以文章编号命名发送至会议邮箱 [event@theiet.org.cn](mailto:event@theiet.org.cn)
3. Copy your PPT slide into a USB stick and bring to the conference as a backup  
将 PPT 文档存于 U 盘中带至会场以作备用
4. Presentations should last no longer than 15 minutes and presented in English Language only.  
口头报告时间应控制在每人 15 分钟内并全程以英文演讲

**PowerPoint submission deadline: 30 September 2019**

**PPT 文档提交截止日期为 2019 年 9 月 30 日**

### Accepted for a poster presentation?

需要做海报展示？您应该完成以下三步：

1. [Register](#) for the conference by **20 September 2019** Each paper must have at least 1 author register and present the paper at the conference otherwise the paper will be EXCLUDED from the conference proceeding  
首先，请于 **2019年9月20日前**通过[会议网站](#)进行注册缴费。每篇文章至少有一名作者注册参会并对文章进行报告，未注册或未进行展示的文章将无法予以发表。
  2. Create a poster for display. You will be required to print and bring your poster with you on the day. There may not be any printing facility near the venue so please prepare in advance.  
设计并打印一份海报携带至会场，会场周围可能没有打印设备所以请您提前准备
  3. Bring your poster to the conference on the day of your scheduled display time (according to conference programme) and instructed by the staff to find your poster location for display.  
按照会议日程安排的展示时间携带海报至现场，在工作人员的指引下找到您海报的张贴位置进行张贴展示
- Poster display time is **from 09:00 – 17:00** and it is required to be displayed during the whole period. If you would like to take your poster back, please do so after 17:00  
海报展示时间为 **09:00—17:00** 我们要求海报需要在此时间段全程进行展示。如果您需要将海报带走，请于 17:00 以后进行
  - Staff will check onsite and any unrepresented poster, the paper will be excluded from the conference proceeding and registration fee non-refundable.  
工作人员会在会场确定未在规定日期/时间内进行展示的文章海报，该文章将无法予以出版，还请谅解。已缴纳的注册费用在会后无法进行退款。

### Tips for you when creating your poster 设计制作海报的一些建议

- The poster size should be **A1 59.4cm\*84.1cm vertical format**  
**海报大小应为 A1 尺寸, 竖版**
- You should clearly display the following information on your poster board: the title of your paper, the authors' names and their affiliations, your usual contact details (e.g. an email address) to allow delegates to follow up discussion  
以下信息应清晰的显示在海报上，包括文章题目，作者姓名及单位/学校信息，作者联系方式（例如邮箱）用于参会者会后联系交流
- Your display should consist chiefly of keywords, diagrams, photographs, etc.  
你的展示应该主要由关键词、图表、照片等组成。
- Diagrams and graphs should have clear captions  
图解和图表应该有清晰的说明

- All text should be easy to read  
所有的文本都应该易于阅读
- Use colour to emphasise important features  
使用颜色强调重要特征
- All graphs and diagrams should be drawn with thick lines (preferably 1mm or more in width)  
所有的图表都应该用粗线绘制(最好是 1mm 或更宽)
- Handwritten text or diagrams are not recommended  
不推荐使用手写文本或图表

**Notes:** There are different paper displayed on each day and the poster boards to stick the paper on is limited each day therefore we are not able to accomodate your request for display on the other day rather than the day allocated to you  
请注意，每日所展示的海报不同，海报展板的数量每日有限所以我们无法安排您在不是您展示海报的另外一天进行展示，还望您理解。

Other queries please contact the IET China office  
其他问题，欢迎联系 IET 北京办公室

#### **Event General Enquiries**

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