



## Instructions for authors of plenary presentations and posters of the conference

### *Sustainable Energy for Africa 2021*

#### Registration

Authors and other participants are invited to register and pay their fees as soon as possible to the website <http://www.se4a.africa>.

Authors must be registered before October 15th. Other participants may register up to November 5th. The registration fees must be paid at registration time by bank transfer (all transfer fees at your charge) or by credit card. The registration fees are low in order not to be an obstacle for participants: 200.000 XOF (FCFA)(about 300 €) for participants who attend the conference in person and 35.000 XOF (about 50 €) for “in virtual” participants, via Zoom. For “in person” participants, fees include lunches, coffee pauses and the welcome reception on the first day of the conference, etc..

The registration page on the web site will soon include a list of hotels with which we have negotiated a special favorable rate for the participants of the conference.

Authors who cannot find in their institution, their projects etc. the means to finance their participation (travel costs, accommodation costs) may introduce a request for sponsoring at [sponsoring@se4a.africa](mailto:sponsoring@se4a.africa). However, this conference is organized by academies who have only very limited budgets for this sponsoring. We are actively looking for external sponsors, but we will certainly not be able to finance all requests. Therefore, we recommend looking for sponsoring in your local environment first. If you introduce a request, please include a detailed and realistic budget. Requests of a lump sum amount will not be considered.

#### Full text for the proceedings

The organizers of the conference would like to make the proceedings available at the time of the conference. Therefore, ***we need to receive these full texts at the latest on October 15th 2021.***

The length of the full texts corresponding to plenary presentations should not exceed 10 pages, including figures, references etc. The length of the full texts corresponding to posters should not exceed 5 pages. If you need more, tell us at [proceedings@se4a.africa](mailto:proceedings@se4a.africa) .

The texts are original material only. Translations of texts already published in another language will not be accepted. If your text is not original, give us its reference, including, if available, its url to find it on the web.

**Language:** Papers should be written in English (preferably) or French and should be correct as far as the form is concerned: vocabulary, syntax, spelling. Papers in good French are preferred to papers in poor English.

**Title:** The title should clearly indicate the subject dealt with, but should be kept as short as possible.

**Summary:** The text of the paper should be preceded by a summary not exceeding **10 lines**. If you need more, part of your summary should probably be moved to your introduction.

**Keywords:** No more than **5 keywords** should be mentioned under the title.

**Length :** For plenary presentations, a manuscript of maximum 10 pages is expected; for posters, a manuscript of maximum 5 pages is expected.

**Format :** The manuscripts should be sent in pdf format and also either in word (.docx), ODF(.odt) or latex.

**Template :** The manuscripts should be presented according to the A4 IEEE template:

docx: <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/conferences/conference-template-a4.docx>

latex: [http://www.ctan.org/tex-archive/macros/latex/contrib/IEEEtran/IEEEtran\\_HOWTO.pdf](http://www.ctan.org/tex-archive/macros/latex/contrib/IEEEtran/IEEEtran_HOWTO.pdf)

### **Where to send the texts**

The texts should be sent as attachments to [proceedings@se4a.africa](mailto:proceedings@se4a.africa)

If accepted by the reviewing committee we intend to use the pdf versions as they are received.

If you cannot send your text before October 15th, tell us at [proceedings@se4a.africa](mailto:proceedings@se4a.africa) as soon as possible for which date you would be able to send us your text. We want to avoid delays in proceedings publication. Texts that are not available in due time will be replaced by the abstract and the slides.

### **Slides**

Slides of plenary contributions and seminar contributions to be presented locally in Cotonou (“in person”) should be sent **before November 1st**, preferably in .pptx format, and must imperatively be sent before November 5th to, [slides@se4a.africa](mailto:slides@se4a.africa).

Slides of plenary and seminar remote (“in virtual”) presentations must be sent **before November 1st** to [remote@se4a.africa](mailto:remote@se4a.africa) . These authors must also send a pre-recording of their presentation.

They will be contacted and receive detailed instructions of how to do this prerecording . The recording will be used if, for any reason (e.g. network problems), the author were unable to give its remote presentation in real time.

Slides of short posters plenary presentations (not more than 3 slides) must be sent **before November 1st** to [slides.poster@se4a.africa](mailto:slides.poster@se4a.africa) .

### **Posters**

The poster themselves must be sent **before October 15th**, in pdf format, ready to be printed, to [posters@se4a.africa](mailto:posters@se4a.africa). We shall print them for you and bring them to the conference. We shall also make them available on internet for remote participants. The whatsapp id of the poster author must also be clearly indicated on the poster for the sake of remote participants.

Authors of posters who do not intend to be physically present at the conference in Cotonou must be available for questions via whatsapp during all the pauses of the conference. They may indicate more periods of availability on the poster itself.