Dear Colleagues:

The IEEE Power & Energy Society (PES) invites interested, non-profit organizations to submit a proposal to serve as Host of the **2020 IEEE International conference on Power Systems Technology (POWERCON).**

The proposal requirements are described in more detail below. Each proposal should contain suggested conference dates in 2020, descriptions of the proposed venue(s), and information about the proposed Host/Technical Co-sponsor – including descriptions of the individuals proposed to serve as key members of the Conference Organizing Committee (e.g., General Chair, Co-chair, Industry Vice Chair, Technical Program Chair, Finance Chair, Conference Secretary, Publications Chair, etc.) and agreements regarding specific POWERCON hosting requirements.

ABOUT THIS CONFERENCE

The International Conference on Power Systems Technology (POWERCON) is a conference which is run on a two-year cycle. The Power & Energy Society is the Financial Sponsor every 4th year, while being a Technical Co-sponsor the year between.

Previous Powercon Conferences have been held at the following locations:

2006 Chongqing, China October 22-26
2008 New Delhi, India October 12-15
2010 Zhejiang, China October 24-28
2012 Auckland, New Zealand October 30- November 2
2014 Chengdu, China October 20-22
2016 Wollongong, Australia September 28 – October 1
2018 Guangzhou, China November 6-8

A Review of the Focus/Typical Content of POWERCON Technical Programs

Premier Research Conference with Conference Publication in IEEE *Xplore®*

POWERCON is the premier research conference in Asia regarding power and engineering, and stands apart because of the excellence of its program proffers, and because this conference offers academics and other researchers prestigious publishing opportunities with the IEEE. IEEE's *Xplore®* Digital Library's breadth of peer-reviewed content including more than 3 million articles by leading authors has secured its position as the source of the world's highest quality technical literature in engineering and technology. *Xplore®* is the "go-to" source for trusted research providing technology's top innovators with the resources they need to maintain their competitive edge.

Typical POWERCON Program Components

In planning a typical POWERCON technical program day, Conference Organizers would be encouraged to include parallel tracks (3 or so) for paper, panel and/or poster presentations as suitable to the research. Some presentations and panels could also be targeted toward practical applications and experiences of those persons actively working in the Power & Energy sector.

POWERCON programs should also include a suite of Power & Energy tutorials in addition to the paper and panel sessions, which could be offered prior to or following the core of the meeting.

POWERCON programs should also typically include some IEEE Student activities, Young Professionals (previously known as GOLD, Graduates Of the Last Decade) activities, and Women in Power activities – all of which would be actively supported by PES.

Finally, Conference Organizers would also be encouraged to arrange technical tours – particularly those which highlight exemplars of the local industry.

In summary, POWERCON conferences should be an opportunity for Academics, Sector Researchers, Practicing Engineers, Authorities and all others to come together, network and share and exchange ideas regarding cutting-edge industry content.

POWERCON

ABOUT THIS PROPOSAL/REQUIREMENTS

The following are the required components of all Proposals submitted. Each proposal should include, at minimum:

1. Proposed Host (Hosting Entity)

Name and description of the IEEE-related or non-IEEE-affiliated, not-for-profit organization that will host the subject Conference in the role of the official Host.

If the proposer is not affiliated with IEEE, please provide:

- Evidence of not-for-profit status
- Description of previous experiences regarding similarly-situated conferences (if any)
- Plans (if any) to partner with or establish a local PES chapter

If the proposer is an IEEE or IEEE PES affiliate group (e.g. chapter), please provide
the following additional information:

- A listing of IEEE-affiliated meetings which the chapter has previously hosted (if any)
- Status and activity of the group
- Evidence of demonstrated interest in PES Conferences

2. Listing of Members of Proposed Conference Leadership Team

Name and short biographical information (with key achievements and positions held) of those who will be part of the conference leadership effort on behalf of the sponsoring entity. Be sure to include all IEEE/IEEE PES affiliations.
- Conference Chair
- Conference Co-Chair – optional
- Industry Vice-Chair
- Information Contact - optional
- Conference Finance Chair
- Conference Secretary
- Technical Program Chair
- Publications Chair

3. Proposed Dates for the Conference

Please provide the proposed opening and closing dates of the conference.

4. Proposed Host Location (Country, City)

Please provide the name and description of the proposed city, state (as applicable), and country, including signature features and attractions, weather prediction at the time of conference, etc.

5. Proposed Venue Description

Name and describe the proposed site of the conference, including:

- Detailed description of the proposed location, including capacity, # of meeting rooms, prices, and availability (Include estimates/documentation from venues)
- Description of how venue and site city will meet pre-determined conference needs in specific categories (e.g., large spaces for plenary sessions, receptions, meeting rooms, hotel rooms, food & beverage needs, move-in and move-out requirements, registration requirements).
- Description of accessibility (from a global perspective) and a sample of transportation costs.
- Description of plans for companion and other non-core activities, such as technical tours and tutorials.
- Description of plans designed to enhance local community support of the conference, including planned initiatives/partnerships with local community entities (e.g., Chamber of Commerce, Tourism bureaus, etc.).

POWERCON

6. **Listing of Corporate and Other Patrons/Supporters (e.g. local/regional utilities and or corporations)**

    • Include any promised patron/supporters

    • Include likely patron/supporters who will be solicited for support

7. **Statement regarding Working Relationship with the PES Technical Program Committee**

   The Host will be directly and substantially involved in developing the IEEE PES POWERCON Technical Program.

   A statement should be included indicating the willingness of the Host to work with the PES POWERCON Technical Program Steering Committee to develop the conference technical program.

   The Local Organizing Committee (LOC) will appoint a Conference Technical Program Co-Chair who will work closely with The IEEE PES POWERCON Technical Program Steering Committee to help integrate local power engineering and energy strengths and areas of interest.

8. **Various Statements Regarding IEEE PES POWERCON Requirements**

   If the proposal submitted is accepted, a statement in writing of the willingness of the Host to agree to the following will be required:

   i.   *To Ensure PES Involvement. To ensure regional and other PES member involvement in planning and supporting the conference.*

   ii. *To Ensure Value to All Members, Including Researchers and Practitioners.*
        POWERCON programs rightly feature cutting-edge research. However, PES seeks to ensure that conferences have clear value to all members, not just members conducting active research. In this regard, POWERCON should be planned to also incorporate tracks (activities during each block of the day) that focus on all different types of members.

        For example, there can be paper presentations that can focus on practice as well as different presentation session that focus on research (both should be included in the Call for Papers). In addition, there can be industry & utility based panel sessions, and a suite of tutorials should be made available.

        We envision POWERCON as providing an opportunity for all engineers with common interests to come together in some joint sessions, but it should also offer sessions targeted toward the typical interests of scholars, researchers and practicing engineers.

   iii. *To Adopt IEEE PES Surplus Distribution Model*
        The Surplus Distribution Model, which will be articulated in the conference MOU and Budget, indicates that if the conference achieves its 20% profit target and at least a $15,000 USD surplus, then the Host Entity will receive $7,500 USD.

        Also, the host should agree that any Surplus Distribution monies should be used to support PES related activities, including future conference travel costs and student support. Also, the money should be used within 3-years and an annual update on the use of the funds should be submitted to the PES VP-Meetings and to PES Executive Director.

   iv. *To Agree that IEEE owns IP*
        The Host should agree and acknowledge that IEEE is the Owner of all Intellectual Property of the Conference.

   v.   *To Show Support for Conference from Local Chapters and local industry and utility leaders.*
        It is also strongly encouraged that all proposals include information showing support from the local IEEE PES Chapter or IEEE Section. PES prefers to have local IEEE-PES Chapters heavily involved in the organization of PES conferences.

   vi. *To Develop and Provide a Pre-Conference Budget*
        Please include a summary budget (in US dollars) as part of the RFP. The budget will be reviewed as part of the final approval process of the Host/Technical Co-Sponsorship.

        http://www.ieee-pes.org/images/files/pdf/call-for-proposals/Financial-Summary-Worksheet-One-Page.xlsx

   vii. *To Agree to Comply with IEEE and PES Policies and Requirements*
        The Host should agree to follow IEEE/PES Polices and Requirements related to IEEE conference organization

POWERCON

including:

- That the conference should be planned and conducted according to IEEE Policies Section 10-Meetings, Conferences, Symposia and Expositions; http://www.ieee.org/documents/ieee_policies.pdf

- All panel session and keynote presentations must be formatted and presented to the IEEE PES Executive Office Resource Center in compliance with PES Policies and Rules as articulated on the PES Website http://www.ieee-pes.org/pes-compliant-presentations.   A signed copyright form is to be provided to IEEE as soon as the conference concludes, but no later than 15 days after, for possible posting on the PES website.

- That all policies related to conference publications be followed, including those related to Copyright Transfer, Plagiarism, and No Show (i.e. at least one author must attend the conference and present the paper for a paper to qualify for Xplore inclusion).

- That the conference website will be composed and maintained in compliance with PES Policies and Rules, http://ieee-pes.org/about-pes/webmaster-resources.

  - IEEE or PES will host all conference related websites on an IEEE or PES provided server
  - Domain names will be purchased and managed by IEEE or PES

- That any conference-related videos will adhere to PES Guidelines, http://www.ieee-pes.org/pes-compliant-videos.

- That all contracts will be provided to IEEE Business Services, and that all contracts with a value greater than $25,000 USD will be sent to IEEE Strategic Sourcing for review and execution.

- That the conference will provide real time access to the registration system to the PES Office. That the conference will comply with PES requirements that copies of the Registration Listings be provided to IEEE PES no later than 30 days after the close of the conference via a means and using a format which will be delineated by the PES Executive Office.

- The Conference will adhere to the Global Data Protection Regulations (GDPR). Mandatory questions (will be provided by PES) are to be included on registration and the IEEE Privacy Policy to be agreed to and included on the conference website.

- That all Conference Publications will be provided in Xplore-compliant format to IEEE for upload to Xplore no later than 30 days after the conference closes.

- That the conference itself will be closed compliant within 6 months of the conference end date.

POWERCON

ABOUT THE PROPOSAL EVALUATION/SELECTION PROCESS

Proposals will be evaluated based on the above-described components. The IEEE PES POWERCON Host/Site Evaluation Committee reserves the right to request additional and clarifying information from individuals who submit proposals.

The IEEE PES Powecon Steering Committee will make a site selection recommendation to the IEEE PES President and IEEE PES VP-Meetings.

ABOUT THE PROPOSAL SUBMISSION PROCESS

Please submit proposals with appropriate supporting documentation by October 12, 2018, to Roseanne Jones (roseanne.jones@ieee.org) of the PES Executive Office Staff.

NOTE: Electronic submission via a pdf file is required.

In order to ensure that your submission has been received, please follow-up and resend if you do not receive an acknowledgement of receipt via email from Roseanne Jones within two (2) business days.

The final Host/Technical Co-Sponsor selection will be approved by PES. A meeting to assess and determine the final selection is expected to be held in early November and the successful bidder will be notified.

We welcome any questions or comments!

Please contact:

Dean Sharafi
Chair of the IEEE PES PowerCon Steering Committee Chair
dean.sharafi@aemo.com.au

POWERCON