



Dear Colleagues:

The IEEE Power & Energy Society (PES) and the IEEE Industry Applications Society (IAS) invite you to submit a proposal to serve as host of the **IEEE PES/IAS PowerAfrica Conference 2020**.

The proposal requirements are described in more detail below, but each proposal should contain suggested conference dates in 2020, descriptions of the proposed venue(s), pre-conference budget, and information about the chapter – including descriptions of the volunteers proposed to serve as key members of the local conference organizing sub-committees, and agreements regarding specific PowerAfrica Conference hosting requirements.

Due date for submitting a proposal is May 31, 2019 to Roseanne Jones, roseanne.jones@ieee.org from the PES Executive Office.

ABOUT THIS CONFERENCE

This conference, sponsored by IEEE's Power & Energy Society (PES) and Industry Applications Society (IAS), aims to provide a premier platform for electrical engineers, investors, leaders in the power industry, and scientists in universities and research centers to present their works and share experiences and ideas in the area of power and energy engineering with experts, practitioners and scholars from around the world, but specifically the African continent. Attendees are provided with an unparalleled opportunity to interface with experts from all related fields including, but not limited to, power generation, transmission and distribution; smart grid technologies; asset management; skills development; project financing; rural electrification; and energy security. The conference is unique in addressing electrification challenges through a practical more than academic approach.

The PowerAfrica Conference has been held at the following locations:

2007 – Johannesburg, South Africa, 16 – 20 July

2012 – Johannesburg, South Africa, 9 – 13 July

2016 – Livingston, Zambia, 28 June – July 3

2017 – Accra, Ghana, 25 – 30 June

2018 – Cape Town, South Africa 26-29 June

2019 – Abuja, Nigeria, 20-23 August

A Review of the Focus/Typical Content of PowerAfrica Conference Programs

We intend for this PowerAfrica Conference to be very practical in nature, with attendees leaving empowered to act on experiences and ideas shared. Publications for this conference are yet to be defined.

PowerAfrica Conference Program Components

In planning a PowerAfrica Conference technical program day, Conference Organizers would be encouraged to include parallel tracks (3 or so) for paper, panel and/or poster presentations, and working group/other meetings as suitable. Some presentations and panels could also be targeted towards practical applications and experiences of persons actively working in the power & energy sector.

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

PowerAfrica Conference programs should also typically include some IEEE Student activities, Young Professionals activities, IEEE Smart Village, and Women in Power (WiP) activities – all of which would be actively supported by PES/IAS.

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

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

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 describe 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/IAS chapter

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

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

2. Listing of Volunteer Members of Proposed Conference Leadership Team

Propose conference leaders for the sub-committees below and additional sub-committees that would result in a successful PowerAfrica Conference, including a marketing/communication sub-committee. Please include all IEEE/PES/IAS affiliations.

- Conference Chair
- Conference Co-Chair
- Industry Vice-Chair
- Information Contact
- Conference Finance Chair
- Conference Secretary
- Technical Program Chair
- Publications Chair

All recommended committee chairs must include a resume that shows past leadership, a letter of recommendation and why you want to host.

- Sub-committee leaders --- Name and biographical information related to the person who will lead/co-lead the sub-committee efforts, including any IEEE/PES/IAS affiliations.

3. Proposed Host Location (Cities, States)

Name and description of the proposed cities and states including signature features and attractions, weather prediction at time of conference, etc.

4. Proposed Dates for the Conference.

Please provide the proposed opening and closing dates of the three-day conference.

5. Proposed Venue Description

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

- Detailed description of the proposed location, including capacity, number 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, sleeping rooms, food & beverage needs, move-in and move-out requirements, registration requirements).
- Description of accessibility (from a global perspective) and expected transportation costs.
- Description of plans for companion and other extra-curricular 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.).
- Provide quotes from recommended venues showing the specific dates

6. Proposed Potential Event Management Companies (EMC)

See the Conference Management Statement of Work which lists the responsibilities of the EMC below.

The EMC needs to include their listing of media contacts in at least 3 major African countries.

7. Letter of Endorsement of the Conference from the Ministry of Energy and the Ministry of Education in the country.

The letter should state the ministry's agreement to inform stakeholders about the conference and their willingness to sponsor the conference.

Letter from the Ministry of Tourism to help with Visa Applications of attendees

8. Statement regarding the Working Relationship With the PES/IAS Technical Program Committee

The Host will be directly and substantially involved in developing the IEEE PES/IAS PowerAfrica Conference technical program.

A statement should be included indicating the willingness of the Host to work with the PowerAfrica Conference 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/IAS PowerAfrica Conference Technical Program Steering Committee to help integrate local power engineering and energy strengths and areas of interest.

9. Statement Regarding the Working Relationship with National Engineering Society/Organization.

The statement should include how the Host will engage the host country's national engineering society or organization (for example, the South African Institute of Electrical Engineers in South Africa, or the Engineering Institute of Zambia in Zambia) for the conference. Engagement with the national engineering society is not required. Possible engagements could include assistance in conference promotion, certification of professional development/continuing education credits for tutorials or participation, and financial sponsorship. The Host must address how the IEEE PES/IAS PowerAfrica brand and leadership will be protected if another engineering organization is involved.

10. Statement Regarding the Working Relationship with IEEE Smart Village

The statement should address the expected engagement with IEEE Smart Village. Since 2012, IEEE Smart Village has held parallel and joint sessions with the IEEE PES/IAS PowerAfrica Conference. The goal of IEEE Smart Village is to provide electricity, education and empowerment to off-grid villagers living on \$1 to \$2 per day. IEEE

Smart Village has sponsored attendance with as many 45 volunteers and entrepreneurs attending the Conference. IEEE PES/IAS PowerAfrica Conference has become the main forum for face-to-face meetings between the global community of IEEE Smart Village practitioners and volunteers. Examples of previous IEEE Smart Village activities include: sessions, workshops and meetings that occur one day before the conference and one day after. These activities are open to all conference registrants. IEEE Smart Village supports the Conference each year via marketing and publicity, the engagement of keynote speakers & panelists, and overall conference planning.

10. Statement Describing the Pre-Conference Budget

It is expected that prior to the final approval of the Host, a preliminary budget will be presented and approved by PES/IAS. The Financial Summary Sheet can be found <http://www.ieee-pes.org/images/pdf/call-for-proposals/Financial-Summary-Worksheet-One-Page.xlsx>

11. Various Statements Regarding IEEE PES/IAS PowerAfrica Conference Requirements

A statement in writing of the willingness of the Host to agree to the following is required:

- i. To Follow IEEE PES/IAS Steering Committee guidance, ensuring the year-to-year consistency and quality of the IEEE PES/IAS PowerAfrica Conference*
- ii. To Team with Industry, to secure support and participation from industry and utility leaders.*
- iii. To Ensure PES/IAS and IEEE Smart Village Involvement. To ensure regional and other PES/IAS member involvement in planning and supporting the conference.*
- iv. To Ensure Value to All Members, Including Researchers and Practitioners.*

PES/IAS seeks to ensure that conferences have clear value to all members, not just members conducting active research. In this regard, PowerAfrica 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 sessions 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.

Allowing short 1-2 page submissions for oral-only presentations focused on industry have boosted the participation of practitioners. Similar to panels, these submissions will not be published in the conference proceedings.

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

- v. To Agree that IEEE owns IP*

The Host should agree and acknowledge that IEEE is the Owner of all Intellectual Property of the Conference.
- vi. To Show Support for Conference from Local Chapters*

It is also strongly encouraged that all proposals include information showing support from the local IEEE PES/IAS Chapter or IEEE Section. IEEE prefers to have local IEEE-PES/IAS Chapters heavily involved in the organization of PES/IAS conferences.
- vii. To Agree to Comply with IEEE and PES/IAS Policies and Requirements*

The Host should agree to follow IEEE/PES/IAS Policies and Requirements related to IEEE conference organization 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/IAS 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/IAS websites.

- 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/IEEE PES will host all conference related websites on an IEEE or IEEE PES provided server
 - Domain names will be purchased and managed by IEEE or IEEE 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/IAS Office. That the conference will comply with PES/IAS requirements that copies of the Registration Listings be provided to IEEE PES/IAS 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/IAS Executive Office.
- 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.

ABOUT THE PROPOSAL EVALUATION/SELECTION PROCESS

Proposals will be evaluated based on the above-described components by the IEEE PES/IAS PowerAfrica Steering Committee. The IEEE PES/IAS PowerAfrica Steering Committee reserves the right to request additional and clarifying information from individuals who submit proposals.

The IEEE PES/IAS PowerAfrica Steering Committee and the Host/Site Evaluation Sub-Committee will make a site selection recommendation to the IEEE PES President, IEEE IAS President, and IEEE PES VP-Meetings.

ABOUT THE PROPOSAL SUBMISSION PROCESS

Please submit proposals with appropriate supporting documentation by 31 May, 2019 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/IAS as required by policy. A meeting to assess and determine the final selection is expected to be held in June 2019.

WE WELCOME ANY AND ALL QUESTIONS OR COMMENTS!

Please contact:

Dr. Henry Louie

Chair of the IEEE PES/IAS PowerAfrica Steering Committee

Email: hlouie@ieee.org