



IEEE PES & IAS

**POWERAFRICA
CONFERENCE**



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. We are currently planning for both 2022 and 2023 and are thus accepting proposals for either year. Due date for the proposals has been extended to January 31, 2021.

The proposal requirements are described in more detail below, but each proposal should contain suggested conference dates in the year that you plan to host, descriptions of the proposed venue(s), special theme of the conference, key members of the conference leadership team, estimated budget, agreements regarding specific PowerAfrica Conference hosting requirements, and information about the host Society chapter(s).

ABOUT THIS CONFERENCE

This conference, sponsored by IEEE's Power & Energy Society (PES) and Industry Applications Society (IAS), aims to be the 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 that are applicable to 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 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
2020 – Nairobi, Kenya, 25-28 August – Virtual Event

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

The PowerAfrica Conference is to be very practical in nature, with attendees leaving empowered to act on experiences and ideas shared. The local organizing committee will propose the special theme of the conference. The theme will be approved by the steering committee.

PowerAfrica Conference Program Components

In planning a PowerAfrica Conference technical program, 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 target towards best practices, lesson learned in the power & energy sector.

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

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

Finally, Conference Organizers are encouraged to arrange technical tours to highlight the local industry.

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

ABOUT THE 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 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

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

2. Listing of Volunteer Members of Proposed Conference Leadership Team

Propose conference leaders for the committee/sub-committees below and additional sub-committees that would enhance the quality and awareness of the PowerAfrica Conference such as 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
- 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.

Whenever possible, the conference leaders and volunteers should participate in the planning of the previous conference, to ensure they are well prepared to host during. In other words, those involved in planning the 2022 PowerAfrica Conference should actively participate in planning the 2021 PowerAfrica Conference.

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 in the year that you plan to host. It is preferred that future PowerAfrica Conferences occur within the June – August timeframe, but it is not required. Clearly indicate if you wish your proposal to be considered for 2022 or 2023. You may also indicate if your proposal should be considered both years (e.g. you are willing to host in 2022 or 2023).

5. Proposed Special Theme(s) for the Conference.

Based upon the special characteristics of the region, the conference host is encouraged to propose special theme(s) of the conference to tailor the need and promote participation.

6. 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, and security).
- 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

7. 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.

8. Letter(s) of Endorsement from appropriate government agency or ministry such as energy, education, or tourism.

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

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

The conference 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 conference 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.

The Local Organizing Committee (LOC) should invite Past PowerAfrica General Chair into the core team to provide guidance and share his/her experiences and lesson learned to the LOC.

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

The statement should include how 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 proposal must address how the IEEE PES/IAS PowerAfrica brand and leadership will be protected if another engineering organization is involved.

11. 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 as 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. Additional information about IEEE Smart Village can be found here: <https://smartvillage.ieee.org/>.

12. Statement Describing the Estimated Conference Budget

It is expected that prior to the final approval a preliminary budget will be presented and approved by PES/IAS. The Financial Summary Sheet can be found:

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

13. Agree to Provide Close out Reporting

Host of the conference agrees to provide close out reporting to the steering committee within two-month after the conclusion of the conference. The close out reporting should include: 1) Number of attendees; 2) Number of papers and paper sessions, posters, and panel discussion; 3) Demographic of the attendees; and financial summary. Host of the conference also agrees to close the conference account within six-month after the conclusion of the conference.

14. 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. In this regard, PowerAfrica should incorporate tracks (activities during each block of the day) that serves the needs on all different types of members.

For example, the host can offer different tracks of paper presentations/panel discussions that emphasize on practical experiences as well as research and discovery (both should be described in the Call for Papers). In addition, there can be industry & utility-based panel sessions, and a suite of tutorials.

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 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 conference 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).
 - The paper accepted for the conference must be presented by the author/co-author. The authors/co-authors registered for the conference, irrespective of the level/class of the registration, are entitled to present two papers at the conference and have them included in the IEEE Xplore. For any further paper, i.e., third, fourth, etc., presented at the conference by the registered author/co-author a mandatory fee of USD \$150 per additional paper must be paid.
 - The conference organisers are requested to include the above statement related to conference registration policy at the prominent location in their conference web page, in all calls for papers, in all relevant advertising material and in the conference registration web page.
- 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 and photos and will adhere to PES Guidelines, found <http://www.ieee-pes.org/pes-compliant-videos> and <https://www.ieee-pes.org/meetings-and-conferences>.
- 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 January 31, 2021, to Roseanne Jones (roseanne.jones@ieee.org) of the PES Executive Office Staff.

NOTE:

Electronic submission via one 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 February 2021.

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

CONFERENCE MANAGEMENT
IEEE PES/IAS POWERAFRICA CONFERENCE
Statement of Work

On-Site Management Support

On-Site Assistance

On site staffing requirements are based on: scheduled concurrent events occurring in multiple locations, the various needs for those events and the availability/willingness of either committee members or volunteers to oversee those events. It is recommended that either a trained staff member, committee member and/or volunteer be assigned to each location where a major event or multiple small events are taking place. The Steering Committee Chair and the committee will have the final decision in that regard. The Conference Manager will assist in making an appropriate decision as called upon by the Steering Committee Chair to do so.

Projected Statement of Work

LOGISTICS PREPLANNING/COORDINATION & NEGOTIATION

The Conference Manager will work with volunteer leaders and designees to plan all aspects of the event. The Conference Manager will serve as the direct liaison with all vendors and venues, sales and management staff to communicate the needs of the group.

- Initial consultation and introduction with committee to develop an agreed upon joint timeline incorporating key milestones based on conference needs.
- Coordinate/attend steering committee meetings (as needed, either in person or via conference call).

- Consistent and timely communication with the committee and designees throughout the planning stage of the conference.
- Negotiate best contract terms for the venue on behalf of the Conference as directed by the Steering Committee Chair.
- Any site visit must be pre-approved by the Steering Committee Chair.
- Upon completion of contract negotiations and changes to IEEE templates and review by Steering Committee Chair/Conference Chair, venue contract will be turned over to IEEE Contract Management for final review and signature.
- Manage vendor contracts.
- Negotiate any required amendments to the contract to be approved and signed by the committee and IEEE Procurement on a timely basis.
- Arrange meeting rooms setups. Detail each room utilized by the conference with regards to set-up, A/V, sound and food & beverage.
 - Arrange for and manage all food functions. Select menu in coordination with chair or designee.
 - Arrange for and manage audio visual requirements.
- Maintain close liaison with hotel as necessary to communicate changes in group requirements (e.g. guest block, meeting space, food & beverage, network, social, upgrades, etc.).
- Serve as direct liaison for the committee, vendors, and venues, minimizing the possibility of details being overlooked.
- Work with general chair or designee on providing instructions for VIPs, complimentary room assignments, special event coordination, VIP seating, etc.
- Provide billing instructions and all other pre-conference pertinent information, as required by committee and coordinated with finance chair for payment.
- Assist technical program chairs in determining meeting room requirements, speaker's prep room, and assigning rooms for technical sessions.
- Order all necessary signage – contract vendor, design, oversee production and printing of signage including but not limited to breakout meetings, technical sessions, directions, social events, registration and banners.
- Arrange for onsite communication provisions, if necessary.

- Arrange for shipping and storage.
- Conduct pre-conference meeting (via teleconference or other as approved by Chair) with the chair and key conference volunteers.
- Conduct pre-conference meetings (via teleconference or other as approved by Chair) with the hotel/convention center to confirm and review of conference in detail.
- Ensure steering committee room (if applicable) arrangements including phones, two-way radios, computers (with DSL or equivalent), copiers, printers (networked to computers), during hours of operation.
- Coordinate with the photographer and manage all requested photographs as directed by committee (if applicable).
- Work with the conference committee to develop a transportation plan (if applicable).
- Monitor expense levels – report deviations or possible budget variances.
- Provide status reports to the conference chair or designee leading up to the event.
- Provide an updated detailed report of the group's history, pick-up, and meeting room requirements and spend at the end of the event.

ON-SITE LOGISTICALMANAGMENT

Conference Manager will work with volunteers to ensure that all operational tasks are completed during the event. Committee will provide a workforce of able volunteers for various activities.

Conference Manager will meet with vendor and venue staffs, prior to the conference to confirm and review all final decisions and logistics. During the conference, the conference manager will serve as the direct liaison with all vendor and venue, management, and operations staffs to ensure the needs of the conference are met including, but not limited to:

Estimated six days of Onsite Planner (Monday – Saturday).

- Monitor and provide guidance for all scheduled functions, including social/hospitality.
- Monitor food & beverage functions. Keep an eye on levels of consumption, order more if necessary with concurrence of the chair or designee, and advise of

possible budget variances. Food and beverage cost is to be minimized, but should not diminish attendee experience.

- Set up and maintain committee operations room, if necessary.
- Secure and maintain storage space for signage, audio visual, and other conference materials not secured in registration area.
- Handle crisis and emergency management in conjunction with facility staff.
- Ensure all contract obligations are met by all parties.
- Serve as direct liaison between committee and hotel/convention center staff/vendors.
- Track shipping for all known deliveries.
- Ensure correct signage placement.
- Field requests and complaints of key volunteers,
- Review final hotel room pick up report daily.
- Review food & beverage invoices daily.
- Monitor session area and other contracted space to ensure room arrangements, food & beverage and audio visual are being provided according to contract.
- Meet with the hotel/convention center daily to review prior day's charges and next day's changes, including banquet event orders. Review and approve or deny as needed.
- Reconcile and approve all invoices to ensure accuracy prior to submitting for payment.
- Inspect meeting room layouts for set-up and audio visual before each session or meeting.
- Monitor audio visual contractual performance.
- Rent appropriate equipment for speaker prep room in coordination with the audio visual contractor.
- Ensure that all "close-down" and mail back procedures are planned and implemented to leave the venue as contracted.

Upon conclusion of the conference, the Conference Manager will work with volunteers to document key functions of the conference including successes and lessons learned. Listed below are examples:

- Compose a summary report of meeting for file and committee review.
- Conduct post-conference meetings with executive committee and conference volunteers.
- Conduct post-conference meetings with hotel/convention center.
- Prepare a final financial report summarizing all budgets, actual costs, outstanding expenses, and budget variances.

FINANCIAL MANAGEMENT

Examples of bonded financial management services the Conference Manager will provide to the conference. Particulars will be worked out by Steering Committee.

- Provide guidance and assistance to the conference treasurer.
- Provide credit applications and applicable tax exception forms.
- Review all invoices to ensure accuracy prior to payment.
- Submit payment for committee approved invoices.
- Maintain financial records of Conference Manager activity.
- Provide monthly cumulative report (summary and transactions) of financial status to conference treasurer (Conference Manager activity).
- Record retention for reconciliation and/or audit purposes.
- Assist in submission of year end accruals to IEEE Conference Services (to meet IEEE obligations for conference not closed by the end of the year) as requested by treasurer.
- Prepare financial reports re: all expenses coordinated by the Conference Manager; Assist Treasurer in closing activities as requested including provision of support for the required audit.