



# Call For Proposals

**Dear Colleagues:**

The IEEE Power & Energy Society (PES) invites interested, non-profit organizations in Latin America to submit a proposal to serve as Host and Technical Co-Sponsor of the **IEEE PES Innovative Smart Grid Technologies Conference and Exhibition – Latin America (IEEE PES-ISGT Latin America 2023)**.

The proposal requirements are described in more detail below, but each proposal should contain suggested conference dates in 2023, 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 Local Organizing Committee (LOC), and agreements regarding specific hosting requirements.

## **ABOUT THIS CONFERENCE**

### **History of PES's sponsorship of Innovative Smart Grid Technologies Conferences**

In 2010, the IEEE Power & Energy Society launched the conference called Innovative Smart Grid Technologies (ISGT) with a first meeting in January at the National Institute of Standards and Technology (NIST) Conference Center in Gaithersburg, Maryland, USA. The unqualified success of the first conference and numerous requests for more inspired PES to establish ISGT as a Conference Series, and to broaden the scope of the conference to include annual offerings in the USA, and international installations which have included ISGT Conferences in Europe, Latin America, Asia, Australia and the Middle East.

In 2011 the IEEE Colombia Section held the first edition of ISGT Latin America in Medellin, Colombia. IEEE South Brazil Section hosted the second edition in Sao Paulo, Brazil. Uruguay Section hosted the third edition in Montevideo, the fourth edition in Quito by Ecuador Section in 2017, the fifth in Gramado, Brazil and the last edition in 2021 was in Lima. Peru.



## **A review of the focus/typical content of ISGT Latin America Technical Programs**

All planning for IEEE PES ISGT Latin America conferences is related to attracting IEEE and IEEE PES members and non-members (which we view as potential new PES members) who have an interest in Smart Grid. However, with ISGT, a particular focus of conference organizers should be on the practitioner's engineers from manufacturers and utilities who are involved in designing and building the Smart Grid. Even with that focus, it is expected that proffers will also be made which are attracted to those in academia. Accordingly, tracks for research papers should also be available.

For example, in planning a typical ISGT program day, conference organizers would be encouraged to include 3 tracks – including one track for paper presentations and two for panel sessions and supersessions with keynote speakers targeted towards practical applications and experiences of those persons actively working in the Smart Grid Space.

ISGT programs should also include a suite of Smart Grid tutorials in addition to the paper, poster and panel sessions, in which could be offered prior to or following the core of the meeting.

An ISGT program should also typically include some IEEE Student activities, Young Professional (YP) activities, and Women in Power (WiP) and Engineering activities, and Job Fairs – 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, ISGT Latin America should be an opportunity for practicing engineers, authorities and researchers to come together in.

## **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/technical co-sponsor)**

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 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 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

**3. Listing of Members of proposed conference leadership team**

- Conference Chair --- Name and biographical information related to the person who will lead the conference organizing effort on behalf of the sponsoring entity. Be sure to include all IEEE/ IEEE PES affiliations.
- Technical Program Chair --- Name and biographical information related to the person who will lead the Technical Program effort, including any IEEE/IEEE PES affiliations.

**4. Proposed Host Location (country, city)**

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

**5. Proposed Dates for the Conference.**

Please provide the proposed opening and closing dates of the conference. It is suggested that the ISGT Latin America 2023 be held in September, if possible.

**6. Utility Industry Recommendations – to increase Utility participation**

- LOC appoints a local Industry Vice-chair.
- This vice-chair coordinates with the PES Governing Board (VP New Initiative & Outreach and Member At Large-Industry Outreach) to target increased utility participation.





- The Industry Vice-Chair should be from utilities and industry. The Industry Vice-chair should work closely with the technical Program Chair to ensure that the Program incorporates tracks that focus to industry and utilities.
- The Keynote speakers should be from utilities and industry. One keynote plenary panel session (to full audience) with utility & industry technology experts.

## 7. 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, services provided (internet, equipment, parking, etc.), prices, and availability (Include estimates/documentation from venues).
- Description of how venue and 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, research centers, universities, etc.).

## 8. Statement regarding working relationship of host/technical co-sponsor with the PES technical program committee

The host/technical co-sponsor will be directly and substantially involved in developing the IEEE PES ISGT technical program.

A statement should be included indicating the willingness of the host to work with the PES ISGT 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 ISGT Technical Program Steering Committee to help integrate local power engineering and energy strengths and areas of interest.



## 9. Various statements regarding IEEE PES 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 team with industry, to secure support and participation from industry and utility leaders.*
- ii. To ensure PES involvement. To ensure regional and other PES member involvement in planning and supporting the conference.*
- iii. To ensure value to all members, including practitioners and researchers*

ISGT 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, ISGT 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 ISGT 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.

- iv. To adopt IEEE PES legacy fund model*

The Legacy Fund 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 15,000.00 USD surplus, the host entity will reserve 7,500.00 USD. Otherwise the surplus/loss should be shared according to the percentage defined in the MOU.

Also, the host should agree that any legacy fund 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 informed to the PES VP-Meetings and to PES Executive Director.



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 Chapter or IEEE Section. PES prefers to have local IEEE-PES Chapters heavily involved in the organization of PES conferences.

vii. *To develop and provide a pre-conference budget*

It is expected that the host will develop and provide a pre-conference preliminary budget, with interim updates and a final financial report.

viii. *To agree to comply with IEEE and PES policies and requirements*

The Host should agree to follow IEEE/PES policies and requirements related to IEEE conference organization including:

- That the conference be planned and conducted according to IEEE Policies Section 10 - Meetings, Conferences, Symposia and Expositions [http://www.ieee.org/documents/ieee\\_policies.pdf](http://www.ieee.org/documents/ieee_policies.pdf)
- 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).
- 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 the conclusion of the conference.





- That the conference website be composed and maintained in compliance with PES policies and rules as articulated on the PES Website, <http://www.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 all contracts be provided to IEEE Business Services, and that all contracts with a value greater than 25,000.00 USD be sent to IEEE Strategic Sourcing for review and approval.
- That any conference-related videos will adhere to PES Guidelines and presented to the IEEE PES Executive Office Resource Center as articulated on the PES Website: <http://www.ieee-pes.org/pes-compliant-videos>
- That the conference itself be closed compliant within 6 months of the conference end date.
- 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.
- That the conference complies 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.
- That all Conference Publications be provided in Xplore-compliant format to IEEE for upload to Xplore no later than 30 days after the conference closes.
- 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.

### **ABOUT THE PROPOSAL EVALUATION/SELECTION PROCESS**

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

The IEEE PES ISGT Latin America Host/Site Evaluation 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 December 18th, 2021 to David Elizondo (Delizondo@Quanta-Technology.com) IEEE PES Region 9 Conferences Steering Committee Chair, Jairo Quirós-Tortós IEEE PES Region 9 Conferences Liaison (jairoquiostortos@ieee.org) and Santiago Leon (santiago.leon@ieee.org) IEEE PES Region 9 Representative.**

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 **David Elizondo (Delizondo@Quanta-Technology.com) IEEE PES Region 9 Conferences Steering Committee Chair** within two (2) business days.

The final host/technical Co-Sponsor selection will be approved by PES as required by policy. A meeting to assess and determine the final selection is expected to be held by **(December, 31th, 2021).**

**WE WELCOME ANY AND ALL QUESTIONS OR COMMENTS! Contact: Jairo Quirós-Tortós IEEE PES Region 9 Conferences Liaison (jairoquiostortos@ieee.org)**