# Request for Proposal for the 2022 IEEE Sustainable Power and Energy Conference

Dear Colleagues:

The IEEE Power & Energy Society (PES) invites interested, non-profit organizations in Asia to submit a proposal to serve as Host of the **2022 IEEE Sustainable Power and Energy Conference (iSPEC).**

The proposal requirements are described in more detail below, but each proposal should contain suggested conference dates in 2022, descriptions of the proposed venue(s), and information about the proposed organizing committee – 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.), Host – and agreements regarding specific iSPEC Hosting Requirements.

Proposals are due by Monday, May 17. Please send to roseanne.jones@ieee.org.

# ABOUT THE CONFERENCE

**History of PES Sponsorship of the IEEE Sustainable Power and Energy Conference (iSPEC)**

In 2019, the IEEE Power & Energy Society (PES) and the Chinese Society of Electrical Engineering (CSEE) co-organized the IEEE Sustainable Power & Energy Conference (iSPEC). Parallel with the IEEE PES General Meeting in North America every summer, iSPEC will be now be held every year.

iSPEC warmly invites scholars, professors, engineers and students in the field of power & energy to submit a research paper to the conference. iSPEC will bring together practicing power engineers and academics from all over the world. The aim of the conference is to provide an international forum for experts to promote, share, and discuss various issues and developments in the field of power & energy.

**History of the IEEE iSPEC Conference**

The first IEEE iSPEC Conference was held in 2019 in Beijing, China. This conference had 625 registrants.

In 2020, due to the coronavirus epidemic, the iSPEC conference provided two types of participation: In-person and virtual. The authors from non-high-risk areas in China were required to register for the in-person meeting, while international delegates and representatives from high-risk areas in China were required to register for the virtual meeting. Other participants (non-authors) from non-high-risk areas in China were welcome to register for the web conference. The in-person event was held at the Charming Yield Nature Nook Hotel, Chengdu, China. There were 438 registrants for this hybrid event.

The 2021 conference is being planned for Nanjing China, November 26-27.

## A Review of the Focus/Typical Content of iSPEC Technical Programs

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

iSPEC is the premier research conference in Asia for power and engineering, and stands apart because of the excellence of its program offerings, and because this conference offers academics and other researchers prestigious publishing opportunities with 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 iSPEC Program Components

In planning a typical iSPEC technical program day, Conference Organizers would be encouraged to include parallel tracks for paper, panel and/or poster presentations as suitable. Some presentations and panels could also be targeted towards practical applications and experiences of professionals actively working in the Power & Energy sector.

iSPEC programs should 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. iSPEC programs should include some IEEE Student activities, Young Professionals (YP) activities, and Women in Power (WiP) activities – all of which would be actively supported by PES. Finally, Conference Organizers are encouraged to arrange technical tours – particularly those that highlight local industry.

In summary, iSPEC 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.

# 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 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 – Please specify names of targets utility and industry champions

## 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.
- Conference Co-Chair - Name and biographical information related to the person who will assist the Conference Chair.  Please include any 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.
- Conference Treasurer - Name and biographical information related to the person who will be responsible for the finances of the Conference.  Please include any IEEE/IEEE PES affiliations.
- Conference Secretary - Name and biographical information related to the person who will be responsible for the secretarial role of the conference.  Please include any IEEE/IEEE PES affiliations.

## 4. Proposed 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 2022 iSPEC be held in November/December if possible.

## 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 the 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 welcome reception, banquet, 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.).

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

The Host will be directly and substantially involved in developing the iSPEC technical program.

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

## 8. Various Statements Regarding IEEE iSPEC Requirements

A statement in writing of the willingness of the Host to agree to the following is 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 Researchers and Practitioners.*
iSPEC 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, iSPEC 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.

We envision iSPEC 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.

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*
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 shall 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.

- 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 on the PES PPT template available on the IEEE PES website, and should be provided to IEEE PES along with a signed copyright form as soon as the conference concludes, but no later than 15 days after, for possible posting on the PES website.  http://www.ieee-pes.org/pes-compliant-presentations

- 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 adhere to PES Guidelines.

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

- That the conference complies with PES requirements that real time access will be provided to the conference registration system.  The final registration report is to 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 to provide the names and email addresses for all sponsors and exhibitors of the conference.  The listing is to be provided to the PES office no later than 30 days after the close of the conference.

- 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.

- That the conference itself 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. The IEEE PES iSPEC Host/Site Evaluation Committee reserves the right to request additional and clarifying information from individuals who submit proposals.

The IEEE PES iSPEC Steering Committee and the Host/Site Evaluation Sub-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 Monday, May 17, 2021 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 as required by policy.  A meeting to assess and determine the final selection is expected to be held in May/June 2021.

We welcome any questions or comments!

**Please contact:**

Dean Sharafi
IEEE PES iSPEC Steering Committee Chair
Email:  dean.sharafi@aemo.com.au