



**NOTE: Due to the continuing uncertainty associated with the COVID-19 pandemic, entities interested in hosting IEEE PES/IAS PowerAfrica Conference in 2023-2024 may submit a Conference Host Concept Paper as described in this document.**

The IEEE Power & Energy Society (PES) and the IEEE Industry Applications Society (IAS) invite you to submit a Conference Host Concept Paper to serve as host of the IEEE PES/IAS PowerAfrica Conference (PAC). The requirements of the Concept Paper are streamlined, acknowledging the need for flexibility and challenges in long-term planning due to the COVID-19 pandemic. After review of the submitted Concept Papers, the PAC Steering Committee anticipates naming a single preferred host of PAC. The preferred host will provide additional details when available and before final selection as host. Due date is February 15, 2022.

## 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)

2021 -- Nairobi, Kenya, 23-27 August (Virtual)

2022 – Kigali, Rwanda, 22-26 August

### **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.

# CONCEPT PAPER REQUIREMENTS

Interested hosts of PAC 2022 should prepare a 3 to 5 page Conference Host Concept Paper which outlines their vision and plan for the conference. The PAC Steering Committee understands the difficulty in proposing a plan for a conference during a pandemic. Therefore, it is acceptable for the Concept Paper to include “possible”, “potential” or “tentative” plans, with the understanding the final details will be arranged as conditions allow. Although we expect the conference in 2023 to be held in-person, the Concept Paper should address how and if a change to virtual or hybrid would be possible.

The Concept Paper should address—to the extent possible—the following items.

## 1. Proposed Host (Hosting Entity)

Name and describe the IEEE-related or non-IEEE-affiliated, not-for-profit organization that will host the conference in the role of the official Host, and your motivation for hosting the conference.

If you are an IEEE or IEEE PES/IAS affiliate group (section, chapter, or IEEE members in an area without a section or chapter) please describe the size and activity of your group, and experience organizing similar conferences. If you are not affiliated with IEEE, please confirm you are a not-for-profit organization and describe previous experiences regarding similarly-situated conferences (if any).

## 2. Conference Leadership Team

Identify the conference leadership team. This should include at a minimum the Conference Chair and Co-Chair. Other positions, if known, should be identified. Briefly describe your plan and confidence in recruiting sufficient volunteers to plan the conference. Please include all IEEE/PES/IAS affiliations, and comment on the leadership team’s relevant past experience.

## 3. Tentative Host Location

Provide details of the location (city) where the conference will be hosted. If this is not yet known, you may list candidate locations, with the final selection to be determined later. Describe the location’s signature features and attractions, typical climate at time of conference, ease of entry, etc. Name and describe potential venues (e.g. hotel(s), conference center(s), university campus(es)) for the conference.

## 4. Tentative Dates for the Conference

Please provide the proposed opening and closing dates of the conference. It is preferred that future PowerAfrica Conferences occur within the June – August timeframe, but it is not required.

## 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. Budget (Optional)

If possible, provide complete or partial budgetary information. Note before the final selection of a host can be made, a preliminary budget must 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>

## OTHER CONSIDERATIONS

### Before submitting a Concept Paper, the proposer should be aware of the following

- The proposer is expected to be actively involved in the planning of PowerAfrica Conference during the year before (2022) and the year (2024) after their conference, to ensure continuity.

- The proposer should be aware of and prepared to work with the PowerAfrica Steering Committee, Advisory Committee, Regional Representatives, and Organizing Committee (Technical Program, Finance and Publication).
- The proposer should consider what role, if any, the national engineering association of the host country will play in the conference.
- The proposer should be aware that IEEE Smart Village usually holds parallel and joint sessions with the IEEE PES/IAS PowerAfrica Conference. It is preferred that this continue.
- The proposer is required to provide close-out reporting within two months after the conclusion of the conference.

## **IEEE PES/IAS PowerAfrica Conference Requirements**

### **If selected as the host for PAC 2023, the host agrees:**

*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](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://ieeepes.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 EVALUATION/SELECTION PROCESS**

The Steering Committee will consider Proposals and Conference Host Concept Papers. The committee will consider both forms of submissions equally. The Conference Host Concept Papers 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.

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 February 15, 2022, to Roseanne Jones ([roseanne.jones@ieee.org](mailto: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 2022.

**WE WELCOME ANY AND ALL QUESTIONS OR COMMENTS!**

**Please contact:**

Bruno Lequesne

Chair of the IEEE PES/IAS PowerAfrica Steering Committee

Email: [blequesne@outlook.com](mailto:blequesne@outlook.com)

