



IEEE-PES ISGT ASIA 2019 Request for Proposals

Dear Colleagues:

The IEEE Power & Energy Society (PES) invites interested non-profits and utilities in Asia to submit a proposal to serve as Host/Technical Co-Sponsor of the Innovative Smart Grid Technologies Asia (IEEE PES ISGT Asia) in 2019.

The proposal requirements are described in more detail below. Each proposal should contain suggested conference dates in 2019, 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 Conference Organizing Committee (e.g. General Chair, Co-Chair, Industry Vice Chair, Technical Program Chair, Finance Chair, Conference Secretary, Publications Chair, etc.), and agreements regarding specific ISGT Hosting Requirements.

ABOUT THIS CONFERENCE

History of PES's Sponsorship of Innovative Smart Grid Technologies Conferences

In 2010, the IEEE Power & Energy Society launched a new 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, including ISGT Conferences in Europe, Latin America, Asia, Australia and the Middle East. More information about the ISGT North America is available from <http://ieee-isgt.org>.

History of ISGT ASIA - REGION 10 Conferences

In 2011, two first-time ISGT international conferences were held in IEEE's Region 10. ISGT Australia, November 13-16, was held at the Pan Pacific Hotel in Perth, Australia. ISGT India was convened at the Quilon Beach Hotel & Convention Centre, December 1-3, in Kollam, India.

ISGT Asia 2012 was held at the Binhai International Convention Center in Tianjin, China. ISGT Asia 2013 was held at the Sheraton Bangalore Hotel in Bangalore, India, from November 10-13. ISGT Asia 2014 took place in Kuala Lumpur, Malaysia, May 20-23 at the Berjaya Times Square Hotel. In 2015, the conference was held at the Bangkok Convention Center, Bangkok, Thailand November 3-5, (<http://www.ieee-pes.org/isgt-asia-2015-thailand>). For 2016, the conference is being held in Melbourne Australia at the Melbourne Convention & Exhibition Centre, (<http://sites.ieee.org/isgt-asia-2016/>). The 2017 conference is being held in Auckland, New Zealand, November 27-30. For 2018, the conference will take place in Singapore, May 22-25.



ABOUT THIS PROPOSAL/REQUIREMENTS

All IEEE PES ISGT conferences aim at attracting IEEE and IEEE PES members as well as non-members (which we view as potential new PES members) who have an interest in Smart Grids. However, with ISGT, Conference Organizers should focus on attracting practicing engineers from manufacturers, utilities and R&D organizations who are involved in designing, building and demonstrating the envisioned Smart Grids.

The following are the minimum requirements that must be met by all proposals:

1. Proposed Host/Technical Co-Sponsor (Hosting Entity)

Name and describe the IEEE-related or non-IEEE-affiliated not-for-profit organization or utility that will host the subject conference in the role of the official Host/Technical Co-Sponsor

If the proposer is not affiliated with IEEE, please provide:

- Evidence of not-for-profit status or utility
- Description of previous experiences re: 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 Members of Proposed Conference Leadership Team

Name and short biographical information (with key achievements and positions held) of those who will be part of the conference leadership effort on behalf of the sponsoring entity. Be sure to include all IEEE/IEEE PES affiliations.

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

3. Proposed Host Location (Country, City)

Name and describe the proposed city, state ---as applicable, and country, including key 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 conference. It is suggested that ISGT Asia takes place in the last quarter of 2019.



5. Proposed Venue Description

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

- Detailed description of the proposed location, including capacity, # 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, hotel rooms, food & beverage needs, move-in and move-out requirements, registration requirements).
- Description of accessibility (from a global perspective) and a sample of transportation costs.
- Description of plans for companion and other non-core 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.).

6. 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

7. 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.
- Opening session should include a 10 minute 'PES Overview' slide presentation to highlight PES membership and benefits.
 - A PES Governing Board Representative (TBD) will present this
- Target 3 plenary panel sessions (to full audience) to open each day:
 - Technology Leaders – Recent Smart Grid Advances
 - Utility Executives – Smart Grid challenges, success stories, best practices
 - Regulatory & Policy – Regional government perspectives
- Invite local utility executives to keynote – this encourage local utility members to attend
- Confirm high-profile utility & regulatory speakers well in advance
 - Post pictures and bios in the ISGT website to aggressively market the conference to utility members
 - This will also bring in the vendors and potential sponsorships
- The Conference Organizers are encouraged to include 3 tracks – including one track for paper presentations, two for panel sessions targeting practical applications and experiences of individuals/organizations actively working in the Smart Grid space. The program can include exhibits involving manufacturers, utilities, and developers of Smart Grid.
- Offer 4-hour tutorials on practical Smart Grid topics (no equations, if possible)
 - Consider offering for free – bundled in with the registration fee
 - This will attract utility members & students from the region
- If a PES Ex-Com meeting is being held in conjunction with the conference:



- Consider a PES Leadership plenary panel session with Ex-Com speakers
 - Consider inviting Ex-Com members for technical panel sessions
- An ISGT program can include some IEEE student activities, Young Professionals activities, and Women in Power and Engineering activities, all of which would be actively supported by PES.
 - Conference Organizers are encouraged to arrange technical tours to facilities of the local industry that are of significance in the context of the event.

8. Statement of Work with PES Technical Program Committee

The Host/Technical Co-Sponsor will be directly and substantially involved in developing the ISGT ASIA technical program.

A statement should be included indicating the willingness of the Hosts 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 Chair who will work closely with the PES ISGT Technical Program Steering Committee to help integrate local Smart Grid strengths and areas of interest.

9. Other Statements related to ISGT Asia Requirements

A statement in writing of the willingness of the Host/Technical Co-Sponsor to agree to the following if the proposal submitted is accepted:

i. To Ensure PES Involvement. To ensure regional and other PES member involvement in planning and supporting the conference.

ii. To Ensure Value to All Members, Including Practitioners

Many PES meetings have adopted program plans based on research paper submissions. However, PES is currently trying to ensure conferences have clear value to all members, not just members conducting active research. In this regard, ISGT Asia should be planned to incorporate tracks (activities during each block of the day) that focus to different types of members.

For example, there can be papers 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). ISGT Asia should be an opportunity for “Practicing Engineers” and “Researchers” to come together in some joint sessions but also targeted sessions based on their typical interests.

iii. 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 USD profit, the Host Entity will receive \$7,500 USD.

The host should agree that this Legacy Fund money be used to support PES related activities, including future conference travel costs and student support. Also, it is expected that the Legacy Fund money should be used within 3 years and an annual update on the use of the funds should be submitted to the PES VP-Meetings and to PES’s Executive Director.

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 Involve Local Chapter(s)

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 should agree to follow IEEE/PES 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 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 website.
- 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 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 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 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 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. The ISGT Asia Steering Committee reserves the right to request additional and clarifying information from individuals who submit proposals.

The IEEE PES ISGT Asia Steering 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 October 23, 2017, 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. A meeting to assess and determine the final selection is expected to be held the beginning of October and the successful bidder will be notified.

We welcome any questions or comments!

Please contact:

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