Dear Colleagues:

The IEEE Power & Energy Society (PES) invites interested not-for-profit organizations to submit a proposal to serve as Host/Technical Co-Sponsor of the 2017, Seventh IEEE PES Innovative Smart Grid Technologies Europe (ISGT Europe) in Europe.

The proposal requirements are described in more detail below, but each proposal should contain suggested conference dates in 2017 (October is preferred), descriptions of the proposed venue(s), information about the Host – including details (150-200 word biography with key positions held) of the volunteers proposed to serve as key members of the Conference Local Organizing Committee (e.g., General Chair, Technical Program Chair, Secretary, Treasurer, Corporate Affairs Chair, etc.), and agreements regarding specific ISGT Hosting Requirements.

Deadline: Monday, 15th February, 2016
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 IEEE PES 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-Europe
The First IEEE PES ISGT Europe was hosted by Chalmers University of Technology on October 11-13, 2010, in Gothenburg, Sweden. The conference gathered over 400 participants from 40 different countries. The technical program for ISGT Europe 2010 provided presentations in plenary sessions, paper and panels in four parallel sessions and technical tours. Nearly 150 papers from 32 countries were presented.

Since the first ISGT-Europe conference, there have been several successful European conferences. The Second IEEE PES ISGT Europe Conference and Exhibition took place in December 5-7, 2011, in Manchester, UK. The conference had more than 500 delegates from over 40 countries, over 200 organizations involved, and 25 exhibitors. The conference featured over 360 presentations in a full program with 232 papers, 4 tutorials, 28 panels, 18 keynote speakers, and special student and women in engineering sessions. The Third ISGT Europe conference took place in Berlin, Germany, October 14-17, 2012 (www.ieee-isgt-2012.eu). The conference gathered participants from over 50 countries and more than 400 papers where submitted to the conference. The interest and success has continued in the subsequent conferences in 2013 (Denmark, www.ieee-isgt-2013.eu) and 2014 (Istanbul, www.ieee-isgt-eu.org). In 2015 the conference will be held in Ljubljana, Slovenia in October 9-12.

A Review of the Focus/Typical Content of ISGT Europe Technical Programs
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. Nonetheless, ISGT conferences also cater for academia and, therefore, tracks for research papers should also be available, but should not be the main, and certainly not only feature of the conference.

For example, in planning a typical ISGT program day, Conference Organizers would be 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 should be supplemented, if possible, by exhibitions involving manufacturers, utilities, and developers of Smart Grids.

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

An ISGT program should also typically include some IEEE Student activities, GOLD activities, and Women in Power and Engineering activities – all of which would be actively supported by PES.

Finally, Conference Organizers are also encouraged to arrange technical tours to facilities of the local industry that are of significance in the context of the event.

In summary, ISGT Europe should be an opportunity for Practicing Engineers, Authorities and Researchers to come together in some joint sessions, and also to offer targeted sessions based on their typical interests.
ABOUT THIS PROPOSAL/REQUIREMENTS

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 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
   - 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 Volunteer Members of Proposed Conference Leadership Team
   Name and short biographical information (150-200 word biography with key achievements and positions held) of those who will be part of the conference leadership effort on behalf of the sponsoring entity. Include all IEEE/IEEE PES affiliations as appropriate.

   - Conference Chair
   - Conference Co-chair
   - Technical Program Chair
   - Treasurer
   - Secretary, etc.

3. Proposed Host Location (Country, City)
   Name and describe the proposed city, state (if applicable), and country, including key features and attractions, weather prediction at the time of the conference, etc.
4. Proposed Dates for the Conference
Please provide the proposed opening and closing dates of the conference. It is preferred that the ISGT Europe takes place in October.

The following date(s) during the fall of 2017 already have PES Financially Sponsored Conferences scheduled. Please do not select these timeframes for the 2017 ISGT Europe Conference:

November 27-30

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 the venue)
• Description of how the venue and the city will meet conference needs for different 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 companions 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. Statement of Work with PES Technical Program Committee
The Host/Technical Co-Sponsor will be directly and substantially involved in developing the ISGT Europe 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 Co-Chair who will work closely with the PES ISGT Technical Program Steering Committee to help integrate local Smart Grid strengths and areas of interest.

7. Other Statements related to ISGT Europe Requirements
Statements should be included indicating the willingness of the Host/Technical Co-Sponsor to agree to the following if the proposal is accepted:

i. To Team with Industry, to secure support and participation from industry and utility leaders.
   The LOC should also appoint an Industry Liaison to actively work with the PES Governing Board Member responsible for increasing industry participation.

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, Adequately Considering 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 Europe should be planned to incorporate tracks
(activities during each block of the day) that caters for 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). In addition, there should be industry & utility based panel sessions, and a suite of tutorials made available. ISGT Europe 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.

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% surplus target and at least a $15,000 USD surplus, the Host Entity will receive $10,000 USD.

Also, the host should agree that this Legacy Fund money should 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 that an annual update on the use of the funds will be submitted to the PES VP-Meetings and to PES’s Executive Director.

v. To Agree that IEEE owns IP

The Host/Technical Co-Sponsor should agree and acknowledge that IEEE is the Owner of all Intellectual Property of the Conference.

vi. 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 PES Chapters heavily involved in the organization of PES conferences.

vii. To Develop and Provide a Pre-Conference Budget


viii. To Agree to Comply with IEEE and PES Policies and Requirements

The Host should agree to follow IEEE PES Polices 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 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](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](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 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 Europe Steering Committee reserves the right to request additional and clarifying information from individuals who submit proposals.

The IEEE PES ISGT Europe Steering Committee (list of members below) will make a site selection recommendation to the IEEE PES President and IEEE PES VP Meetings.

*IEEE PES ISGT Europe Steering Committee*
- Luis (Nando) Ochoa, Chair
- Omer Usta, ISGT Europe 2014
- Jacob Østergaard, ISGT Europe 2013
- Kai Strunz, ISGT Europe 2012
- Jovica Milanovic, ISGT Europe 2011 & IEEE PES Region 8 Representative
- Lina Bertling, ISGT Europe 2010 & Past Chair
- Tommy Mayne, IEEE PES VP of Meetings
- Jay Giri, IEEE PES Member-At-Large, Industry Liaison

**ABOUT THE PROPOSAL SUBMISSION PROCESS**

Please choose which year you would like to host and then submit proposals with appropriate supporting documentation by Monday, 15th February, 2016 to Kathy Heilman (Kathy.heilman@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 Kathy Heilman (Kathy.heilman@ieee.org) within two 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 in two weeks after the deadline and the successful bidder will be notified soon after this meeting.

We welcome any questions or comments!

**Please contact:**
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