

EXPRESSION OF INTEREST

to host

IEEE Electrical Power and Energy Conference 20xx (IEEE EPEC 20xx)

IEEE Canada is seeking Expressions of Interest from Sections and/or the Area to host IEEE Electrical Power and Energy Conference 20xx (IEEE EPEC 20xx).

Submission:

Sections interested in hosting this Conference in the **Fall of 20xx** should submit a proposal to:

IEEE Canada Conference Advisory Committee (CONAC)
c/o Chair, Raed Abdullah, P.Eng., IEEE SM
RaedAbdullah@ieee.org

Submit your proposals no later than **August 30, 20xx**.

CONAC will review these EOIs and make a recommendation on the host Section to the IEEE Canada Board at their **20xx Fall Meeting**. Selected section(s) may be asked to make a presentation to the Board. However, no funding is available from IEEE Canada for Sections to prepare, submit or present their proposals.

EXPRESSION OF INTEREST TO HOST IEEE EPEC 20xx

Provide information on your plans for hosting this Conference, this includes the following items:

1. GENERAL INFORMATION:

Host Section(s) / Area Name:

Proposed Dates:

Proposed Location:

General Theme of the Conference:

2. CONFERENCE ORGANIZING COMMITTEE:

Conference Honorary Chair (Optional):

Provide his/her name, affiliation, and brief biography.

Conference General Chair:

Provide his/her name, affiliation, and brief biography identifying his/her expertise in organizing conferences.

Conference Vice General Chair (Optional):

Provide his/her name, affiliation, and biography identifying his/her expertise in organizing conferences.

CONFERENCE COMMITTEE KEY MEMBERS:

- **Technical Program Committee (TPC) Chairs (ideally one Industry Chair and one Technical Program Chair):**
Provide their names, affiliations, and brief biography identifying their expertise in leading finance in previous conferences. It is important to have an appropriate level of academic, industry, NGO, and government papers, presentations, tutorials workshops, and other relevant conference events.
- **Finance Chair:**
Provide his/her name, affiliation, and brief biography identifying his/her expertise in developing and managing a budget in previous conferences or during his/her career.
- **IEEE Canada Treasurer:**
Include the name of the current IEEE Canada Treasurer and his/her affiliation.
- **Tutorials Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Workshops Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Patronage Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Exhibition Chair(s):**
Provide bios and expertise in previous events.

- **Local Arrangements Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Publications Chair(s):**
Provide their names, affiliations, and brief bio and expertise in previous events.
- **Publicity Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Registration Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Website Chair:**
Provide his/her name, affiliations, and brief bio and expertise in previous events.
- **Women in Engineering Activities Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Young Professional Activities Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Student, Affinity and Other Committees Chair:**
Provide their names, affiliations, and brief bios and expertise in previous events.
 - **Women in Engineering Activities Chair(s) (optional):**
Provide their names, affiliations, and brief bios and expertise in previous events.
 - **Young Professional Activities Chair(s) (optional):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Student Paper Contest Chair(s) (optional):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- Others (add other positions if needed):
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Steering Committee:**
Provide their names, affiliations, and brief bios and expertise in previous events.
 - **IEEE Canada Conference Advisory Committee Chair (optional):**
Include the name of the current IEEE Canada CONAC Chair and his/her affiliation.
Purpose is to provide feedback and sage advice for better conference decision making and outreach.

3. PARTIES:

- **Co-Sponsors with IEEE Canada (main sponsor).**

Note: sponsors are only IEEE entities:

Name the IEEE entities (co-sponsors), such as sections, societies, chapters, affinity groups.

- **Patrons: (non-IEEE organizations):**

Name proposed corporate and institutional patrons who will support the conference financially.

- **Supporters: (non-IEEE organizations):**

Name proposed professional non-governmental or not-for-profit organizations who will support the conference in-kind.

4. DRAFT BUDGET:

- *Use and complete the attached Budget template for your proposed Conference Budget (draft). The draft budget (Excel file format) as a separate document must be submitted along with the EoI.*
- *Provide here the Budget Summary:*
 - **Revenues** to include anticipated Registration numbers, Corporate Patronage/Support, Exhibition,...etc.
 - **Expenses** to include costs for Registration, Venue, Food/Beverage, AV/Internet, Social, Printing, Publicity, Program, Proceedings, ...etc.
 - **Projected Surplus** (objective is not less than **20% surplus**).
 - Seed money needed from IEEE Sponsors is shown as Revenue and Expense 1:1.

5. FULL CONFERENCE PROPOSAL:

The conference proposal can be submitted as a separate document along with this EoI document. Provide a full conference proposal that should include the detailed information of the following required items:

- **RATIONALE FOR SITE SELECTION**
 - Destination (City as a very good location for the conference, Local Tourism and Attraction, Safety & Cleanliness)
 - Venue (location, meetings space/rooms for keynote, plenary, technical sessions, welcome reception, banquet, exhibition, registration, and operation)
 - Accommodations/Hotels (competitive rates, location)
 - Travel Access (by air, land and or see)
 - Industry and Academia
 - Area/Section(s) Reputation for organizing high-quality conferences – An experienced committee; willingness and strength to succeed in hosting the conference
 - Community Support, Grants, Students and Industrial Programs
- **CONFERENCE ORGANIZATIONAL STRUCTURE**
 - Proposed Conference Dates, Proposed Theme
 - Organizing Committee
 - Proposed Technical Program and Other Activities
 - IEEE Sponsoring Entireties
 - Potential Patrons, and Patronage Levels and Benefits

- Potential Exhibitors, and Exhibition Levels and Benefits
- FINANCIAL PROPOSAL
 - Proposed Detailed Budget Summary
 - Proposed Registration Fees (if not using the agreed CONAC fees, then explain why)

6. SUBMISSION DEADLINE:

All the following documents must be submitted no later than **April 13, 20xx:**

- A. Expression of Interest (Eoi)
- B. Complete Proposal
- C. Draft Budget

7. SUBMITTED BY:

Name:

Title:

Date:

Signature: - - - - -