**IEEE Power Electronics Society: Conference Technical Sponsorship/Proceedings Application Form**

**(Additional pertinent information may be provided as attachments to the form)**

This information shall be submitted to the PELS VP of Conferences.  For fully completed forms, a response with a decision may be expected within 3 weeks. PELS reserves the right to request additional information. Before completing this form, conference organizers should carefully read the PELS TCS conference policy.

|  |  |
| --- | --- |
| **General Information** | |
| 1. Conference Name |  |
| 2. Conference Dates |  |
| 3. Conference Location/Venue |  |
| 4. Conference Web Page |  |
| **Financial Information** | |
| 5. Financial Sponsor(s)[[1]](#footnote-1) |  |
| 6. Registration Fees | Specify main categories: ex. member, non-member, student |
| 7. Expected Number of Registrants |  |
| **Conference Proceedings** | |
| 8. Will conference publish proceedings in either paper or electronic form? | Yes/No |
| 9. Who holds copyright to Proceedings? |  |
| 10. Are you requesting that the Proceedings be published in IEEE Xplore? | Yes/No. If No, we still expect high-quality proceedings that are compliant with IEEE’s review and plagiarism guidelines. |
| 11. IEEE charges an administrative conference fee and a per page charge for publication of conference papers in Xplore. Are you requesting PELS to pay all or part of the fees? | No/Yes (all or certain percentage) |
| 12. Which software system will you use for handling manuscript collection/review/publication? |  |
| 13. IEEE requires that all manuscripts submitted must go through a check of "inappropriate re-use" of previously published works prior to being uploaded to IEEE Xplore. How will you ensure that this check is completed? | For example, please specify the software (CrossCheck/iThenticate compatible) that you will use. |
| 14. IEEE has policies that restrict excessive citations of a single research group, which includes excessive self-citation. How will you prevent excessive citations of a single group? | For example, a process that the committee follows or a self-assessment by authors. |
| 15. IEEE has PDF compliance requirements for IEEE Xplore publication. Will your choice of software system or the publisher meet these requirements? | Yes/No. This question must be answered only if you are requesting publication in Xplore.  If Yes, please include the name of the software or vendor you will be using to ensure PDF compliance. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **16. Conference History** *(list information about three previous meetings in this conference series)* | | | | | | | |
| **Year** | **General Chair** | **Location** | **Number of Submitted Digests** | **Number of Accepted Papers** | **Attendance** | **IEEE Society Sponsor(s)** | **Proceedings on Xplore?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **17.Organizing Committee** | | | |
| Position | Surname, Given-name | PELS member? | **PELS and Related conference activity** |
| General Co-Chairs |  |  |  |
|  |  |  |
|  |  |  |
| Program Co-Chairs |  |  |  |
|  |  |  |
| Publication Chair |  |  |  |
| Others |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Surname, Given-name | | Describe the role that the PELS Representative has in the conference organization or paper review process. Representative must meet criteria specified in PELS TCS policy. | | |
| **18. PELS Representative** |  | |  | | |
|  |  | |  | |  |
|  | | | | | |
| **19. Select Members of Technical Program Committee with PELS Conference Activity Experience** | | | | | |
| Surname, Given name(s) | | PELS member? | | Related PELS conference activity | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| *How are the persons listed above involved in conference organization or the review process?* | | | | | |
| **20. Review Process:**  *Please describe the steps in the paper review process, what is reviewed (e.g., full papers, abstracts), number of independent reviewers for each paper, expected acceptance rate. If available, please include this data for past three times this conference was held.* | | | | | |

|  |
| --- |
| **21. Conference Quality:**  *If the conference is requesting proceedings acquisition, then all papers must be written in English. Please describe how the conference will assure this and additional conference quality issues, such as preventing plagiarism, duplicative submissions, and excessive citations of a single research group.* |
| **22. Value to PELS:**  *Please clearly and succinctly describe the value of TCS to the Power Electronics Society in the short-term and as a part of its long-term strategy.* |

(Please sign in the appropriate box below).

The Organizing Committee requests Technical Co-Sponsorship by IEEE-PELS. **We are ALSO interested in submitting the proceedings for potential publication in IEEE Xplore**. We understand and agree that the Proceedings of the conference will be produced in compliance with IEEE Xplore’s PDF requirements for immediate inclusion in the IEEE Electronic Library on IEEE Xplore. IEEE Xplore is under no obligation to publish papers that fail their quality review.

(Signature of Conference Representative) (Date)

The Organizing Committee requests Technical Co-Sponsorship by the IEEE-PELS. **We are NOT interested in submitting the proceedings to IEEE Xplore.** However, we agree to meet the high quality standards expected of PELS conference publications.

(Signature of Conference Representative) (Date)

As the PELS representative, I agree to facilitate communication between IEEE-PELS and the Organizing Committee, to ensure that the conference meets the expectations of IEEE-PELS, and to provide a report promptly after the conference.

(Signature of PELS Representative) (Date)

**Required Attachments/Material**

1. Conference Call for Papers
2. Biographical sketches for at least two members of the Organizing/Program Committee who are IEEE PELS members (one of them being the person proposed as PELS Representative). Clearly highlight their past experience with IEEE PELS conference organization. Also clearly describe their role in this conference’s organization and or review process. Limit two pages per bio.
3. Report for preceding year’s conference.
4. In case there were previous electronic conference proceedings, but they did not appear on IEEE Xplore, provide electronic access to the proceedings.

1. List a non-profit organization that will financially sponsor your conference. It is assumed that the organization will assume the financial risk if you had no insurance and the conference ran at a financial loss. If there are multiple financial sponsors, please indicate the percentage of financial sponsorship of each sponsor. If any financial sponsor is a for-profit entity, this must be clearly stated and the conference is subject to additional scrutiny. [↑](#footnote-ref-1)