IEEE PES Financially Sponsored Conferences
Request for Proposals (RFP) Details

Dear Colleagues,

The IEEE Power & Energy Society (PES) invites not-for-profit organizations, utilities, and related entities to submit proposals to serve as the Host/Technical Co-Sponsor of an IEEE PES financially sponsored conference. Please see the individual Conference Host Proposals which can be found here.

Proposal Requirements

1. Proposed Host / Technical Co-Sponsor

Provide a description of the hosting organization, including:

- Confirmation of not-for-profit status or utility affiliation
- Previous experience organizing IEEE, PES, or similar conferences
- Plans to collaborate with a local IEEE PES Chapter, if applicable

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2. Proposed Conference Leadership Team

Provide names, affiliations, and brief biographies for proposed leadership members, including:

- Conference Chair
- Conference Co-Chair (optional)
- Industry Vice-Chair
- Finance Chair
- Secretary
- Technical Program Chair
- Publications Chair

Include IEEE and IEEE PES affiliations where applicable. Please include brief biographies (150–200 words) for proposed key committee members, highlighting relevant experience and leadership roles.

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3. Proposed Conference Location

Provide the proposed:

- City, state/province, and country
- Description of the location and key attractions
- Expected weather during the conference period
- Accessibility and transportation considerations

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4. Proposed Conference Dates

Provide proposed opening and closing dates.

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5. Proposed Venue

Describe the proposed venue, including:

- Meeting room capacities and configurations
- Hotel accommodations
- Food and beverage capabilities
- Registration and exhibit space
- Move-in/move-out logistics
- Estimated pricing and availability

Please also describe:

- Accessibility for international attendees
- Nearby transportation options and estimated travel costs

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6. Corporate and Industry Support

Provide a list of:

- Confirmed Patrons/Supporters
- Potential industry sponsors and utility partners to be solicited

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7. Industry and Utility Engagement

IEEE PES strongly encourages proposals that increase utility and industry participation. Recommended activities include:

- Appointment of an Industry Vice-Chair from industry or utilities
- Industry-focused technical tracks and keynote speakers
- Daily plenary sessions featuring:
    - Technology leaders
    - Utility executives
    - Regulatory and policy experts
- Promotion of keynote speakers and panelists on the conference website
- Collaboration with the PES Governing Board to support utility outreach

Conference programs are also encouraged to include:

- Student activities
- Young Professionals activities
- Women in Power and Engineering activities
- Technical tours of local industry facilities

If a PES Executive Committee meeting is co-located with the conference, organizers are encouraged to include PES leadership sessions and panels.

Required Statements of Agreement

The Host/Technical Co-Sponsor must agree to the following:

i. PES Involvement

Ensure participation of local, regional, and global PES members in conference planning and support.

ii. Value to All Members

Develop a balanced technical program that serves both researchers and industry practitioners, including practice-oriented and research-focused tracks.

iii. IEEE Ownership of Intellectual Property

Acknowledge that IEEE retains ownership of all conference intellectual property.

iv. Local IEEE PES Chapter Participation

Engage local IEEE PES Chapters and IEEE Sections whenever possible.

v. Preliminary Budget

Provide a preliminary conference budget for PES review and approval prior to final authorization.

vi. Compliance with IEEE and PES Policies

Agree to comply with all IEEE and PES conference policies, including:

- IEEE Meetings, Conferences, Symposia, and Expositions policies
- Publication, copyright, plagiarism, and "No Show" requirements
- IEEE Xplore submission requirements
- PES presentation and website guidelines
- IEEE contract review and approval procedures
- Registration reporting requirements
- English as the official conference language
- Conference financial closeout within six months after the event

Additional policy information and presentation guidelines can be found on the IEEE PES website.

IEEE PES looks forward to receiving your proposal and working together to deliver a successful, high-quality conference experience for the global power and energy community. See individual conference cover sheet for submission deadline.