



**BIDDING TO ORGANIZE AN IES CONFERENCE
OPERATING AGREEMENT WITH AND REPORTS FROM IES CONFERENCE ORGANIZERS**

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1. Bidding to organize an IES conference

Bids for IES Majority Sponsored (MS) conferences, as well as proposals for Non-majority Sponsored (NS) conferences and Technically Co-sponsored (TCS) conferences, are first analyzed by IES VP for Conference Activities or IES VP for Workshop Activities, depending on the conference¹. They interact with prospective organizers and, if the proposal is found to be of interest for IES, it is submitted for consideration by the IES Conferences Committee (C-C). TCS conferences, as well as NS conferences with a successful record and whose budget and other finances-related requests are endorsed by IES Treasurer can be approved by IES C-C, even by online voting. All other conferences must first be discussed at an IES C-C meeting and, if endorsed by this committee, they are submitted for consideration and possible approval by IES AdCom.

To allow a proper planning of the IES conferences portfolio, avoiding conflicts with dates and locations, and to provide organizers with enough time to manage the complex process of organizing a successful conference, approval of IES conferences is targeted in general to be made 3 years in advance, with some flexibility allowed to accommodate variations on the dates of IES AdCom meetings. IES VPs for Conference / Workshop Activities must work proactively (including look for venues and contact potential organizers) to ensure bids for all conferences are received on time to comply with the 3-year approval target. Additional flexibility may be given to NS conferences, considering that an agreement has to be reached among all sponsors, and to TCS conferences, where IES is not involved in the bidding / approval process. Except under special, well-justified circumstances, no conference will be approved less than one year prior to its starting date.

Since 2016, a rotating scheme is applied to the three major IES conferences (IECON, ISIE, and ICIT). Each of them is held every year in a different area (IEEE R1-7 and 9 – The Americas, IEEE R8 – Europe-Africa-Middle East, and IEEE R10 – Asia-Pacific), ensuring IES members (and anyone involved in IES fields of interest) can afford to attend every year a major IES event. Each conference rotates among the three areas in three years, ensuring all of them are consistently present in different parts of the world (Table I).

TABLE I: Rotating scheme

Conference	Year		
	2016 + 3·x	2017 + 3·x	2018 + 3·x
IECON	R8	R10	R1-7, 9
ISIE	R1-7, 9	R8	R10
ICIT	R10	R1-7, 9	R8

¹ The distribution of IES conferences between the VPs for Conference / Workshop Activities is posted on IES web for prospective organizers to identify which VP to contact, according to the conference they are willing to bid for.

In order for a bid to organize an IES MS conference to be considered, it must at the bare minimum include information about the proposed location and dates², General Chair and Co-Chairs, and a budget prepared according to IEEE requirements (see Document #4). Bidders must make a presentation in front of the IES C-C, providing as much additional information as possible, including, but not limited to:

- Proposed composition of the conference committees (see Document #3).
- The city and the venue.
- Travel and accommodation.
- Support from companies³ or local authorities, if any.
- Previous experience of the local team in conference organization, particularly IEEE / IES ones.

IES recognizes that preparing a full bid, particularly for a large conference, implies a huge amount of work. Because of this, as a previous optional step it is possible to present just an Expression of Interest (EoI), with more succinct information and without the need for a budget to be included. EoIs can be presented at an IES C-C meeting held approximately 3.5 years before the target conference dates (the latest possible to comply with the 3-year approval target). In this way, the proposal can be discussed with IES C-C members, and competing proposals, if any, are known. Then, proposers can decide whether or not they want to go ahead with a full bid submission. It is important to emphasize that information about EoIs / bids is made public only at IES C-C and AdCom meetings, otherwise it is kept strictly confidential, to ensure a fair bidding process.

2. Operating agreement with and reports from IES conference organizers

An operating agreement (Appendix A) must be signed by the General Chair of any IES MS conference and IES President or IES VP for Conference / Workshop Activities (depending on the conference) to ensure both parties are aware, accept, and understand their respective duties and commitments in the organization of the conference.

After conference approval, organizers must report about the progress of conference activities in every IES C-C / AdCom meeting until the conference is held.

The progress report presented between one and a half and one year before the conference (depending on the schedule of IES AdCom meetings) must include an interim budget.

In conferences hosting an IES AdCom meeting, organizers must present an on-site report at it.

A final report must be presented at the first IES AdCom meeting after the conference has been held. This report must include the final (actual) budget. In case this is not possible because not all transactions have been executed, the report must include an estimate of the financial performance of the conference, and the final budget must be submitted immediately after all transactions have been executed.

Organizers of NS conferences are recommended to operate in a similar way. In any case, the conference budget is subject to IES approval, and a final report must be submitted. TCS conferences must also submit a final report.

To help organizers in the preparation of their reports, the minimum required contents are posted on IES web. It is important to emphasize that the final report must include data to help IES keep track of conference series history.

² Except under special, well-justified circumstances, the duration of IES Conferences and Symposia should be between 2.5 and 3.5 days (AdCom meetings excluded from the count, see Document #6). Workshops duration should be between 1 and 2 days.

³ In terms of both direct financial support and willingness to participate in an industrial exhibition. This support is given a significant weight in the conference approval process.