

**Minutes
PELS Meetings Committee
Hyatt Regency Embarcadero Hotel
San Francisco, California USA
October 4, 1998**

MOTIONS:

- Recommended approval by the PELS AdCom of the PESCE99 2000 budget and an advance loan to the conference of \$20,000
- Forwarded to the AdCom with favorable recommendation a 1999 administrative budget of \$21,000 for the INTELEC Advisory Committee.
- Approved and forwarded to the AdCom a request to be a technical sponsor of CIEP99 2000 in Mexico.

ACTIONS:

- Jerry Hudgins will confer with Tom Wilson, Sr. on format and scheduling of an awards presentation program at PESCE99.
- Kevin Fellhoelter and Jerry Hudgins will request organizers of ICSCRM (International Conference on Silicon Carbide and Related Materials) to submit a formal proposal to the Meetings Committee requesting support for the conference in 1999.

Attending: Kevin Fellhoelter, Chair; Lars Bjorkstrom, Bill Haven, Jerry Hudgins, Tom Jahns, Phil Krein, Tamotsu Ninomiya, Chris Riddleberger, Rene Spee, Joseph Thottuvelil, Katsuichi Yotsumoto, Bob Myers.

The meeting was called to order by Vice President Kevin Fellhoelter at 8:15 a.m. with a round of self-introductions (Attachment A).

Power Electronics Specialists Conference (PESCE)

PESCE97 - Phil Krein said the final conference report and audit have been filed with IEEE and accepted and all books closed.

PESCE98 - Tamotsu Ninomiya reported the audit and a few unfinished items stand between PESCE98 and a final closing report. He said he anticipated closure before the end of the year. Registration for the Fukuoka conference totaled 580 with 557 actual registered attendees (Attachment B). As expected, Japan had the largest number of attendees, with the USA second and Korea third.

The conference offered 44 separate sessions and a plenary with a total of 326 papers presented. Twelve papers were no-shows with no notice of cancellation - the names of four no-show authors who did not submit registrations (see Attachment B) were given to PESCE99 Program Chair Rene Spee for special attention in case they submit digests. There was brief

discussion about handling of no-show authors, with suggestions ranging from excluding them from future conferences to requiring them to pay full registration fees on submission of papers.

Preliminary financial results showed income of \$397,566 (US), including contributions of \$163,195 from Japanese industry), expenses of \$380,219 and a projected surplus of \$17,346, to be divided equally between PELS and IEICE of Japan. Ninomiya said he will write thank you letters to Japanese companies which provided financial contributions. Fellhoelter led the committee with applause for a job well done by Ninomiya and the PESC#98 committee.

PESC#99 - Jerry Hudgins introduced a report (Attachment C) covering activation of a web page, special copies of proceedings for students, planned industrial tours and a conference schedule. He suggested that the PELS awards ceremony take place at the end of the Monday morning plenary session when attendance is higher than at any other time during the conference. Fellhoelter said an early ceremony would allow wider recognition of award recipients and attention throughout the week. Tom Jahns said an awards venue should provide a formal atmosphere in keeping with the value of the event and Phil Krein proposed a possible luncheon setting, if necessary increasing registration fees to cover the cost. **ACTION: Hudgins will confer with PELS Awards Chair Tom Wilson, Sr. on an appropriate ceremony, venue and timing.**

Spee said approximately 350 abstracts and digests have been received and he anticipates a total of 380-400 when all submissions are recorded. Any digests arriving after the start of formal review processes will be judged by a select group selected by Spee. He said 160 reviewers had been selected and each would receive 12-13 digests for study. Each digest will go to five reviewers in an effort to assure at least four responses. Reviews will be due November 15 and the program selection meeting will take place in San Diego on Saturday , December 12.

PESC#2000 - A budget prepared by Gerry Hurley was submitted (Attachment D). **MOTION: Jahns moved that the Meetings Committee recommend acceptance of the budget by the AdCom and that Hurley be advised to request a specified advance loan of \$20,000 when appropriate.** Hudgins seconded and the motion was approved. Bob Myers will tell Hurley of the action and any subsequent decision by the AdCom.

Future PESCOs - There were no reports from PESC#01 (Vancouver), PESC#02 (Australia), or PESC#03 (Mexico). Fellhoelter said he had received an e-mail message from Frede Blaabjerg of Aalborg University indicating Denmark will be proposed as a site for PESC#04 (Attachment E). Jahns said that Blaabjerg should be encouraged to pursue a proposal and that other European sites be explored.

INTELEC and TELESOC

INTELEC#98 - Lars Bjorkstrom introduced a report showing totals at the close of pre-registration in mid-September reached 581 full registrations, plus four students, 142 exhibits only guests, 124 tutorial signups and 82 guest registrations (Attachment F). He said based on experience at Boston in 1996, the conference anticipates an increase in full registrations at the door of 25% and much larger gains for students, exhibits only and tutorials.

The conference accepted 130 abstracts for presentation but 10 have been withdrawn, leaving presentation schedule of 120 papers from 302 authors and co-authors. Bjorkstrom reminded the committee that INTELEC conferences held outside North America do not

request IEEE financial advance funds and that the only financial support needed for the 1999 conference in Copenhagen is \$21,000 in administrative expense funds for the INTELEC Advisory Committee. **MOTION: Jahns moved that the Meetings Committee recommend the AdCom approve the administrative budget as contained in Attachment F.** Hudgins seconded and the motion was approved. Fellhoelter noted that INTELEC 99 in Copenhagen next June 6-9 faces conflicts with a lead acid battery conference in Bulgaria and SuperCom in the United States. Hudgins recommended that conferences - IEEE as well as others - dealing with power be listed on the Society web page and that a cooperative effort be developed with sponsors of other conferences to post schedules in an effort to avoid future conflicts.

Chris Riddleberger noted that committees organizing INTELEC conferences outside North America have been advised that they may request IEEE financial involvement but none so far has sought advance funding. Riddleberger asked if a policy exists dealing with student and Life Member registrations and what can be included in such registrations. Jahns said students and Life Members should be offered special fees but the conference committee may decide what is included - proceedings, meals, social events - any or all or none. IEEE policy stipulates that special student fees apply only to IEEE Student Members, not students in general (offering special fees to students who join at the conference is encouraged).

Future INTELECs - INTELEC will be staged in 2000 in Phoenix, 2001 in Edinburgh, 2002 in Montreal, 2003 in Yokohama, 2004 in Chicago, 2005 in Berlin, 2006 in Washington, 2007 in Rome, with 2008 tentatively set for Atlanta, 2009 for Korea, Holland, Belgium, Sweden or Switzerland and 2010 in Singapore or Taiwan. Later, the INTELEC Conference Executive Committee gave preliminary approval to Korea for 2009 and suggested 2010 take place in Canada in keeping with Canada's one-in-every-six conference rotation schedule.

TELESCON - The next TELESCON will take place in Dresden in 2000 with another in Brazil in 2003. The INTELEC Conference Executive Committee suggested a TELESCON for Singapore in the year 2006.

Applied Power Electronics Conference (APEC)

APEC 98 - Fellhoelter introduced a report from Dave Torrey (Attachment G) listing a surplus from the Anaheim conference of \$120,593, to be divided equally among PELS, Industry Applications Society and the Power Sources Manufacturers Association. A final audit is under way. Fellhoelter termed APEC 98 a "great success."

APEC 99 - The Torrey report said the final program for the Dallas meeting will contain some 190 papers in 26 breakout sessions and a plenary. Exhibit space is sold out with 119 booths reserved and a waiting list established. The original conference hotel, the Hyatt Regency, will be in the midst of a major renovation during APEC and the conference will move to another Dallas venue, the Adam's Mark. Fellhoelter praised Courtesy Associates for its skill in voiding a contract with the Hyatt Regency in return for "serious consideration" of the hotel when APEC next is in Dallas.

Management Contract - Fellhoelter said the APEC Steering Committee reviewed management services for APEC and requested proposals from a number of companies. Only two responded - Courtesy Associates and IEEE Meeting Services. He said the Courtesy proposal responded to APEC specifications while the IEEE plan was too generalized. The Courtesy bid was selected.

Future APECs - APEC 2000 will be held in New Orleans and 2001 is scheduled for Anaheim. For 2002, the conference is looking at Dallas or Nashville and for 2003 a southeastern city,

probably Atlanta or Orlando.

Power Engineering Society - This Society has asked to become a full partner in APEC. Hudgins said the request was made at an intersociety meeting in San Diego in July involving PELS, IAS, PES and IES. PES has been provided a copy of the APEC Operating Agreement. Jahns and Fellhoelter said the addition of a sponsor will require concurrence of all present sponsors, including PSMA, and Jahns recommended that the first step would be submission of the PES request to the APEC Steering Committee.

Computers in Power Electronics - Krein said a workshop held at Lake Como in Italy in July attracted 35 to 40 attendees and was successful. Future workshops are in the planning stage and the committee is studying the possibility of expanding into standards work.

International Workshop on Integrated Power Packaging - Myers provided a written report on this new workshop held in Chicago in mid-September (Attachment H). The workshop attracted 35 attendees and was termed a professional success. It sustained a financial loss of approximately \$1,200 and a list of lessons learned was developed to help develop future programs.

Sponsorship Requests

CIEP-2000 - PELS has provided technical support for CIEP for a number of years and **MOTION: Jahns moved that the Meetings Committee recommend technical sponsorship of CIEP-2000 to be held in Acapulco, Mexico in October, 2000 (Attachment I).** Hudgins seconded and the motion was forwarded to the AdCom.

ICSCRM - An International Conference on Silicon Carbide and Related Materials is scheduled in Raleigh, NC, in the fall of 1999 and is seeking a level of support from PELS. Jahns asked that a formal proposal be submitted to the Meetings Committee and **ACTION: Fellhoelter and Hudgins will ask conference organizers to develop an information package. Myers will provide Fellhoelter the appropriate PELS meeting support form.**

The meeting was adjourned at 10:40 a.m.

Submitted,

Robert Myers
PELS Administrator