

## IEEE PELS

Meetings committee minutes -APEC'99  
Mar. 14, 1999 - DALLAS, TX (USA)  
ADAM'S MARK HOTEL

8:03 AM: Call to order: Kevin Fellhoelter

### 1. Welcome and Attendee Introductions

After a brief welcome, followed by attendee introductions, the meeting commenced.

### 2. Review and Adoption of Agenda, and Approval of Minutes from Oct. 4, 1998 Meeting

D. Torrey made a motion to adopt the agenda at 8:05 AM, and after a quick second, the motion passed. D. Torrey then made a motion to approve the minutes from the October 4, 1998 meeting, and after a second, the motion passed quickly.

### 3. APEC Status Reports

- a) 1998 APEC - D. Torrey Anaheim, CA (USA). David Torrey gave the following report. There are 179 papers in 25 sessions included in the conference proceedings, with 24 countries represented. A 52% acceptance ratio was cited after review. There were 14 seminars and 112 booths. 438 registered for the seminars (345 were budgeted), while 667 registered for the technical sessions (505 were budgeted). This represented the highest APEC attendance to date. Budgetary numbers were as follows: Income - \$655,128 (\$510,725 budgeted); Expenses - \$532,362 (\$447,680 budgeted); Surplus - \$122,766 (\$63,045 budgeted). The audit is complete, and books were closed in November of 1998. A copy of David's viewgraphs are included in the attachment.
- b) 1999 APEC - D. Tan. Report of the APEC'99 meeting March 14-18, 1999, in the Hyatt-Regency, Dallas, TX. Technical papers received were 379, with 192 accepted. There were 15 seminars approved out of 30 proposed. Exhibition booths numbered 120, with 16 Danish pavilions added for the first time. As of March 8, 1999, numbers were 430 registered for the technical session, 309 registered for the seminars, and 685 room block in the hotel for the peak night. Conference appears to be okay budget-wise. A copy of F. Dong Tan's viewgraphs, including conference committee and conference timeline is also included in the attachments.
- c) 2000 APEC - D. Torrey, APEC administrator. Conference will be held at the Fairmont Hotel in New Orleans, LA (USA). The registration will be on the web site, and the hotel contract has been signed. A management search was performed, with two responses coming from Courtesy Associates and IEEE conference services. Courtesy Associates was clearly superior.
- d) 2001 APEC - D. Torrey. Will be at Disneyland hotel in Anaheim, CA again. Hotel contracts have been signed with the Disneyland hotel, which is undergoing major renovations and expansion. This fact, coupled with the strong on-site registration experienced in southern California made for a strong case to return to the site of APEC 1998.



- e) Future conferences - D. Torrey. A site search is underway for APEC 2002, which will likely be in Dallas at either the Adams Mark Hotel or the Hyatt Regency. It was noted that APEC 1999 was moved from the Hyatt Regency to the Adams Mark because of construction. It was noted that Courtesy Associates got \$140,000.00 fee waived to break the contract with Hyatt, which was extremely valuable. Joseph Thottuvelil was recruited by PELS to enter the chair rotation, and he will chair APEC 2002. A site search for APEC 2003 is beginning with a focus on the east coast (probably southern). Miami and Disneyworld are likely candidates. Atlanta was mentioned, but concerns were expressed that sufficient hotel space would not be available there.

#### 4. INTELEC Reports

- a) 1998 - INTELEC reports began with 1998 report at 8:28 AM given by R.E. Jurewicz. There were 755 full-time registrants, with 1,371 total registrants. A total of \$826,743 was taken in receipts, but expenses are currently unknown. However, a surplus of \$100,000 to \$150,000 is expected. Thirty-seven countries were represented.
- b) 1999 - Meeting will be held in Copenhagen. Concerns were raised about the meeting that registration forms are still not available either at the web site or through regular mail. It was recommended that registration forms be added to the web site and to the newsletter. Registration forms were reportedly mailed on Mar. 5, 1999.
- c) 2000 - A motion to request approval of \$10,000.00 from the PELS ADCOM for the 2000 INTELEC was made and approved unanimously at 8:37 AM. The budget estimates are that \$704,900 in projected income will be received, with \$605,000 in projected expenses. These figures are based upon a projected 620 registrants and 110 booths relying on data from previous conferences. A copy of the INTELEC 2000 Phoenix budget estimates is attached.
- d) Future conferences are as follows: INTELEC 2000 - Phoenix, INTELEC 2001 - Edinburgh, INTELEC 2002 - Montreal, INTELEC 2003 - Yokohama, INTELEC 2004 - Chicago, INTELEC 2005 - Berlin, INTELEC 2006 - Washington, DC, INTELEC 2007 - Rome, INTELEC 2008 - Atlanta. PELS is a technical co-sponsor overseas, and a full financial sponsor in North America. There is currently no link from the PELS web page to INTELEC, but it was reported that Art Kelly was working on that issue.

#### 5. PESC Status Reports

- a) 1998 PESC - Rene Spee presented a report on the 1998 PESC at 8:50 AM. He noted that several papers (about 5) were found to be very similar to those accepted, but not yet published, by APEC. This was pointed out as an issue to watch for in avoiding accepting original unpublished work. PESC 1998 financial data was handed out and is attached. A net surplus of \$15,332.73 was reported.
- b) 1999 PESC - Jerry Hudgins reported on the 1999 PESC, to be held from June 27 to July 1, 1999 in Charleston, South Carolina, at the Charleston Place Orient-Express Hotel, formerly The Omni Hotel at Charleston Plaza. The advance program was handed out and is attached. 201/369 digests were accepted for a 54% acceptance rate. The advance program is also on the web site:  
[www.pels.org/Comm/Meetings/Conference/pesc/pesc99/PESC99.html](http://www.pels.org/Comm/Meetings/Conference/pesc/pesc99/PESC99.html)
- c) 2000 PESC - No report was filed.



- d) 2001 PESC report given by Bill Dunford. A preliminary budget was handed out, with the monetary system used being the Canadian dollar. A total surplus of \$124,400 is projected.
- e) 2002 PESC - Australia. No report was filed.
- f) 2003 PESC. Pictures were shown of the Hyatt Regency Acapulco. Projected conference dates are June 15-19, 2003. A preliminary hotel contract was offered at \$100.00 / night, contingent upon a \$5000 deposit by July 7, 1999. A move was made to approve the \$5000 deposit contingent on review by the PESC steering committee. After a second, the motion passed unanimously at 9:15 AM. A copy of the preliminary contract is attached.
- g) 2004 PESC - The PESC steering committee is accepting proposals for the 2004 PESC in Europe, and the committee will meet in June.

## 6. Workshop Reports

At 9:20 AM, workshops were discussed. The Workshop on Power Electronics in Transportation, which is held every other year, is not being held this year. It is generally held in conjunction with Convergence, an automotive conference. No other reports were filed. Harry Owens requested that post-conference reports be submitted for write-up in the newsletter.

## 7. Conference Cooperation Requests - K. Fellhoelter

At 9:25 AM, conference cooperation requests were discussed. Three conferences requested technical co-sponsorship.

A motion to grant technical co-sponsorship for the 2000 International Power Electronics Conference was made, and accepted unanimously after a second. The letter requesting support from IPEC is attached.

Approval was similarly granted for technical co-sponsorship of the International Power Electronics and Motion Control Conference (IPEMC'2000 - Beijing, China) and the International Conference on SiC and Related Materials (Research Triangle Park, NC - Oct. 10-15, 1999).

A first announcement and call for papers from the IPEMC'2000 is attached.

Finally, a motion was made to grant permission to the meetings committee chair to grant technical co-sponsorship to a fourth conference, the EAS.

## 10. Other Business

At 9:37 AM, conference closings were discussed. New rules, approved by TAB, were handed out and are attached to the minutes. The penalties for late conference closings were listed, including a \$350 penalty at 12 months, a \$600 penalty at 18 months and so on. These penalties are cumulative.

PESC 1996 is still open, but it was unsure why it was listed open at the present time since bank accounts were closed. The INTELEC 1998 is within 4-6 weeks of close, and the Transportation 1998 workshop is still open because of a missing audit. However, an audit should not be required because of the low budgetary amounts involved.



Finally, at 9:50 AM, the IEEE International Machines and Drives Conference (IEMDC) sponsors operating agreement was handed out for member review. Liability insurance issues, conference timing issues as well as overlap with other PELS sponsored conferences were all discussed. While deep concerns remained over some of these issues, it was decided that cooperation with this conference may be the best way to resolve the issues. It was also noted that the three page format for the manuscript was not good for proceedings. At 10:02 AM, a motion was passed granting approval subject to review and approval of the agreement by the IAS and PELS representatives.

## **11. Arrangements for Next Meeting and Adjournment**

The next meeting will be held at PESC in Charleston, SC at 9:30 AM, Sunday June 27, 1999 following the PESC steering committee meeting. The meeting adjourned at 10:54am.

J.B. Casady, secretary of IEEE PELS meetings committee

## **ATTACHMENTS:**

- (1) APEC 1998 STATUS PRESENTATION
- (2) APEC 1999 STATUS PRESENTATION AND APEC GENERAL ACTIVITIES
- (3) INTELEC 2000/PHOENIX PRELIMINARY BUDGET
- (5) PECS 1998 FINANCIAL DATA
- (6) PESC 1999 CONFERENCE SCHEDULE AND ADVANCE PROGRAM
- (7) PESC 2001 PRELIMINARY BUDGET
- (8) IEEE PELS 1998 Activities Report - Technical Sub-Group on Telecommunication Energy Systems
- 9) Group Contract letter from Hyatt Regency Acapulco
- 10) 2000 INTERNATIONAL POWER ELECTRONICS CONF. - APRIL 2000 - TOKYO, JAPAN
- 11) CONFERENCE CLOSINGS POLICY AND REMINDER SHEETS
- 12) CONFERENCE STATUS REPORT - 1996 PEDS, 1996 PESC, 1996 WORKSHOP ON COMPUTERS IN POWER ELECTRONICS, 1998 APEC, 1998 PESC, 1998 WORKSHOP ON COMPUTERS IN POWER ELECTRONICS
- 13) SPONSORS OPERATING AGREEMENT FOR IEEE INTERNATIONAL MACHINES AND DRIVES CONFERENCE (IEMDC)
- 14) IPEMC'2000 - FIRST ANNOUNCEMENT AND CALL FOR PAPERS, BEIJING, CHINA
- 15) IEEE INTERNATIONAL POWER ELECTRONICS CONGRESS, CALL FOR PAPERS - ACAPULCO, MEXICO OCTOBER 15-19, 2000

