



**IEEE POWER  
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***How to Organize Small-  
and Medium-Size  
PELS Conferences***

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## How to organize small- and medium-size PELS conferences

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## 1. Introduction to the document

This document provides a guideline on how to organize an IEEE PELS Conference in a practical way. It does not represent any official view of IEEE and it comes from the organizer experience. This document targets mostly small-medium conferences (max 500 participants) that are managed by a local committee. Larger events (e.g., ECCE or APEC) call for a larger and more detailed organization and are not fully represented by this document.

## 2. Candidature for a conference

This section gives some insights on how to optimally present and plan your candidature for any specific conference.

### 2.1 Topic and focus

Each event has its own history and focus. Events differ for typologies (e.g., conferences, workshops, seminar) and it is the duty of the candidate to study the previous history of the event in order to propose an optimal candidature (conference typical dates, technical focus, chair structure).

Examples that can show the difference between events:

- PEDG is a conference held in June with multiple parallel oral sessions and it is typically dedicated to academics. The main focus lies on attracting academics for scientific discussion.
- eGrid is a workshop held in October / November with single-track system, and it has a strong industrial focus. The oral speakers usually come from industry or national labs, they speak in plenary session, and the sponsors participate actively to the discussion. The papers usually are presented in a poster session.

### 2.2 Creating the conference committees

The conference committee plays an important role for a successful conference. It is usually structured in 4 levels:

- **Chairs:** The Chairs are responsible to propose, organize, and execute the conference. They proactively engage the other committees to perform their tasks, advertise the conference during IEEE events, develop risk-assessment plans, and they are in charge of the financial aspects (together with the Treasurer). It is strongly suggested to always have two chairs, a senior expert (e.g., a full professor) and a young professional (e.g., an assistant / associate professor) to fulfill the chairs' roles. This guarantees a strong candidature brought from the senior expert, while the young professional guarantees full-time participation in the organization. Moreover, this allows to have a "back-up" chair in case of unavailability of the general chair. The involvement of an Industry Chair is always welcome, focused on bridging the distance between academia and industry (particularly important for workshops).
- **Local Committee:** The Local Committee is vital for a successful execution of the conference. It is in charge of the practical aspects of the conference, such as updating the website, replying promptly to participants' emails, problem-solving during conference delivery, etc. It is suggested to have 5 core members of the Local Committee that will be actively engaged during the conference execution.
- **Organization Committee:** The Organization Committee is represented by experts that support the conference from a technical point of view. Typical roles covered are the Technical Program Chair (in charge of the conference program, it may be composed by a team of several people),

Treasurer (in charge of the financial and sponsoring), Publication Chair (in charge of the review process), and Tutorial Chair (in charge of tutorials). Additional roles can be created depending on the conference typology: Industry Chair, Publicity Chair, Panel Chair, etc. Some roles can overlap effectively with Local Committee members, if they are not fully involved in the organization.

- International Advisory Board: this board has two main roles:
  - supporting the conference from an experience point-of-view, with insights from previous conference organizers, and
  - to advertise the conference outside the sphere of influence of the chairs. It is suggested to involve experts from academia and industry from other countries that can help to attract more participants.

ADVICE: if the conference draws attendees from a specific region, try to involve experts of that region, to increase the participation in the committee. Focus more on areas that are still within the region, but that are not well represented in the society.

### 2.3 Presenting your conference proposal

Your proposal for the conference needs to be presented and approved by the Conferences Committee and AdCom. These approvals take place during the APEC and ECCE conferences. The approval steps are as follows:

- Review and approval by Steering Committee (if applicable)
- Review and approval by respective Technical Committee (if applicable)
- Review and approval by Conferences Committee
- Review and approval by AdCom

Usually, conferences are proposed at the AdCom meeting 2 years before the event. To optimally prepare a candidature presentation, the following information must be included in the power point slides:

- Committee: clearly state who are the chairs and their experience in organizing events, and who are the experts in the local and technical committee. This will help to understand if the candidature has enough experience and manpower to perform a successful conference.
- Sponsors: Sponsors are important for two reasons:
  - budget, for a small-medium conference it is a good money in-feed, and
  - industrial attractiveness, in particular for young engineers.

Have initial talks with sponsors and propose 2-3 main sponsors that you are confident can support the conference. The international advisory board and steering committee will help you to obtain more sponsor support when the conference is approved.

- Location: the location impacts on the attractiveness of the conference and the schedule planning. Usual locations are university halls, hotels, or conference centers. The choice of a location must take into account the needs of the event in terms of number of participants, parallel oral sessions, and exhibition / fair spaces (e.g., for sponsors or posters). Describe how the potential locations can accommodate the requirements from the conference, considering different back-up plans if the first location choice does not realize (e.g., hotel rejects the room request).

- Dates: the conference dates. Utilize the PELS conference tracking to avoid conflicts with other PELS events (higher priority) or in general other IEEE events in similar fields (lower priority): <https://app.smartsheet.com/b/publish?EQBCT=390483fb8e914ffc8c892e308148c358>
- Budget: this is one of the most important points of the conference organization and it will be addressed in the next subsection. Any seed loan request must be presented for approval, as a dedicated motion, along with any student travel grant requests.

Additionally, you may insert information about:

- Schedule: a tentative schedule of the event shall be proposed, that shall match the needs of the chosen location (e.g., availability of rooms for parallel sections, need for building up between sections, etc.)
- Speakers: the keynote speakers or the main panel speakers of the event shall be proposed (at least as tentative). Hearing the discussion from these speakers is extremely attractive for young participants, thus, having important speakers plays an important role for a successful event. Industry keynote speakers are always preferred.
- Transportation: an efficient transportation makes life easier for participants and organizers. While having a nice location on the beach can be extremely attractive, if the transportation is difficult (long distance from airports) or the local transportation is not efficient (e.g., no metro), it can discourage participants from attending. Describe how the people can reach the chosen location from the nearest airports or train stations.

## 2.4 Budget plan

Preparing a conference budget is not a simple task. Some costs and revenues can be easy to plan (e.g., submission platform, sponsor income), while other are not (e.g., number of attendees). The costs are strongly dependent on the country where the conference is being organized. Some countries have lower / higher labor and food costs, thus the costs budget can vary strongly. You should always obtain quotes from suppliers to reduce uncertainty in the cost section of the budget. Be aware of different VAT rate in different countries and include it in your budget. Consider that some items may attract VAT and some of them not. In case of doubt, you can contact the IEEE PELS officers. The values of this document are indicative of the German case in the years 2022-2024 for an attendance of 150-200 attendees.

Here are described the major costs for a conference:

- Location: it is the highest cost category in the budget, usually. It depends strongly on the place: university halls are usually low-cost (in some cases are for free); hotel and convention centers halls instead can arrive to cost up \$10-20k per day (depending on the offer they may include meal plans).
- Meals: if the meal plans are not included in the location costs (e.g., for university halls), this voice can reach the order of \$10k per day. A recommendation is to consider at least \$40 per day per attendee, depending the offer provided (e.g., 2 coffee breaks and lunch meal).
- Social Dinner & Welcome Reception: these costs fall always in the Meals voice, but they need to be considered separately due to the higher costs. The Welcome Reception is usually informal and simple, and it means to welcome the participants. A cost of \$30 per attendee can be considered fair. The Social Dinner is the main social event of the conference and usually it is chosen at an external location. Here the costs increase up to \$100 per attendee. For these events the support of external sponsors is welcome (e.g., appetizers offered by Sponsor A, drinks from Sponsor B, etc.). It is not expected that the conference dinner and welcome reception are fine dining experiences, but it is understood that costs in some cities can be

noticeably higher than these examples. Talk to your committee when organizing in cities with high costs.

- Management: this costs category includes costs such as the hiring of a professional conference organization (PCO) team that supports the organization and execution of the conference. ADVICE: whenever available and possible within the budget, it is strongly advised to hire a PCO team. It decreases significantly the burden on the chairs. They can manage the communication and reply to needs of the attendee (e.g., invitation letters). Consider an additional cost of ca. \$10-15k for this service.
- Submission System: to manage the papers a professional submission system is strongly recommended. A submission system can be suggested by the Steering Committee or prior year Organizing Committee of each conference (e.g., ExOrdo, EasyChair, Mirasmart, OpenConf, ePapers, etc.). A cost of \$3-5k shall be planned for it. It must be noted, that the cost of the submission system may be proportional to the number of submissions.
- Registration: To register the participants, a registration system shall be set up. Some submission systems offer the possibility to manage the participant registration for an additional fee. In order to take these fees into account an extra transaction fee cost of 3.5% per participant shall be calculated. This may be included as service of PCO team.
- Speakers: important speakers, such as the Keynote one, may need some budget support for travelling to the conference location and the overnight stay. Considering \$2500 for each speaker is a fair calculation in the budget. An honorarium for speakers can be included, typically around \$1000.

ADVICE: although it is great to offer the travel expenses to top-speakers, this cost voice can easily affect your final budget, totaling more than \$10k. It is advised to reduce at minimum the invited guest in the planning phase, and to offer to cover the expenses only when a more final budget is determined.

- Audit: if the conference revenue (or expenses) is greater than \$250k, an Audit from IEEE is needed. This adds 6% of the revenue (or expenses, whatever is greater) to the current costs.
- IEEE PELS expects usually a 20% surplus based on expenses, that shall be transferred back to the IEEE society. This may be feasible for medium and larger conferences, but it can be difficult for smaller conferences, where the participation varies strongly.

ADVICE: always keep in touch with the conference steering committee (if applicable), to discuss about the conference gain. Lower gains may be agreed with the Conferences Committee.

Here are described the major revenues for a conference:

- Registrations: the main income source for a conference is the registration fees. An initial revenue estimation can be performed with the following formula

$$Revenue = Np * Favg$$

where  $Favg$  is the average fee for participant and it can be estimated as the fee for IEEE Members in the last conference edition plus an increase of 5%, if needed for inflation or location needs. The  $Np$  is the number of participants, and it can be calculated in conservative way considering 80% of the registration numbers of the previous edition. With the attendee number, it is strongly suggested to play in a conservative way. It is better to underestimate your revenue, rather to have at the end less budget than expected. For example, for eGrid2023 it was estimated the participation of 150 attendees with an average fee of 350€. The estimated total was 52500€, while the final registration revenue was 55500€.

- Sponsors: sponsorship helps the budget of the conference in reducing the participation fees or increasing the financial safety. Usually, two to three levels of sponsorship are planned (e.g.,

gold - platinum - diamond sponsor). The targets for sponsorship are usually local utilities, large manufacturers, simulation, and hardware companies. The chairs shall actively look for sponsorships, and the steering committee (if available) will support the chairs providing the previous editions sponsors' contacts.

- **Tutorials:** tutorials are additional services that can be provided during the conference. Usually industrial tutorials are particularly welcomed from the participants. An honorarium for tutorials can be provided to the speakers, usually around \$1000 per tutorial (to be split among the speakers). Depending on the conference organizers decision, the tutorials may be for free or may be available for a little fee in the order of \$50-100. Having free tutorials enables more participation, but higher volatility in the numbers of the tutorials attendee (no pay, free to show up).
- **Loan:** some conferences need available budget upfront (seed loan), before receiving registration and sponsor contributions. IEEE PELS can offer an initial loan (typically in the range of \$30k) for covering the initial expenses, such as hotel room reservation, submission system services purchase, and advertisement. The loan amount should be quantified in the conference presentation as to how the funds will be allocated. The loan will be then declared during the final budget submission and will be subtracted from the revenue.

### 3. Conference organization first steps

Congratulations! Your conference has been approved by the Conferences Committee and AdCom. Now you need to begin the administrative process for the official application to IEEE.

- **IEEE CEE Application:** The first step is to apply formally for the conference in the [IEEE CEE portal](#). CEE is a service center of IEEE that helps in organizing and advertising events. They offer several services including accounting for whoever needs support for the conference organization. More info can be found on the [website](#). In the application you need to mention the sponsors. At this stage we are not referring to the conference sponsors, but the IEEE societies and external organizations that are sponsoring the event. In the application form you need to indicate exactly the percentage of sponsorship for each society and external organizations (both financial and technical cosponsors).  
ADVICE: prepare in advance the list of the technical committee, scope of the conference, and involvement of PELS officers in the conference organization. An estimation on the budget, number of participants, and paper submission will be requested as well.
- **Memorandum of Understanding (MoU):** IEEE will require a signed Memorandum of Understanding between IEEE and the local organizers, to set the financial ground rules. With this document the organizers agree to follow safe accounting rules and to reimburse the sponsor (IEEE) any excess in the conference account. For universities, usually, the MoU can be signed only by the legal department and not by the professor hosting the conference.  
ADVICE: if the local organizer team is represented by a university, the MoU needs to go through a legal department. This may require time and several iterations with IEEE, depending on the local law's complexity. Plan the MoU signature fully in advance in order to avoid approval delays.  
ADVICE N.2: IEEE offers concentration banking services for the conference organizers that do not have financial services support from their home university. Contact your PELS officers for starting the concentration banking procedure.
- **IEEE Conference Publication Form:** once the MoU has been signed and the conference finally approved, you need to submit the [IEEE Conference Publication Form](#) that allows the inclusion of your conference proceedings in IEEE Xplore.

- Pre-conference Letter Items: in parallel with the publication form, you will receive from the CEE team a pre-conference letter where the accounting and registration rules will be explained in detail: creation of a bank account, budget forms, conflict of interest form, contracts forms (if an IEEE account has been requested), 1099/1042 schedule (W8/W9 forms for taxes purposes if honorarium to speakers are to be paid), registration, and audit rules.
- Letter of Acquisition (LOA): the LOA is an important document for the conference. It contains the data for the IEEE proceedings publication, including the conference ISBN number and the Part Number to be used during the final proceedings' submission.
- PDF Express: is a tool that verifies the correct usage of IEEE template rules from the authors' side. When the publication form is submitted you should receive within days an email that explains how to apply for the IEEE PDF Express portal and register your conference. Your conference will be assigned a 5-digit plus "X" code (e.g., 12345X) that will represent your conference within the PDF Express portal. This code shall be communicated later to authors in order to check the IEEE PDF conformity during final submission. This service is offered by IEEE for free.
- IEEE Electronic Copyright Registration form: IEEE has developed an electronic process to transfer copyright from Authors to IEEE. Several submission systems allow the direct integration in their submission procedures of the copyright transfer during the final submission of the papers. The Chairs need to submit an IEEE Electronic Copyright Registration form (the form link arrives with a follow-up email to the publication form or LOA). The approval is automatic.

#### **4. Organizing the conference: what to do?**

##### 4.1 Sponsors

Sponsors play an important role for the financial safety of the conference. For small-medium size conferences achieving at least \$20k in sponsors means that, without excessive expenses, you avoid a negative budget. The sponsor levels can be divided in 2 or 3 levels. Let's look at a 3-level example:

- Gold Sponsor: it is the basic option and it offers usually a table, monitor, electrical socket, 1 free registration, logo on advertisement material, and a mention during the opening ceremony and social dinner. Sponsoring is up to \$2 – 3k.
- Platinum Sponsor: it includes the Gold Sponsor options but the free registrations are 3, and the sponsor has some space during panel or industry session for a talk. Sponsoring is up to \$4 – 5k.
- Diamond Sponsor: it is the main sponsor of the event. It includes 5 registrations and more visibility during the conference. As an example, it may have some time during the opening ceremony for a brief talk, a keynote speech, and/or a participation in panels. The space dedicated for stands is usually double with respect to the Platinum and Gold level. Sponsoring is up to \$7 – 8k.

If the event is relatively small the number of sponsors can be reduced to two (e.g., Gold and Platinum). In this case, the Platinum sponsor can have a sponsorship level in the middle of the two previous levels, i.e., \$6 – 7k.

ADVICE: many low- and medium-level company managers have budget restrictions for sponsoring events. These restrictions are usually up to \$4 – 5k. Up to that limit they can take decisions quite independently. However, for exceeding that sum (for Platinum or Diamond sponsorship), they require approval from the upper management. This may delay or block a positive decision on the sponsorship.

It is suggested to create a level around \$3 – 4k that is easily accessible to any technical manager in companies.

ADVICE N.2: at the beginning it may be difficult to find sponsors. It is suggested to contact the previous edition chairs and any steering committee to transfer the sponsors from an edition to the next one.

ADVICE N.3: Companies may offer additional sponsorship opportunities, such as theme-based dinners, lunches and breakfasts (e.g., Women-In-Engineering or Young Professionals). They may eventually sponsor awards and travel grants in the order to \$1-1.5k.

#### 4.2 Advertisement

Sharing the news can be carried out in different ways:

- Previous edition: the participation of the Chairs at the previous conference edition helps to create continuity between the two events. Usually at the previous edition a hand-over presentation during the conference dinner is planned. The new conference host presents the next edition trying to attract the participants to come.
- Social media: using social media, such as LinkedIn, ResearchGate, or technical mailing lists (e.g., PowerGlobe) allows you to reach a larger audience that may be interested in attending your event.  
ADVICE: avoid the "publish-and-forget" approach in social media. Try to plan a series of messages at a distance of 2-3 weeks to always keep high the attention of the audience (e.g., submission system open, submission deadline, keynote speakers announcement, scholarships' possibilities, etc.).
- PELS staff can share flyers and graphics on their social media platforms, in the monthly conference e-newsletter, on the PELS website, in the PELS magazine (depending on publication deadlines), and at conferences where PELS has an expo booth.
- Other IEEE conferences: sharing the news of an event among peers is also the best way to attract the attention. Preparing and printing a flyer (usually A5 format, double-sided, see next section) with the basic information of the conference (topics, deadlines, location, sponsors) helps greatly in spreading the news. Print several copies on paper and distribute it during other IEEE conferences, for example during the conference Technical Committee of reference.

#### 4.3 Conference Call for Papers flyer

The conference call for papers flyer is helpful to advertise the conference and as a reminder of the important dates / deadlines. A well-designed conference flyer shall have the following information:

- Conference Focus: a description of the conference main topics and previously held editions will help the reader to understand if the conference is a good fit for their research.
- Technical Tracks: they follow the conference focus but they list the detailed topics of the conference. A potential author will look at this list to understand if the conference may appreciate their work.
- Paper Submission Rules: the authors need to know what are the submission rules. Indicate if it is a single-stage submission system (i.e., final paper) or the event has a double-stage submission system (e.g., 5-page digest and later final paper). Provide the maximum number of pages for submission and the formatting for a first submission (e.g., digest, double-column, single line-spaced).
- Important Dates: write in a clear and recognizable spot the deadlines for the conference. Usual important dates are: opening submission system; digest submission; tutorial proposal submission; acceptance manuscript; final paper submission; conference dates.

- Sponsors: remember that they pay part of the event thus they need to be as visible as possible. Add them at the bottom of the flyer in a dedicated spot, together with the IEEE, IEEE PELS and eventual IEEE technical co-sponsor societies' logos. Technical cosponsor logos should be approximately 60% the size of the PELS logo when PELS is a financial sponsor.
- Students Travel Grants: PELS conferences offer usually up to 10-15 student grants, to cover travel and accommodation costs for students. This information shall be already present in the flyer in a visible spot. It can attract students that have less possibility to travel. Some conferences offer Student Demo competition (e.g., ECCE). If the organizers decide the same, it must be clearly visible in the flyer.
- Website: be sure to include the conference website URL.

In [Appendix A](#) you can find a series of examples for flyers.

#### 4.4 Conference Logo

The logo shall represent a particular feature of the conference. It can be connected to the hosting city or to the conference focus. There is only one basic rule: the logo shall be simple and recognizable. Several versions of the logo need to be prepared: simple logo with the conference acronym for white and black backgrounds, and a second logo with a banner below the acronym, indicating the city's name or the conference extended names. It is recommended to keep some consistency in the logo from one year to the next.

#### 4.5 Website

The creation of a website is fundamental for the management of the conference. It helps the authors to find the important information and it allows the organizers to communicate important news (e.g., deadline changes) to the authors. There is no particular rule for the website, except that they must include the IEEE and PELS logo (or any other financial/technical co-sponsor logos) in the template. The website should include the following (the list can vary depending on the typology and size of the event):

- Program: this section is dedicated to the event schedule, keynote and panel speakers, tutorials, social activities, etc. It shall include a Program-at-Glance schedule (e.g, in tabular form, to be published together with the website) and a detailed schedule of the program (either in pdf or using dynamic tools, to be published only when the papers are accepted).
- For Authors: this section is dedicated to the call for papers (to be published immediately), call for tutorials or special sessions, visa information, travel grants. Here the connection with the submission paper system shall be repeated in several places.
- Venue: this section is dedicated to the venue of the conference, the suggested hotels, transportation possibilities, and provides a general description of the hosting city. ADVICE: always provide a proper description of the transportation options, including links to the railway and local transportation companies. Let the participants know if discounts are available.  
ADVICE N.2: let the attendees know if there are special rates for hotel and until when they are valid. If you paid in advance for the room availability, try to sponsor that hotel as main choice in the front of the webpage.
- Committee: this section provides an overview of the chairs, local and technical committee, the international advisory board, and the steering committee. Except for the chairs there is no need to include pictures of every member.
- Sponsors: the sponsors shall be listed at the bottom of the main web-page and they need a separate space of the website, clearly divided in Gold, Platinum, Diamond sponsors.

IEEE offers the possibility to have an official [IEEE Website address](#). In some events, the conference takes over the address of the previous edition, creating a more continuous tradition between editions. The new conference URL may be differentiated from the prior occurrence by adding the year into the URL.

#### 4.6 Hotel rooms availability

Small and medium conferences may expect between 100 and 500 participants. An accommodation near the conference center is vital for the comfort of the participants. It is strongly suggested to discuss with the local hotels room reservations at discounted rates for the conference participants.

ADVICE: when selecting hotel choices remember to select a mix of hotel quality. Choosing only high-level hotels will potentially discourage PhD students from participating in the conference due to their restricted budget. This can affect the attendance of the event. Keep in mind to organize the event for different budgets!

ADVICE N.2: in some countries (e.g., USA) the sleeping rooms are guaranteed by the conference organization. In the contract with the hotel, it may be requested to guarantee a minimum number of hotel rooms booking. In case this number is not reached the conference organization shall compensate for the missing rooms. Pay attention to this in your calculated budget and, if you reserve hotel rooms, advertise it greatly in your website!

#### 4.7 NextGen Contract Management System (CMS)

Some events organized either by private entities or by small universities may struggle with the number of contracts that a small-medium event can generate. For this reason, PELS has developed the NextGen Contract Management System, that allows to process contracts and payments directly from the event IEEE account. The legal team from IEEE will review the larger contracts (typically over \$25000 or at-risk contracts) and will process the payment. A more detailed description of the NextGen CMS can be found [here](#).

### 5. Paper submission

The review process shall be managed by the technical program committee and its chair, that shall decide which structure the papers submission and review process shall look like. For smaller conferences (100-150 papers), usually 2-3 active members of the technical program committee actively manage the review process, checking papers status, assigning reviewers, and taking decisions in a coordinated way. In case of larger conferences (200-300 papers), a more hierarchical structure is suggested. The technical program chair shall nominate topic chairs (recommend a topic chair every 30-40 papers) that can assign reviewers and suggest acceptance or rejection. The final decision will be taken in a common meeting between topic chairs and technical program chair.

#### 5.1 Deadlines

- Submission System Opening: at least 10 months before the event
- Submission of Long-Digests or Full Papers: at least 5 months before the event. A single extension is recommended of ca. 15 days to allow for last-minute submission. A second extension is not suggested, but can provide 7-10 days additional for contributions.
- Start of the Review: theoretically after the first deadline (i.e., without extension). ADVICE: although some more papers may come during the extensions, it is strongly suggested to start with the review process after the first deadline extension. Some reviewers may not be available or not reactive and this gives a time buffer to find new reviewers.
- Review Deadline: a time window of 4 weeks for the review is necessary. Additionally, you need to account for 1-2 weeks for the acceptance / rejection decision by the technical program chair. For this reason, it is suggested at least 3 months before the event as a deadline (i.e., give 2 months for the total review process).

ADVICE: this deadline is important! It is directly connected with the Visa process for attendees that need a paper acceptance letter from the chairs for applying for Visa. If this reply is delayed then the Visa process of the attendee is delayed, and this can affect the attendance.

- Submission of Final Paper: it is suggested to give the authors ca. 1 month for revising the paper. The Submission of final paper shall be set at least 2 months before the event.

## 5.2 Reviewers

Reviewers are important for good conference quality. If the review level is not good or the reviewers provide little to no advice on how to improve the papers, the authors will remain unsatisfied. However, finding good reviewers is not simple. Here are some suggestions on how to do it.

- Previous Conference: the first possibility is to get the reviewer contacts from the previous conference edition. Usually, the submission systems is able to create a list of reviewers that can be transferred in tabular form. Not all the reviewers may agree to review due to the fact they may be connected at personal or geographical level to the previous conference organization.

ADVICE: Simply forwarding the email address to the next year's chair may go in conflict with data protection laws of your country. It is suggested that the previous year conference chair shall send an email to the previous reviewers, if they are willing to review for the next year conference (sending in the email the new reviewer invitation link). In this way, only the reviewers that are willingly to support the review process will accept the invitation without any data protection issues.

- Papers' Authors: the most willing reviewers are the authors of the current conference edition. In particular the first and presenting authors may be willing to review papers that will be seen in the conference.
- Committees: the Technical Committee shall provide a list of trusted reviewers with good level of technical skills that can perform review also with no notice (e.g., in case of lack of reviewers in the last review week). Each member of the technical committee shall communicate 2-3 reviewers that shall fulfill this role.

## 5.3 Acceptance Rate

The acceptance rate impacts on the quality of the conference. Having the name of "selective" conference forces the authors to submit high level papers. However, for small- and medium-size conferences this is a double-edged sword. High rejection rate (around 30-40%) increases the quality of the submission but it also means fewer papers at the conference and thus lower registration revenue. Also, a conference is about bringing the community together for discussions.

How to set-up the acceptance rate?

- Set-up the review evaluation. There is no fixed rule. The most important parameters to be considered are: scientific quality, originality, and interest for the conference. You may assign points for each area and sum them up for the final evaluation.
- Creates three "zones" for the paper results depending on the "points" received for the evaluation criteria: low, medium, and high quality.
- First of all, reject all the papers that are of low quality, do not respect the submission guidelines, or that are not of interest for the conference.
- Accept the papers with high scores immediately.
- Use the medium-zone as a buffer for setting your acceptance rate and reject paper accordingly.

ADVICE: for small conferences the acceptance rate may be set relatively high (80-90%), particularly if few papers have been submitted (e.g., 50 papers). It is important that the low-quality papers are absolutely rejected, no matter at which level the acceptance rate is set. ADVICE N.2: for medium conferences, an acceptance rate around 70-75% can be considered adequate.

#### 5.4 Acceptance communication

Now you have the list of the accepted papers it should be communicated to the authors. These steps are important:

- Send an email to all the authors, specifying the presentation format (oral, poster, panel, etc.). It is important for the authors to understand at the beginning the format of the presentation. Some of them may not like the chosen format. It is up to the technical program chairs to accommodate their request or not. Some authors may explicitly ask for poster presentation, due to, for example, some language barriers. In this case, it is polite to respect the author preference. A template of the acceptance letter can be found in [Appendix B](#).
- Ask in the acceptance letter if an invitation letter is required. This is an important step to be done as soon as the paper is accepted due to the usual long waiting time for a Visa. A template of the invitation letter can be found in [Appendix C](#).
- Indicate in the acceptance letter where the authors can find the guidelines for submitting the final paper. It avoids having the authors select the wrong template for the final papers (e.g., journal template instead of the conference).  
ADVICE: it is strongly advised to provide a link with the downloaded final paper template in word and latex format. Experience suggests that the authors tend to make mistakes on the template formatting.
- In case of rejection, explain clearly the motivation for the paper rejection in a pro-active way: the authors need to understand why the paper has been rejected and what they can improve in their paper for a future submission.  
ADVICE: if the reviewers didn't provide a clear rejection explanation, the Topic Chair needs to step in. S/He needs to provide a short but clear review statement, why s/he believes that the paper shall be rejected. This task shall not be underestimated from the Topic Chairs, because not well-explained rejections rightfully can bring a lot of complaints from the Authors.

### 6. Final submission system

#### 6.1 IEEE electronic copyright

Setting up the final submission system is relatively simple due to the use of IEEE templates. The only step that requires attention is the IEEE electronic copyright. In IEEE conferences the paper rights are transferred to IEEE during the final submission. In the past the copyright transfer occurred paper- or pdf-based, i.e., the authors filled a document that is transferred to the conference publication chair.

Nowadays, this procedure is fully electronic and the majority of the submission systems have implemented the [electronic Copyright \(eCF\)](#). To implement the eCF in your submission system, you need to send an email to IEEE ([SupportCenter@help.ieee.org](mailto:SupportCenter@help.ieee.org)) with the following information (as an example from eGrid2023):

*IEEE Conference Title: 2023 8th IEEE Workshop on the Electronic Grid (eGRID)*

*IEEE Conference Record Number: XXXXX (5-digit identification number)*

*Submission System URL: <https://eqrid2023.{submission system}.com/>*

*Extended Submission System URL: <https://eqrid2023.{submission system}.com/api/ieee/ecf-postback>*

This information is usually automatic generated by the submission system during the final submission setting and can be directly forwarded to IEEE. IEEE support center will come back after 2-3 working days with the green light that your submission portal is connected with the IEEE eCF. At this point you can activate the submission portal and let the authors know they can submit the final paper.

Remember to register your conference / workshop in the [eCF Management Toolkit portal](#). This is extremely important, because the eCF will be managed in this toolkit and later needs to be downloaded from this portal.

## **7. Program preparation**

### 7.1 Program schedule

The program schedule is personalized after each conference/workshop history. Usually, the schedule is taken over from the previous years' schedules (keep in contact with the Steering Committee, where applicable, for discussion about it). New elements, however, can be introduced by the local committee in agreement with the Steering Committee, when applicable.

### 7.2 Session typologies

- **Oral Presentations:** in these sessions 4-6 papers are usually presented, each of them with the duration from 10 to 15 minutes plus Q&A (usually 5 minutes). Different timing can be decided depending on the room availability and the size of the conference. For each session two session chairs shall be nominated. They will organize the session during the scheduled presentation time and they will manage the Q&A and the timing. Usually, more experienced researchers are tasked to chair a session. However, a mix between young and senior researchers is suggested.
- **Poster Presentations:** in these sessions 15-20 papers are usually grouped and presented in poster format in the same room. Standers for holding the posters shall be prepared in advance. The paper ID (from the submission system) and title shall be printed and hung at the standers. This will make easier to the authors to recognize where their spot is. A poster session chair shall be nominated to check if the posters and the presenters are present.  
ADVICE: posters need more visibility during conference because the papers do not have a dedicated spot like in the oral session. It is suggested to allocate them during lunch or long coffee breaks near the catering. This will make the visit of the posters more interesting for the conference attendees.  
ADVICE N.2: combining posters with the sponsor exhibition will further increase their visibility and the engagement with the sponsors.
- **Panels:** panels are sessions without papers where experts present specific advancement in a certain field. Panels are usually composed of 3-5 presentations with a duration between 10 to 15 minutes. After each presentation a very short Q&A session may take place (max. 5 minutes). After all the presentations a longer Q&A session shall be planned (30 minutes). The panel chair will interact between the panelist and the attendees in order to generate a dialogue on the discussed topics. The panel chair shall in any case prepare and distribute beforehand to the panelists a set of questions that can be used as "ice-breakers" at the beginning of the discussion.
- **Special Sessions:** these sessions are oral sessions with papers that experts in the field organize with a specific topic. The special sessions can be invited by the conference organizers or proposed through an open selection process by conference attendees.

- **Keynote Speeches:** high-level experts from industry, academia, or research labs are invited to open the activities of the day giving a longer (30-45 minutes) speech on a topic of their expertise. These speeches are usually in plenary session at the beginning of the day or after lunch with presentations that have a wider scope respect to the oral sessions, and that include the views of the invited speaker. Keynotes play an important role in attracting audience, particularly in the case of invitation of high-level speakers.
- **Industry Sessions / Forums:** these sessions are similar to panels but the speakers are mostly from industry. They may provide the view of the industry on a specific challenge or topic and they shall be strongly praxis oriented.
- **Tutorials:** the tutorials are teaching sessions where experts in the field provide basic (and advanced) information on a specific topic. The tutorials may range from 2 to 8 hours, however, it is suggested to keep them in a standard 2-3 hour's time slot. The tutorial instructors may be remunerated for their services with a contribution up to \$1000 per tutorial. **ADVICE:** in case of small conferences it is suggested to offer this service on voluntary base, i.e., without remuneration. Offering 4-6 tutorials may already affect the budget of small conferences with up to 100-150 participants. You may offer a free registration per tutorial in exchange of the speakers' service.

### 7.3 Student Travel Grants

A way to support the participation of students is to provide student travel grants. These grants provide directly to the students a support for the conference expenses, in particular covering flying and hotel fees. For example, \$1500 may be provided for overseas students, while internal students may receive a grant up to \$500. The students that have received the grant can be asked to provide some volunteer work and to participate at specific networking events.

The budget for these grants is provided usually determined by the PELS Technical Committee that hosts the event, and depending on the committee and conference it varies between \$5k and \$15k. This budget is scheduled at PELS level the year before the conference and the chairs are recommended to make full use of it to advertise the conference among young students. PELS non-Technical Committee conferences should request student travel grant approval at the same time as submission of the conference proposal.

## 8. Conference execution

### 8.1 Printouts of program and proceedings

For participants it is useful to receive the conference detailed program before the event (at least two weeks before) and the conference proceedings during the conference. This helps them to plan their participation for sessions and to eventually dig in deeper discussions with authors during the conference. It is strongly discouraged to physically print the proceedings. A USB stick may include all the papers' pdf. However, this has two disadvantages: more costs and work in purchasing and programming each USB; lack of flexibility in updating papers in case of mistakes. Instead, it is strongly suggested to upload the proceedings in a secure folder on the web and to provide access to the participants by means of a link or QR code. This helps in reducing costs and work while preserving the environment.

### 8.2 Participant badge

The badge needs to have the basic information about the person wearing it. The name and surname shall be clearly visible along with their affiliation. Additional information may be avoided to leave a clear view on the badge.

ADVICE: a QR code with the basic information of the conference may help the attendee to navigate the conference center and know the conference schedule. However, Wi-Fi must be available at the conference center.

ADVICE N.2: in case of a workshop the program schedule may be printed in the back of the badge.

An example of Badge can be found in [Appendix D](#).

### 8.3 Volunteering

Conferences mean managing the life of hundreds of people for several days. This requires a large number of people on the field able to help and support the attendees in moving around the conference center. For this reason, having volunteers can help in executing a successful conference.

The volunteers may come from:

- Local PhD students: they are more experts and involved in the conference. They may be at the registration stand, organizing the rooms, and providing the timing to events.
- Local undergraduate students: they can work for the conference for free in exchange for free participation and meals. They can support the PhD students in managing sessions (e.g., uploading presentations, organizing posters' hangers, etc.).
- Student grants volunteers: they are usually PhD students with papers that received a travel grant to attend the conference. They may help and support the local organization team.

### 8.4 Student Awards

Each conference or workshop usually organizes a student award competition. The best papers, following the review process, are finally evaluated and ranked to award the best student contribution to the conference. Depending on the technical committee or conference steering committee, a student award committee evaluates the papers in independent manner and proposes the winners of the best student publication awards. More detailed information can be discussed with the conference steering committee (if applicable).

Criteria for the student awards shall be:

- Scientific excellence of the contribution, evaluated by means of the review marks and the topic chair feedback. If an on-purpose student award committee is created, the committee may decide to perform an additional review round and give its own marks to the papers.
- Match with the conference topics
- Presentation quality during the conference

The students must first be authors of the paper and attending the conference in person. The award consists of a certificate and a money prize award that can be spent for attending a future PELS conference.

### 8.5 Tours

Tours are always an interesting option for attendees and their companions. They can be of technical nature (e.g., visiting a power plant, HVDC stations, utility, etc.) and their target is mostly the conference attendees. Or they can be of social nature targeting the attendees' companions visiting local museums, attractions, etc. While the social tours can be planned during the conference the technical tours shall be planned (unless the timing does not allow it) outside the conference operation, in order to avoid

diminishing the audience for the presenters. If the tours require an additional fee, this should be explicitly communicated in the conference website and in the registration form.

## 9. Conference proceedings

The conference is over and now we need to prepare the proceedings to be forwarded to IEEE.

### 9.1 Final Submissions template check

Despite providing the final submission templates, there will be 15-20% of non-conforming papers. The publication chair needs to go through these papers, note the mismatching parts, and communicate them to the authors. Typical template mistakes are:

- Authors names and affiliations not in the correct format. Sometimes authors use the journal settings for the names (single line) and not the proceedings setting (separate names in tabular form).
- Wrong margin with text exceeding the allowed space. This may cause issues after publication with the IEEE Copyright line on the left side of the paper.
- Copyright line left at the bottom of the paper. This line needs to be deleted and it will be automatically replaced by IEEE.

It is strongly suggested to set clear deadlines for adjusting the templates. The authors need again to go through the IEEE PDF eXpress check before submission. The publication chair needs to be in contact with IEEE PDF eXpress in order to re-open (if needed) the check service until all the papers are submitted with the right template. Papers that are non-conforming will not be included in the IEEE proceedings.

### 9.2 Forwarding proceedings at IEEE

Once all the final papers have been checked, they must be properly packed and forwarded to IEEE for on-line publication. This step is performed by using the packing generator "[IEEE PLG v1.7b](#)", that can be downloaded from the IEEE CEE website. It needs to be installed on a local laptop and the Letter of Acquisition data are needed, including the ISBN of the event.

The process is relatively straightforward. The papers need to be uploaded in the PLG software and the eCF needs to be coupled with the papers. To obtain the eCF, you need to access the [eCF Management Toolkit](#) and download an excel file with the eCF information. You can now couple the single papers with their own eCF code.

The step-by-step procedure for generating and submitting the proceeding package is the following:

- Create an Xplore compliant zip file, which contains individual PDF's of the accepted papers and a Packing list created using the [IEEE Packing List Generator tool](#).  
The following details should be ready when creating the packing list:
  - 1 - List of accepted paper titles
  - 2 - PDF filenames (must correspond to accepted paper titles)
  - 3 - eCF ID and transfer status for accepted papers
  - 4 - Indication of whether the accepted paper has been presented at the conference (Y or N)
- Prepare with the publication and cataloging details provided in the Letter of Acquisition; including publication title and ISSN.

All PDF files must be stored on submitter's computer in an easy-to-access folder. Once these details are gathered and organized, download and access the IEEE Packing List Generator.

The below mentioned requirements will need to be considered when naming the PDF filenames:

- Cannot contain spaces or special characters
- Must be under 50 characters including ".pdf"

ADVICE: the PLG software is quite sensitive to pdf names, with clear restriction on symbols and characters. It is suggested that, after all the needed checks, the pdfs are to be renamed with symbol numbering (e.g., "15.pdf"). This will avoid any problem with the PLG software.

- After downloading and accessing the IEEE Packing List Generator, check that "Conference Proceedings" is selected in the dropdown. In addition, complete all required information for the packing list. The conference Stage field should be populated as "Final".

Once the required details are filled out, click "Next", which will prompt to navigate to the folder on the computer containing the PDF files of the accepted papers. All PDFs that are accepted papers should be selected, and any front or back matter being chosen to include in the Xplore compliant submission should also be selected. If the conference chose to employ IEEE's non-presented paper policy, then mark any non-presented papers as "N" in the column "No Show?"

- Once finished, select "Save Packing List", choose a filename for the packing list file (must not contain spaces or special characters), and ensure that the filename extension ends with ".txt". This file should be saved to the same folder that contains the PDFs. After creation of the packing list is completed, the Xplore compliant zip file can be created.
- To submit it in the IEEE Conference Publication Electronic System, it is mandatory to create a zip file with the following filename format:

*[Conference Record Number]\_[Xplore Compliant Part Number - Provided on Letter of Acquisition].zip*

The conference number and the Part Number can be found in the Letter of Acquisition. As an example, the eGrid2023 proceedings folder denomination was "58358\_CFP23M22-ART", where "58358" was the eGrid2023 conference number and "CFP23M22-ART" was the Part Number for the proceeding submission.

- Drag and drop the entire folder containing the PDFs & packing list ".txt" file into the zip file and "Save".
- Next, upload the completed zip file to IEEE CEE using the following URL: [https://mft.ieee.org/conferences\\_events/ConfPubFileUploadUI/](https://mft.ieee.org/conferences_events/ConfPubFileUploadUI/)

## 10. Closing conference

### 10.1 IEEE Budget: which documents to forward?

- Certificate of Accuracy: it confirms that all the data and budget are correct and can be transferred to the IEEE management.
- CB Destroy Check Form: in case a checkbook has been provided by IEEE this form confirms that the checkbook has been destroyed.
- Proof of Closure: it indicates the bank details where the final gains of the conference are held and it gives a green light to IEEE to withdraw the money from that bank account.

- IEEE Financial Reporting Workbook: it is a large Excel file where the expenses and revenues of the conference are described. The book is quite detailed and it has several costs' voices to be filled out. In case of doubt, contact your CEE conference contact person to ask where specific costs shall be allocated.
- W8 and W9 taxes format: these reports are needed in case honorarium or grants have been provided to physical persons during the conference. Payments to individuals (excluding reimbursements) must be reported on the 1099/1042 sheet by the end of the calendar year in which the individual was paid. Examples of applicable payments include awards, grants, honoraria, commissions, or prizes. The completed form should be submitted before the end of the fiscal year. Payments made to US Citizens are reported on the 1099 sheet and payments to non-US Citizens on the 1042.
- By IEEE policy, conferences exceeding a total revenue or expense amount of \$250,000 USD and an IEEE financial sponsorship greater than 50% are required to have an audit performed. The conference has the option to either use the services of IEEE Internal Audit or enlist the services of an Independent Auditor. This can be done through one of the following methods:
  - IEEE Operations Audit Services charges conferences a fee of 0.6% of revenue to perform the internal audit, with a maximum fee of \$6,000 for conferences generating over \$1,000,000. An Audit Materials Checklist is provided to organizers for reference.
  - If the conference prefers to hire an Independent CPA to perform the audit locally, you will need to complete an Independent Memorandum of Agreement (MOA) for IEEE Internal Audit to approve. The approved independent auditors should perform the testing procedures in accordance with the IEEE Agreed Upon Procedures for Conferences. Noncompliance may result in non-acceptance of the external report. Requirements and guidelines for conducting the audit of an IEEE conference are provided upon approval.

It is expected that the budget is closed within 6 months from the conference. This time usually suffices for receiving all the invoices and provide all the required payments. In case of delays keep in touch with the CEE representative, asking for postponing the deadline.

## 10.2 Conference report

Conference report shall occur in presentation format during the TC (if applicable) and VP Conference meeting at the next PELS conference. Usually this occurs during the sessions of ECCE or APEC.

The conference chair shall provide several information to the TC chairs in order to report to the VP conference meeting, such as participants number, papers submitted, accepted, and acceptance ratio, tutorials, keynote speakers, etc. The example of PRECEDE 2025 can be found below.

# PRECEDE 2025

## Procede 2025 Planning is on Track

- General Chair: Prof. [Shihua Li](#) (Southeast University)
- Location: Nanjing, China
- Dates: June 5th–8th, 2025



## Recent Updates

- Full paper submission: In progress (at the date of 5<sup>th</sup> March 2025: 110)
- 9 Plenary Speakers have been identified
- Extensively shared through social media
- Preliminary program has been scheduled, including a tutorial, with no parallel sessions
- Venue confirmation and logistical arrangements are on schedule and proceeding as planned



**No motion is needed at this time.**



The budget is instead presented in an additional slide with the format reported below. It is important to provide any numbers that the conference has, also if incomplete. It may happen that the conference organizers need several months to pay the final bills and then close the budget. However, having also a partial view on the budget helps the TC and VP conference committee to understand if further support is needed.

## (Conference Name & Year) Tentative Budget Breakdown

Revenue (USD, or other)		Expenses (USD, or other)	
Registration Fees		Promotion and Website	
(Estimated attendance)		Conference Facilities	
Tutorial Fees (if any)		Conference Supplies	
Sponsorship		Meals and Banquet	
Partners' Contributions		Local Transportation	
Exhibits		Proceedings/Publications	
Social Programs		Speakers/Tutorials' Fees	
Others		Administration/Committee	
Loans from Sponsors		Repayment of Loans	
		Taxes/Audit Fees	
		Contingency Fund	
<b>Total Revenue</b>		<b>Total Expenses</b>	
Surplus (in \$USD)		Surplus (in % of Expenses)	%

Student Travel Grant of \$XXX (*not applicable to TC conferences*). This amount is not intended to be repaid as long as receipts are provided post conference. If expenses are less than the issued amount, partial repayment would be required.



### 11. Extension of papers to journal

Several PELS journals give the opportunity to extend the conference version of papers in journal contributions. This is particularly attractive for young researchers who can exploit the conference presentation to receive feedback and improve the journal version.

To enable the extension of papers to journals, the Editor-in-Chief of these journals shall be contacted and the special session for the conference shall be agreed with them. An example of eGrid2023 papers extension to journals for the Open Journal of Power Electronics can be found in [Appendix E](#).

## Appendix A – Call for Paper Flyers

Example of a One-page flyer from the IEEE eGrid2024 Workshop



# 9th IEEE Workshop on the Electronic Grid

**Santa Fe, New Mexico**

**November 19-21, 2024**

The 9th IEEE Workshop on the Electronic Grid (eGrid 2024) will be held November 19-21, 2024, in Santa Fe, New Mexico, U.S.

This international workshop, sponsored by IEEE Power Electronics Society (PELS) and IEEE Power and Energy Society (PES) and organized by Sandia National Laboratories and University of Tennessee-Knoxville invites experts in power electronics and power systems to discuss the evolution of the electric system toward a more power electronics-based infrastructure.

The eGrid 2024 Workshop is a single-track format, inviting experts from industry, academia, and international labs to engage in plenary speeches, tutorials, and panels on the latest insights on theory, modeling, analysis, design and development, testing, and integration of power electronics-based power systems.

2024 track topics include:

- Power grid of the future
- Power electronics control, testing, and modeling
- Robust and resilient electrical grids

**CALL FOR PAPERS**

Submitters of papers will have opportunities to show their work in poster formats and to interact with industrial experts on the challenges and solutions for the future energy systems.

**Important Dates for Paper Submission**

April 8, 2024 — Digest submission system opens  
July 1, 2024 — Digest submission system closes  
August 1, 2024 — Notification of acceptance  
September 20, 2024 — Final paper submission

**SPONSORSHIP OPPORTUNITIES**

Sponsors of the 2024 IEEE eGrid Workshop can participate at one of three different levels of contribution, with benefits including:

- Workshop registrations
- Exhibit table for company promotion
- Logo on eGrid website
- Logo presence on-screen and throughout the Workshop
- On-stage presentation opportunity



For more information about 2024 eGrid, including the agenda, manuscript submission details, and sponsorship opportunities, scan the code or visit <https://2024.ieee-egrid.org>



## Appendix B – Acceptance and Rejection Letters

### Acceptance Decision

Dear [[Name]],

Thank you for your submission to [[ConferenceShortName]].

Following review by the Program Committee, I am pleased to inform you that your submission entitled '[[SubmissionTitle]]' has been accepted for [[AcceptedFormat]] presentation at the conference - congratulations.

You will find comments from the reviewers by logging in to your [[ConferenceShortName]] Dashboard and clicking on the 'View All Decisions' prompt from your card. Please take these comments into account when preparing the final camera-ready version of your paper.

For the final submission, the Authors shall follow the indications posted in the section "Authors Instruction" in the [[ConferenceShortName]] website ([[ConferenceWebsiteURL]]). IEEE templates are available in the [[ConferenceShortName]] website and ONLY these shall be used for the final version of your work.

Student grants will be available for attending the [[ConferenceShortName]] conference.

More information will be available soon on the website and in a separate email.

Again, congratulations on your acceptance. We look forward to meeting you in [[ConferenceMonth]] in [[ConferenceCity]] at [[ConferenceShortName]]!

Yours Sincerely,

[[ConferenceChairName]]

[[ConferenceShortName]]

## Rejection Decision

Dear [[Name]],

Thank you for submitting your paper, entitled [[SubmissionTitle]], to [[ConferenceShortName]]. Following careful peer-review by the Program Committee, I regret to inform you that it has not been accepted for publication and presentation at the conference.

You will find comments from the reviewers by logging in to your [[ConferenceShortName]] Dashboard. I hope these comments will be helpful to you in revising your work.

We appreciate your interest in [[ConferenceShortName]], and we strongly encourage you to attend [[ConferenceShortName]] Conference. Full details about how to register for the event will be circulated by email shortly.

Thank you again for your submission, and we hope to meet you at [[ConferenceShortName]].

Yours Sincerely,

[[ConferenceChairName]]

[[ConferenceShortName]]

## Appendix C – Template Invitation Letter

### **Invitation Letter for [[Participant Full Name]] to visit the [[Organizing Institution Name]] for the IEEE [[Conference Name]]**

To whom it may concern:

It is our pleasure to invite [[Participant Full Name]] from the [[Participant Institution Name]] to the [[Organizing Institution Name]] from [[Start and End Dates of the conference]] to participate at the IEEE [[Conference Name]].

[[Participant Full Name]] will contribute with the presentation [[Paper title]].

The conference and activities will be held in English language. All accommodation and travel costs in connection with the visit as well as the costs for the visa shall be borne by the participant.

For all matters concerning the visit please feel free to contact [[Conference Organizers Name]] (Phone: [[Conference Organizers Telephone]], email: [[Conference Organizers Email]], who will be in charge of the organization of the conference at [[Organizing Institution Name]].

Yours sincerely,

[[Conference Organizers Name]]

## Appendix D – Badge examples

Example from eGrid2023: it was planned for having name and surname on the front, and in a smaller scale the affiliation. On the back there was the workshop program with the main program section, and on the bottom the city-wide public transportation ticket was included. In this way, all the information needed by the participants were included on the back of the badge. A QR code with the conference website can also be inserted.

Monday, 16 October	Wednesday, 18 October
9:00am Tutorials	7:30am Women in Engineering Breakfast
12:00pm Lunch	9:00am Keynote 4
1:30pm Live Demo – Energy Lab 2.0	9:45am Keynote 5
6:00pm Welcome Reception Casino Campus North	10:30am Coffee Break
	10:45am Panel 3
	12:15pm Lunch / Poster Session 3
	1:30pm Selected Paper Session 2
	2:30pm Keynote 6
	3:15pm Coffee Break
	3:30pm Panel 4
	4:30pm Conference Closing
	5:00pm Industry Fair

  

Tuesday, 17 October
8:30am Opening Speech
9:00am Keynote 1
9:45am Keynote 2
10:30am Coffee Break
11:00am Panel 1
12:30pm Lunch Break / Poster Session 1
1:45pm Panel 2
3:30pm Coffee Break / Poster Session 2
4:45pm Keynote 3
5:30pm Selected Paper Session 1
7:00pm Gala Dinner



<<Vorname>>  
 <<Name>>  
 <<Institut>>  
 <<Herkunftsort/Uni>>

### 8th IEEE Workshop on the Electronic Grid (eGrid 2023) (16. – 18.10.2023)



Dieses Veranstaltungsticket gilt vom 16. – 18.10.2023 im Stadtgebiet Karlsruhe (KVV-Wabe 100) in allen Bussen und Bahnen des KVV. Es gelten die Tarifbedingungen und Beförderungsbedingungen des KVV.

This event ticket is valid from 16 – 18 October 2023 in the Karlsruhe city area (KVV-Wabe 100) on all KVV buses and trains. The tariff conditions and conditions of carriage of the KVV apply.



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## Appendix E – Special Compendium for paper extension to Journal

This is an example for post-conference submissions in the Open Journal of Power Electronics for the eGrid 2023 Workshop. Contact the Editor in Chief of the respective journal to ask for a special compendium of your event.

### **Special Compendium on the 2023 IEEE 8<sup>th</sup> Electronic Grid Workshop (eGrid 2023)**

**Deadline for Manuscript Submissions: 03.01.2024**  
**Scheduled Publication Time: 10.01.2024**

Papers that demonstrate the potential of power electronics components and applications in achieving an increased power and energy flexibility in energy grids. Topics of interest include, but are not limited to:

#### **Power Grid of the Future**

- All power electronics grids, DC grids, multi-modal and cellular grids
- Solid state transformers, FACTS, HVDC, and emerging power electronics technologies
- Flexibility and service provision, DSO-TSO coordination, AI-based control in the grid
- Cyber-physical-grids: energy packet, internet of things, cybersecurity

#### **Power Electronics testing in real world**

- (Power-) Hardware-In-the-Loop: stability, accuracy and applications
- Real time modelling and digital twins
- Solid State circuit breakers: design and testing

#### **Energy Storage systems**

- Battery, supercapacitor, and hybrid energy storage systems
- Hydrogen-based energy storage systems
- Optimal sizing, energy management, services, and experimental validation of energy storage systems

We will be accepting selected full journal articles that have been already accepted at the IEEE 8<sup>th</sup> eGrid 2023 Workshop. A paper submission is still expected to include a literature review to establish its relationship to prior work, and present sufficient results to prove the validity and viability of the proposed concept. Submitted manuscripts should include at least 30% more in terms of theoretical development, experimental results, or literature background than the eGrid workshop paper.

All manuscripts must be submitted through Manuscript Central at <https://mc.manuscriptcentral.com/oj-peel>. Submissions must be clearly marked “eGrid 2023 Special Compendium” on the cover page. When uploading your paper, please select the corresponding manuscript type for the special compendium. Please refer to <https://www.ieee-pels.org/> for general information about submitting through Manuscript Central.

<b>Guest Editors</b>	<b>Guest Associate Editors</b>	<b>Proposed Timeline</b>
<b>Giovanni De Carne</b> , Karlsruhe Institute of Technology, Germany <b>Marco Liserre</b> , Kiel University, Germany	<b>Zhixiang Zou</b> , Southeast University, China <b>Tommaso Caldognetto</b> , University of Padua – Italy <b>Sebastian Hubschneider</b> , OPAL-RT, Germany <b>Gab-Su Seo</b> , NREL, USA <b>Giampaolo Buticchi</b> , Nottingham University, Ningbo Campus, China	<b>03.01.2024</b> : Submission Deadline <b>04.01.2024</b> : First-Round Notification <b>05.01.2024</b> : Major Revision Deadline <b>06.01.2024</b> : Second-Round Notification <b>08.01.2024</b> : Forwarded to IEEE for Publication <b>10.01.2024</b> : Articles appear in OJ-PEL