



**IEEE**  
**Applied Power Electronics Conference  
and Exposition**

**Policies and Procedures**

**Revision 7.3**  
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### Revision History

Revision	Revision Date	Description	Author/Approved
1.0	11 Jan 2005	Revised and updated per all previous Steering Committee Discussions. The previous Policies Web page with the discussion included can be found here. Also revised during the APEC Steering Committee conference call on 10 December 2004. This version is being put to a vote of the Steering Committee by email.	Approved by an email vote of the APEC Steering Committee, Mark Nelms, Chair
2.0	8 Dec 2006	Released version of 2.0.	Robert V. White, Editor/ Approved by the APEC Steering Committee on 8 December 2006, Van Niemela, Chair.
2.1X0	12 Feb 2007	First draft of 2.1 Minor updates to conference name and recording policy	Robert V. White, Editor
2.1X1	22 June 2008	Second draft of Revision 2.1. Included prohibition of releasing Exhibitor information, update to privacy policy to allow distribution of registrant information to media partners, and a clarification on special presentation speaker requirements.	Robert V. White, Editor
2.1X2	8 Feb 2009	Third draft of Revision 2.1. New topics: No-show authors may not have their papers submitted to IEEE for electronic publication; Non refundability of booth deposits and payments, hard deadline for booth payment or booth is released.	Robert V. White, Editor
3.1	14 Oct 2011	Misc clean up	
4.0	28 Sept 2012	Modify: 4.4 Author and Presenter Registration Requirements 4.4.1 Limitations on Student Rate Registrations 7.2 Included With Purchase of a Booth	Approved by an email vote of the APEC Steering Committee, Frank Cirolia
5.0	13 August 2014	Modified: 4.4 Author and Presenter Registration Requirements	Approved at steering committee meeting on 08/07/2014, Siamak Abedinpour, Chair

Revision	Revision Date	Description	Author/Approved
6.0	02 April 2016	<p>§ 4.7 Address the situation of digests being accepted to Xplore before APEC.</p> <p>§ 5 Added Industry Sessions as a category of Special Presentations</p> <p>§ 7.2 Included with Booth Purchase. Updated.</p> <p>§ 7.6 To not booth sharing in general</p> <p>§ 11 Press passes. Updated.</p> <p>§ 19. Privacy Policy. Added language for opt-in during registration.</p> <p>§ 21.2.2 To not allow seminar recordings</p> <p>Appendix I: Glossary. Updated to include “Industry Sessions”</p>	Aung Tu, Editor. Approved at steering committee meeting on March 23 <sup>rd</sup> , 2016, Aung Tu, Chair
7.0	02 June 2016	<p>Modify:</p> <p>4.4 Author and Presenter Registration Requirements</p> <p>Removed 4.4.1 Limitations on Student Rate Registrations</p>	Approved at steering committee meeting on June 2 <sup>nd</sup> , 2016, Alireza Khaligh, Chair
7.1	18 April 2017	<p>Modify</p> <p>1: Added agreement to abide</p> <p>2.3: Added Code of Conduct</p> <p>7.1: Referenced other exhibitor rules</p> <p>7.5: Clarified section title</p> <p>Deleted section “Bartering Booths for Advertising”</p> <p>8. Prohibited solicitation by non-exhibitors</p> <p>12.4. Strengthened limitations on commercial meetings</p>	Approved by email vote, April 18, 2017, Jonathan Kimball, Chair
7.2	30 April 2021	<p>Correct Typo in Section 7.7. One mention of “APEC 3005” should have been “APEC 3007”</p>	Conor Quinn, April 30, 2021

Revision	Revision Date	Description	Author/Approved
7.3		Modify: Clarified complimentary registrations 2.2, 3.2, and 3.4 Clarified 7 Edited 9 to allow for student job fair Clarified 11	Authors: Conor Quinn and Pradeep Shenoy Approved: by email vote of the Steering Committee

## **1. Introduction**

This document describes the policies and procedures that apply to all participants in the IEEE Applied Power Electronics Conference and Exposition (“APEC”). By participating in APEC, you agree to abide by these policies & procedures, including the Code of Conduct below.

Terms and acronyms are defined in Appendix II.

## **2. Admission to APEC Activities and Events**

### **2.1. Badges Required for Admission**

Badges are required for admission to all APEC events and activities. Badges are obtained by registering with the conference.

APEC reserves the right to deny admission to any APEC event or activity to any person not showing an appropriate badge for that activity or event.

### **2.2. Speakers May Bring a Guest to See Them Speak**

A speaker may bring one adult guest to the session or seminar in which the speaker is presenting. The guest must have registered with the conference, must be wearing their badge, and must be escorted by the speaker to be admitted to the room.

### **2.3. Code of Conduct**

All attendees, speakers, sponsors, participants and volunteers at APEC are required to follow the following code of conduct. APEC will enforce this code of conduct throughout the event, and expects cooperation from all participants to help ensure a safe environment for everyone. APEC will not tolerate harassment, un-professional or unethical behavior. Unethical behavior includes but is not limited to plagiarism, lying, cheating or any other unprofessional behavior.

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate behavior and / or physical contact, or any unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

Exhibitors are also subject to the anti-harassment policy and must not use sexualized images, activities, or other inappropriate materials. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment which could offend attendees.

If a participant engages in harassing behavior, APEC will take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of conference staff and report it immediately.

Conference staff will be happy to help participants contact security and/or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference.

All participants are expected to follow these rules at conference events, venues and conference-related social events to insure a safe environment for everyone.

### **3. Registration Policies**

#### **3.1. Registration Required**

All persons attending or participating in APEC events and activities are required to register with the conference and pay the appropriate fee. Note that some registrations are complimentary and do not require payment.

#### **3.2. Complimentary Registrations**

Complimentary registrations are made available to:

- Professional Education Seminar speakers receive one complimentary registration. Any additional speakers must pay.
- Properly credentialed members of the technical and trade press
- People wishing only to visit the Exposition

Complimentary admissions must be approved by the general chair.

Complimentary admissions grant access to various APEC events and activities depending on the type of complimentary registration. Details of when and how to obtain a complimentary registration are posted on the Web site for each year's APEC.

#### **3.3. Registration Substitution**

Once a person has completed a paid registration another person may be substituted without an additional charge. To make a substitution, the person who made the original registration must contact the conference managers by phone or email and provide the name of person who will be attending their place. Requests for a change of registration from anyone other than the original registrant will not be honored.

#### **3.4. Registration for APEC Volunteers**

APEC volunteers attending the conference, including, but not limited to:

- Members of the APEC Conference Committee,
- Members of the APEC Steering Committee, and
- Reviewers, sessions chairs, and track chairs

are required to register at the appropriate rate. No discounted or complimentary admissions are granted in return for volunteer service to APEC.

#### **3.5. Hardship Requests**

It is not the policy of APEC to grant discounted or complimentary admissions to those who plead hardship. It is too difficult for the conference to assure that all such requests are truly hardship cases and too difficult to assure that such hardship discounts could be administered fairly.

### **4. Author's Duties and Requirements**

This section describes the requirement on APEC authors who have papers that are to be published in the APEC Proceedings. This section applies regardless of whether the paper is to be presented in a regular presentation session or a dialog session.

The requirements of this section do not apply to special presentation speakers. See Section 5 for the requirements for special presentation speakers.



#### **4.1. General Requirements**

Authors whose manuscripts have been accepted for publication in the APEC Proceedings are required to:

- Prepare a manuscript according to IEEE and APEC guidelines for publication in the APEC Proceedings,
- Complete and submit an IEEE Copyright assignment form,
- Present the paper at APEC, and
- Register for the conference at the appropriate rate

#### **4.2. Presentation of Each Paper is Required**

Each paper accepted for the Proceedings must be presented in person, either in a regular presentation session or in a dialogue session.

APEC reserves the right to decline accepting a paper if any of the listed authors has failed to appear at the scheduled time and place of a previous conference to deliver a regular presentation, a dialogue session presentation or a special presentation.

APEC also reserves the right to not submit the paper of a no-show author to the IEEE for publication in IEEE electronic publication services, such as IEEE Xplore.

#### **4.3. Publication in Proceedings Required to Present at the Conference**

All papers presented in regular presentation sessions or in dialogue sessions must appear in the APEC Proceedings.

Manuscripts not received by the printing deadline above may not be published in the Proceedings – and if the paper is not in the Proceedings then it cannot be presented.

#### **4.4. Author and Presenter Registration Requirements**

At the time the manuscript is submitted for publication, there must be at least one Full Registration or for the Technical Sessions Only registration associated with the manuscript. That is, one Full Registration or Technical Sessions registration is required per manuscript. Registration for only the Professional Education Seminars does not fulfill the author registration requirement. In addition, the person presenting the paper at the conference must be registered at the appropriate rate for either a Full Registration or for the Technical Sessions Only registration (Even if another author listed on the paper has also registered). Extra papers will be charged at the appropriate rate for students, members, and non-members without the need for duplicate registrations (Students can pay student rate and present).

Technical Session passes given with the purchase of a booth may not be used in lieu of paid registration.

#### **4.5. Publication Page Charges**

Manuscripts exceeding seven pages will be required to pay a Page Charge for each page over seven. These charges must be paid when the manuscript is submitted for publication. Failure to pay the page charges will result in the paper being withdrawn from the APEC Proceedings and it will not be presented at the conference.

#### **4.6. Paper Submission and Selection Process**

All materials submitted in support of a proposal to present a paper at an APEC become the property of APEC and will not be returned. APEC agrees to limit the distribution of such materials to only those people who are directly involved in selecting the papers for a given year's conference.

Digests and paper proposals that contain material marked “Confidential”, “Proprietary”, “Secret” or any similar marking will not be accepted for consideration in the APEC program.

APEC reserves the right to decline a digest or paper proposal for any or no reason.

#### **4.7. Requirement for Originality**

Any material submitted to APEC as part of a proposal to present a paper that will be published in the APEC Proceedings must be original material that has not been previously published in an archival record or any publication that is generally available to the public.

Specifically permitted is material that has been prepared, published or presented only within the employer(s) of the prospective author(s). Also specifically permitted is material published at a private meeting, symposium or conference to which the public was not invited and the materials are not generally available to the public. An example of such a meeting is a symposium hosted by an equipment OEM or semiconductor company for its suppliers and to which the public is not invited.

Specifically prohibited are materials that have been previously presented or published at any commercial or non-profit conference, magazine (such as trade publications), workshop, symposium, Web site, or other venue for which the public was invited or the materials were made publicly available, whether for free or not. This includes any journal article that has been accepted and is available online. For example, if the article is in pre-press and is available on IEEE Xplore or other archival Web sites, it is considered to be published. Any such previously published materials must be substantially new to be considered for inclusion in the APEC program. Excerpts of longer works are not acceptable, although a portion of a previous work may be included as long as there are substantial improvements and the original work is cited. Consult IEEE's policies on multiple submission for more detail ([http://www.ieee.org/publications\\_standards/publications/rights/Multi\\_Sub\\_Guidelines\\_Intro.html](http://www.ieee.org/publications_standards/publications/rights/Multi_Sub_Guidelines_Intro.html)).

### **5. Special Presentation Presenter Requirements**

This section describes the requirements on speakers making special presentations at APEC. Note that both the Plenary Session and the Industry Sessions are special presentation sessions, that is, the speakers only submit a presentation and there is no paper in the Proceedings. The requirements of this section apply to the Plenary Session and Industry Session speakers.

The requirements of this section do not apply to authors with papers accepted for publication in the APEC Proceedings. See Section 4 for the requirements for these authors.

#### **5.1. General Requirements**

Presenters whose proposals for a Special Presentation have been accepted are required to:

- Prepare a presentation according APEC guidelines and submit this presentation in advance of the conference no later than a date set by the Conference Committee,
- Permit the Conference Committee to review the presentation and agree to make any requested changes or to withdraw their presentation if the presenter does not agree with the requested changes,
- Deliver the presentation in person at APEC at the scheduled time and place, and
- Agree to the publication of the presentation as described below.

#### **5.2. Delivery of Each Presentation in Person is Required**

Every presenter must appear in person to deliver their Special Presentation.

APEC reserves the right to decline accepting a Special Presentation proposal if any of the speakers listed the proposal has failed to appear at the scheduled time and place of a previous conference to deliver a regular presentation, a dialogue session presentation or a special presentation.

### **5.3. Presenter Registration Requirements**

Special Presentation speakers are generally required to register for the conference at the appropriate rate.

However, the General Chair may permit a Special Presentation speaker, who only wishes to attend their scheduled session and no other activity for which a fee is required, to attend only their scheduled session using an Exhibits Only registration.

Technical Session passes given with the purchase of a booth may not be used in lieu of paid registration.

### **5.4. Publication Permission and Copyright**

Special Presentation speakers retain all copyrights to their presentation materials with the following grants of permission:

- Presenters agree to permit APEC to publish their presentations in Adobe Acrobat (or other secure electronic) format on the APEC Web site or on any of the sponsor's Web sites for any period of time.
- Presenters also agree to permit APEC to publish and distribute printed, hard-copy versions of the presentations at the conference at which the presentation is to be delivered.

### **5.5. Manuscripts**

No manuscripts for inclusion in the APEC Proceedings will be accepted from Special Presentation speakers.

Accepted presentations will not qualify for submission to any IEEE Transactions.

### **5.6. Presentation Selection Process**

All materials submitted in support of a proposal to present a special presentation at an APEC become the property of APEC and will not be returned. APEC agrees to limit the distribution of such materials to only those people who are directly involved in selecting the special presentations for a given year's conference.

Presentation proposals that contain material marked "Confidential", "Proprietary", "Secret" or any similar marking will not be accepted for consideration in the APEC program.

APEC reserves the right to decline a special presentation proposal for any or no reason.

## **6. Professional Education Seminars**

### **6.1. Honorariums**

Cash honorariums are paid per seminar at a rate determined by each year's committee. In addition, each seminar receives one complimentary Full Registration to the conference.

If there are multiple speakers or contributors to a seminar, those involved must decide among themselves how to divide the cash honorarium. The conference registration may not be divided or cash paid in lieu of the registration.

In order to receive the cash honorarium, the seminar speaker(s) will be required to provide tax identification information such as an IRS Form W-9. Seminar honorariums will be reported to the United States Internal Revenue Service and will be treated as taxable income.

Seminar speakers may decline the cash payment, the conference registration or both. No other compensation will be offered in lieu of the declined honorarium.

Speakers may not designate payment of the honorarium to a third party. The complimentary conference registration may not be designated to a person not participating in the presentation of the seminar at the conference.

## **6.2. Seminar Materials Copyright**

Submission of seminar materials to APEC is a grant of permission to APEC to publish and sell the submitted seminar materials at the APEC at which the seminar is being presented. Seminar speakers retain all other rights to their seminar presentation materials.

## **6.3. Non-Commercial Nature of the Seminars**

Seminar speakers may not promote themselves; a particular company or business; particular products or lines of products; specific brands; or offer services for hire during their seminar presentation, in their seminar materials or by distributing commercial or promotional materials in the seminar room.

Limited excerpts or extracts of datasheets for power electronics products used in direct support of the seminar itself may be included in the seminar materials. For example, excerpts of a MOSFET datasheet may be used in a seminar discussing circuit design or component selection.

APEC reserves the right to reject overly commercial seminar presentations. If the seminar cannot or will not be corrected, APEC reserves the right to cancel the seminar. No honorarium will be paid for a seminar that is rejected for being overly commercial.

The ruling authority is the Professional Seminar Education Chair. The appellate authority is the APEC General Chair. The APEC General Chair's opinion and ruling on whether any material is appropriate is final and binding.

## **6.4. Seminar Submission and Selection Process**

All materials submitted in support of a proposal to present a Professional Education Seminar at an APEC become the property of APEC and will not be returned. APEC agrees to limit the distribution of such materials to only those people who are directly involved in selecting the seminars for a given year's conference.

Seminar proposals that contain material marked "Confidential", "Proprietary", "Secret" or any similar marking will not be accepted for consideration in the APEC seminar program.

APEC reserves the right to decline a seminar proposal for any or no reason.

# **7. Exposition**

## **7.1. Permitted Exhibits**

APEC accepts and permits only exhibits that are related to power electronics. APEC reserves the right to decline any application for a booth from any person or organization whose exhibit APEC believes will not be related to power electronics. APEC also reserves the right to decline an application for a booth from any person or organization for whom recruiting or staffing is a for-profit activity.

Exhibitors will be bound by the display rules and show policies within the exhibit contract and exhibitor service manual.

## **7.2. Included with Purchase of a Booth**

Each company that has a booth in the APEC Exposition receives:

- One pass for the Full Conference.

- One copy of the full APEC Conference Proceedings (technical papers, Industry Session presentations, and Professional Seminar presentations).

The Full Conference pass is issued in the name of the company. It allows one person at a time to attend the seminars and sessions. If the company wants more than one person at a time to be able to attend the Professional Education Seminars, Presentation Sessions or Dialogue Sessions, those individuals must register at the appropriate rate.

Note: A 2<sup>nd</sup> full registration pass will be given to companies who purchased at least 4 or more booth squares (100 square feet each).

### **7.3. Not Included with Purchase of a Booth**

- Admission to the APEC Social Event or Banquet

Tickets to these may be purchased separately.

### **7.4. Booth Pricing**

The pricing of the booths at APEC is set by the conference committee year-by-year. Exhibitors participating in the current year's conference may purchase booths for the following year's conference at current year rates during the current year's conference.

### **7.5. Distribution of Commercial Materials by Exhibitors**

Exhibitors may only distribute commercial materials in their booth, at Exhibitor Seminars they are conducting and at press conferences they are holding.

### **7.6. Booth Sharing**

Each booth is rented to a single organization for its own use, and is expected to have a consistent appearance throughout. In special cases the renting organization may invite closely related organizations to share its booth, but the renting organization remains fully responsible for all booth fees, exposition costs, and compliance with applicable rules and procedures. Organizations are considered "closely related" at APEC's discretion; these typically include parent companies and their subsidiaries, manufacturers' representatives exhibiting for their clients, and companies involved in a merger.

If the renting organization becomes unable to occupy its booth, it must notify the APEC Exposition Manager who may resell the space. The renting organization may not resell the space, and all deposits and fees are nonrefundable.

### **7.7. Procedure for This Year's Exhibitors to Select Their Booths for The Following Year's APEC**

Exhibitors at APEC will be given a chance at APEC to sign up for a booth at the following year's APEC at the current year's conference posted and advertised price.

The table below illustrates how this policy works using the history of the fictitious ABC Company.

<b>Conference</b>	<b>Advertised Booth Price</b>	<b>ABC Company History Example.</b>
APEC 3004	\$2000	New Exhibitor. Signs up in summer of 3003 for a booth at APEC 3004. Pays the APEC 3004 advertised price of \$2000.
APEC 3005	\$2100	Signs up for APEC 3005 booth at APEC 3004. Pays the APEC 3004 advertised price of \$2000 for the APEC 3005 booth.
APEC 3006	\$2100	Signs up for APEC 3006 booth at APEC 3005. Pays the APEC 3005 advertised price of \$2100 for the APEC 3006 booth.

Conference	Advertised Booth Price	ABC Company History Example.
APEC 3007	\$2200	Signs up for APEC 3007 booth at APEC 3006. Pays the APEC 3006 advertised price of \$2100 for the APEC 3007 booth.
APEC 3008	\$2250	Does not sign up for an APEC 3008 booth at APEC 3007. Signs up for a booth at APEC 3008 during the summer of 3007 and pays the APEC 3008 advertised price of \$2250.

The order for Exhibitors at APEC to select booths at the following year's APEC will be based on a priority score that is the sum of the number of booth squares (100 square feet) that company has purchased and manned in consecutive preceding APECs.

If a company fails to purchase a booth for a given year's APEC, or purchases a booth but fails to actually exhibit at the conference, their priority number is reset to zero.

In the case that more than one company has the same priority number, the order will be determined by a method of random selection chosen by the Exposition Chair.

The exact details of the time and place for signing up for a booth at the next APEC will be determined by each year's Exposition Chair with the advice of the Exposition Manager and the Conference Committee.

### **7.8. Ownership and Distribution of APEC Exhibitor Information**

Any information other than that the name of the Exhibitor, including but not limited to contact information of employee, agent or representative of an Exhibitor, is considered the proprietary information of APEC. This information may not be disclosed without the written consent of the APEC Steering Committee by any person, organization or entity, including but not limited to APEC committee members, APEC steering committee members, APEC conference managers, APEC Exhibit managers, any subcontractor of APEC, any subcontractor of the APEC conference management company, any subcontractor of the APEC Exhibit management company, or an Exhibitor.

This prohibition includes distributing this information to the IEEE or the PSMA, any IEEE or PSMA entity, or any IEEE or PSMA conference.

### **7.9. Booth Payment Deadlines and Refund Policy**

A minimum deposit of one half of the cost of the booth is due 30 calendar days from the date of the invoice for payment. The balance of the booth fee is due no later than six months before the start of the conference.

The table below gives the payment schedule for booth fees.

Invoice Date	Deposit Due	Total Payment Due
At current year's APEC	30 calendar days after end of the current year's APEC	Six months before the start of APEC
After the current year's conference and less than 7 months before APEC	30 calendars days after the invoice date	Six months before the start of APEC
Less than 7 months before APEC	N/A	30 calendars days after the invoice date or 5 business days before the start of APEC, whichever is earlier.



If the deposit or complete payment is not received as described above, the booth may be released to another current or prospective exhibitor.

No deposits or payments for APEC booth fees will be refunded.

## **8. Solicitation by Non-Exhibitors**

Any non-exhibitor observed to be soliciting business in the aisles or other public space, in another company's booth, or in violation of any APEC policies will be asked to leave immediately. Additional penalties may be applied at the discretion of APEC. Commercial meetings are limited according to Section 12.4.

Distribution of commercial material by organizations not participating in the Exposition is prohibited in the APEC hotel space, meeting space and Exposition Hall. APEC reserves the right to remove without notice any material found to be in violation of this policy.

Non-exhibiting companies and individuals may not use "APEC," "Applied Power Electronics Conference," or any other APEC trademarks in their promotional materials.

## **9. Recruiting**

IEEE Policy #10.1.25 requires a publicly stated policy concerning recruiting at IEEE sponsored conferences. Consequently, recruiters and recruiting advertisements will not be permitted in the APEC hotel space, meeting facilities or Exposition Hall. Also, ads or postings seeking positions are not permitted.

APEC reserves the right to remove without notice any materials in violation of this policy.

APEC does allow for the facilitation of a student job fair that is organized by the conference. Only students registered for the conference may participate. Only companies that have registered for the student job fair and paid any required participation fees may recruit at the job fair. Companies participating in the student job fair do not need to be exhibitors in the APEC exposition. The APEC Conference Committee will determine and communicate the procedures and requirements of the student job fair. Violation of the established policies and procedures of the student job fair may result in disciplinary action.

## **10. Minimum Age Policy**

Entrance to APEC events, except for the MicroMouse contest, is restricted to those 18 years of age or older.

## **11. Press Passes**

Bona fide journalists who cover the power electronics industry may request an APEC Press Pass. The Press Pass includes access to:

- Professional Education Seminars,

- Technical and Industry Sessions (regular Presentation, Special Presentation and Dialogue Sessions), and
- All other events and activities included in an Exposition Only registration.

APEC reserves the right to require proof of status as a member of the press before issuing an APEC Press Pass. Such proof could be a copy of a recent magazine masthead or research report. The APEC Publicity Chair, or APEC General Chair if the Publicity Chair is not available, will be the sole judge of credentials and their decision will be final and binding.

## **12. In-Conjunction or Auxiliary Meetings at APEC**

### **12.1. Permitted Meetings**

APEC will only host meetings of groups that are directly affiliated with one of the APEC Sponsors.

APEC will not host meetings that are not directly associated with one of the Sponsors. This excludes meetings such as university research reviews and standards groups not directly affiliated with a conference sponsor.

### **12.2. Restrictions on In-Conjunction or Auxiliary Meetings**

No meetings will be scheduled to overlap the Plenary Session.

### **12.3. Scheduling In-Conjunction or Auxiliary Meetings**

All meetings must be requested in writing or by email at least three weeks before the start of the conference. Meeting requests are to be directed to the Conference Managers. Requests must include:

- The APEC sponsor with which this meeting is associated,
- A description or name of the meeting (e.g. “PELS Adcom”, “PSMA Planning Meeting”, “IAS Executive Board”),
- The name and contact information of the person responsible for the meeting,
- The number of people attending the meeting,
- Any special or extraordinary requests (for example, a meeting that needs space for both classroom style seating and space for tables for breakout groups),
- Preferred day and time of the meeting,
- Acceptable alternate days and times for the meeting, and
- Agreement to be responsible for all charges and expenses associated with the meeting including food service, telephone and data services and audio/visual services.

All requests for meetings services, prior to or during the conference, including but not limited to food service, audio/visual equipment, and telephone or data services must be ordered through the APEC Conference Management. Meeting organizers are not permitted to contact directly the conference hotel or service providers.

### **12.4. Commercial Meetings**

APEC does not host commercial meetings, but it is understood that APEC attendees and Exhibitors may desire to host private meetings in rented facilities at or near the conference.

Exhibitors may hold such meetings at their own expense provided they do not overlap with the Plenary Session and do not interfere with any APEC activities. The Conference Committee may



set specific guidelines in this regard. Exhibitors must contact program management to ensure commercial meetings do not interfere **with APEC, and to get approval in advance by e-mail or in writing.**

Non-exhibiting companies and persons are not permitted to set up off-site events at APEC hotels, restaurants and convention centers that cause APEC attendees to leave the APEC conference and exposition. Those companies or individuals in violation of these policies will be asked to shut down events and additional penalties may be applied at the discretion of APEC.

## **13. Finance and Budgeting**

### **13.1. Budgeted Surplus**

The APEC Steering Committee requires that every APEC should budget for a surplus of at least 20%. This means that the budgeted expenses can be no more than 80% of the budgeted revenue and that budgeted revenue must be at least 125% of budgeted expenses.

### **13.2. Conference Financial Closure**

The books for any given year's conference should be completely closed by the end of the calendar year in which the conference is held. Closed means:

- All audits are complete
- All bills paid
- All surplus funds, if any, have been disbursed
- All bank accounts closed
- The Finance Chair's final report provided to the Conference Chair

### **13.3. Record Keeping**

The Finance Chair shall provide copies of all income statements, invoices, receipts and any other financial record to the professional Conference Manager as they are received.

This assures that in the unlikely event that it becomes necessary for another volunteer to complete the duties of the Finance Chair, all necessary records will be available from the Conference Manager, the bank or IEEE.

### **13.4. Subcontractors**

The APEC Administrator is required to sign the following types of contracts on behalf of the sponsors. Prior to signing, the Administrator must obtain approval from the sponsors' Designated Responsible Individuals as defined in the Operating Agreement for:

- Contracts requiring the signature of an officer of a sponsoring organization (from the Operating Agreement),
- Conference management contracts, and
- Contracts for US \$25,000 or more, which also require approval by IEEE headquarters.

The APEC Administrator at his/her discretion may authorize a hired, professional conference manager to sign contracts on behalf of APEC for amounts less than US \$25,000 when the manager is acting as APEC's agent in subcontracting for services such as registration, printing, shipping and exhibit hall decorating.

### **13.5. Conference Manager Review and Selection**

The APEC Steering Committee must put the APEC conference management contract out to competitive bid to at least two qualified firms no less frequently than every five years.

### **13.6. Honorariums for Keynote or Dignitary Speakers**

APEC generally does not pay honorariums to keynote or other speaking dignitaries. Exceptions must be approved by a majority of the Steering Committee.

## **14. Travel Policy**

### **14.1. Reimbursement for Travel Expenses**

#### **14.1.1. APEC Volunteers**

APEC does not reimburse volunteers for travel or related expenses to attend the conference, participate in conference related activities, including but not limited to, the Program Committee Meeting.

#### **14.1.2. Speakers: Invited, Keynote or Otherwise**

APEC does not pay or reimburse expenses related to speaking at APEC, including but not limited to travel, lodging, meals or preparation of a manuscript or the presentation. This applies to all speakers including Professional Education Seminar presenters, invited speakers and keynote speakers.

#### **14.1.3. Conference Managers**

Travel at the request of or on behalf of APEC by hired conference managers will be reimbursed through the means specified in the conference management contract.

#### **14.1.4. Hardship Requests**

It is not the policy of APEC to pay or reimburse expenses related to attending APEC to those who plead hardship. It is too difficult for the conference to assure that all such requests are truly hardship cases and too difficult to assure that such hardship discounts could be administered fairly.

### **14.2. Complimentary Hotel Rooms**

If the contract with the APEC hotel provides for complimentary room nights, they shall first be used for any hired conference management staff or any hired subcontractors, such as the on-site registration team. Any remaining room nights will be distributed to the Conference Committee members at the discretion of the Conference General Chair.

### **14.3. Site Visits**

The cost of site visits for future APECs is to be borne equally by the sponsoring organizations. The APEC Sponsors are requested to budget money each year to support one person for one trip.

The Steering Committee must approve in advance each site visit including the individuals traveling on the site visit. The typical site visit team will include one person to represent each sponsoring organization and one person from the conference management firm.

The Site visit expense reimbursement mechanism will be determined by the APEC Steering Committee.

Site visit expenses are generally allowed within the current IEEE expense guidelines.

## **15. Digest Review Evaluation**

In order to maintain consistency from year to year, the forms and formulas used to evaluate digests are controlled by the APEC Steering Committee. No changes may be made to the forms or formulas without a majority vote of the members of the APEC Steering Committee. Voting may be done by email messages.

## **16. Sponsor's Dinner**

APEC traditionally holds a Sponsor's Dinner on the evening preceding the Plenary Session. The original purpose of this dinner was to provide a forum for the executive committees of the sponsoring organizations to meet each other and discuss common interests, such as APEC.

The cost of the dinner is considered a conference expense, effectively dividing the cost of the dinner equally among the three sponsors.

The dinner is by invitation only. The people invited to the Sponsor's Dinner are the members of:

- IEEE PELS Adcom
- IEEE IAS Executive Board
- PSMA Board of Directors
- APEC Steering Committee
- APEC Conference Committee
- APEC Conference Management Team

Each member of the above bodies may bring one adult guest. All others require the permission of the APEC General Chair.

## **17. Advertising and Branding**

The advertising tag line which should appear at the top of the web page and on all technical publications including the Advance Program is simply the name of the conference: "IEEE Applied Power Electronics Conference & Exposition".

In other advertising and marketing materials, the following previously agreed upon descriptor may be used: "The Premier Event in Applied Power Electronics".

## **18. Steering Committee Proxies**

A member of the APEC Steering Committee may appoint a proxy for up to three consecutive meetings by sending an email with the name and contact information of the proxy to the APEC Administrator at least one day in advance of the meeting.

All persons serving as a proxy must be affiliated with the same Sponsor organization as the person being represented.

## **19. Privacy Policy**

People who provide their names to APEC through the APEC Web site, direct contact, submitting a digest, volunteering to review or in any way other than registering for the conference, will not have their names and contact information distributed to any one or any organization, including APEC's sponsors. APEC will use the contact information only for transmitting information related to APEC.

During registration, the conference registrants can opt-in to have their names and contact information provided to the exhibitors and media partners in the APEC for which they register. Opting in gives permission for your name and contact information to be provided to the exhibitors and/or media partners and for the exhibitors and/or media partners to contact you during or after the conference. APEC will not otherwise distribute names and contact information received through the registration process.

## **20. Exceptions**

Exceptions to these Policies And Procedures shall require a majority vote of the members of the APEC Steering Committee. The vote will be recorded. Voting may be done by email messages.

## **21. Recording and Photography At APEC**

### **21.1. Video and Audio Recording**

Video and audio recording may be conducted in the Exhibit area, the MicroMouse contest, and public areas of APEC, but nowhere else except by express written permission from the Conference Chair.

### **21.2. Still Photography**

Still photography at APEC is permitted as described below. The general principle is that people may be photographed but photographing presentations and other content is prohibited unless permission from the presenter(s) is obtained in advance.

#### **21.2.1. Technical Sessions, Dialogue Sessions, Special Presentation Sessions (Industry and Plenary), Rap Sessions**

Still photography of the session room and the speaker(s) is permitted. Photographing the contents of a presentation is prohibited unless the permission of the presenter is obtained in advance.

#### **21.2.2. Professional Education Seminars**

Any photography in a Professional Education Seminar is prohibited unless the permission of the presenter(s) is obtained in advance.

Any video recording in a Professional Education Seminar is strictly prohibited.

#### **21.2.3. Exhibit Hall**

Still photography of people, the Exhibit Hall, booths, activities is permitted. Close up for detailed photography of items on display is prohibited unless the permission of the Exhibitor is obtained in advance.

#### **21.2.4. Exhibitor Seminars**

Still photography in an Exhibitor Seminar is prohibited unless the permission of the presenter(s) is obtained in advance.

**21.2.5. MicroMouse Contest, Conference Social Functions, And Public Areas And Events**

Still photography is generally permitted.

Please note that some performers hired by the conference may have their own restrictions. The MicroMouse contest prohibits flash photography while a Micromouse is in the maze.

## Appendix I: Glossary

This section provides definitions and explanations of terms and acronyms used in this document.

Term Or Acronym	Definition Or Explanation
APEC	IEEE Applied Power Electronics Conference And Exposition
APEC Proceedings	The formal publication that includes the formal manuscripts of the peer reviewed papers accepted by the APEC Program Committee.
Dialogue Session	This is a session in which the presenter uses posters to explain the contents of a peer reviewed paper accepted for publication in the APEC Proceedings.
Full Registration	An APEC registration category that includes registering for the Professional Education Seminars and the Technical Sessions for one price.
Industry Session	A Special Presentation Session where only an oral presentation is required. Some sessions consist of invited speakers from the industry to address a particular subject or track. See “Special Presentation” for additional information.
Life Member Full Registration	A reduced rate registration for APEC by an IEEE Life Member for the complete APEC program that includes the Professional Education Seminars and the Technical Sessions.
Plenary Session	A Special Presentation Session generally scheduled at the opening of the conference with no other sessions or activities at the same time. See “ <b>Special Presentation</b> ” for additional information.
Reduced Rate Full Registration	A registration at a reduced rate for APEC available only to full time students and IEEE Life members that includes the Professional Education Seminars and the Technical Sessions.
Reduced Rate Registration	A registration for APEC at a reduced rate available only to full time students and IEEE Life members.
Reduced Rate Technical Sessions Registration	A registration at a reduced for APEC available only to full time students and IEEE Life members that includes the Technical Sessions but not the Professional Education Seminars.
Regular Author	A person whose paper was accepted for publication in the APEC Proceedings, regardless of whether that paper was scheduled for presentation in a Regular Presentation or Dialogue Session.
Regular Presentation Session	This is a session in which a speaker orally presents the contents of a peer reviewed paper accepted for publication in the APEC Proceedings.

<b>Term Or Acronym</b>	<b>Definition Or Explanation</b>
Regular Rate Registration	A registration for APEC at any rate besides the reduced rate Student and IEEE Life Member rates.
Special Presentation	This is a presentation in which a speaker orally delivers a presentation selected by the APEC Conference Committee (or a subcommittee). These presentations do not have papers in the Proceedings. The usual requirement is that the presenter provides APEC with a copy of their presentation in either in Microsoft PowerPoint format or in Adobe's Portable Document Format (PDF) well in advance of the conference. The presentations, if needed, are converted to Adobe's Portable Document Format (PDF) and made available through the APEC Web site.
Special Presentation Session	A session in the APEC program that consists only of Special Presentations <b>This includes the Plenary Session and the Industry Sessions.</b>
Special Presentation Speaker	A person who is making a presentation in a Special Presentation Session. Both the Plenary Session and Industry Session Speakers are included in this description.
Student Full Registration	A reduced rate registration for APEC by a full time student for the complete APEC program that includes the Professional Education Seminars and the Technical Sessions.
Technical Sessions	The APEC Technical Sessions includes the Regular Presentation Sessions, the Dialogue Session(s), the Industry Sessions, and the Plenary Session.
Technical Sessions Registration	An APEC registration category that includes admission to the Technical Sessions. This category does not include admission to the Professional Education Seminars.