TCPC Guidelines

Table of Contents

TCPC Guidelines

1 General Information

1. These guidelines are intended to help TCPCs (Technical Committee Program Chairs) understand the general responsibilities, tasks, and timelines required to develop the technical program for the PES General Meeting (GM), which is held annually, usually in July. The guidelines are written to focus on the GM, although TCPCs also carry out similar tasks for the Transmission & Distribution Conference and Exposition (T&D Conference).

2. Some Technical Committees designate the Vice Chair as the TCPC; others designate a separate individual to serve as TCPC. Several Technical Committees (e.g., AMPS, PSOPE) have a TCPC for each subcommittee due to the large number of papers submitted to the committee. In that case, there is a coordinating TCPC for the whole committee.

3. The TCPCs constitute the Technical Sessions Committee, which is a standing committee of the Technical Council. The ex-officio chair of the Technical Sessions Committee is the Technical Council Vice Chair. The Technical Sessions Committee develops the technical program for the GM and develops guidelines to maintain and improve the quality of the technical aspects of the GM.

4. Many Technical Committees transition from one term to the next at the beginning of a calendar year (often every other year). Some Technical Committees transition the TCPC role to coincide with the start of TCPC activities for the next GM, such that one individual follows through the planning for the upcoming GM from the beginning through the end of the GM and its wrap-up. For Technical Committees that transition in the midst of the planning activities (e.g., on January 1) it is important that the outgoing TCPC and incoming TCPC communicate about the completed activities and the upcoming activities to ensure a smooth planning process.

5. TCPCs are expected to participate in the activities of the Technical Sessions Committee, including one meeting (typically Tuesday) at the GM; one meeting (typically Monday) at the Joint Technical Committee Meeting (JTCM), which is held annually in January; and conference calls that might be necessary from time to time. Conference call-in numbers are typically set up for the face-to-face meetings to accommodate TCPCs who cannot attend, but in-person attendance by the TCPC or a knowledgeable substitute is encouraged, especially for Technical Committees that have extensive activities at the GM (e.g., panel sessions, working group/subcommittee meetings, Conference Papers).

6. At the present time, two separate lists of TCPCs are maintained for different purposes.

   a.   The PES Staff maintains an email alias list for TCPCs to communicate important information to the TCPCs. It is critical that each Technical Committee promptly notify the PES Staff (m.proetto@ieee.org) of any changes in their respective TCPCs or their contact information, including any overlapping terms of office.

   b.   It is also critical that each Technical Committee promptly notify the Technical Council Secretary of any changes in their respective TCPCs or their contact information, including any overlapping terms of office.

7. The guidelines in this document describe the activities and responsibilities for each type of technical session: Panel Sessions, Joint Panel Sessions, Super Sessions, Conference Papers (Best Conference Paper Sessions, Paper Forum Sessions, and Poster Sessions),

Transactions Paper Sessions, Tutorials, Subcommittee/Working Group Meetings, Combo Sessions. Each of these types of session is addressed in the following sections.

8. The activities for each type of session are described in general terms related to events such as the submittal period for panels and papers or the periods before, during and after the JTCM. The exact dates and deadlines for the activities are established and published by the PES Staff (currently Maria Proetto) as part of the timeline required to develop and finalize the GM Program. These deadlines are critical and must be followed by TCPCs.

2 Panel Sessions

	Before MIRA opens	While MIRA is open	After MIRA closes until JTCM	During JTCM	After JTCM	Approaching GM	During GM	After GM
Committee/ Subcommittee Members	• Propose panel session topics, potential panelists, potential session chair, potential panelists	•	•	•	•	•	• Attend Panel Sessions sponsored by committee or subcommittee • Actively participate in discussions	•
TCPC	• Manage committee process to select panel proposals	• Recruit/select Session Moderator • Submit panel proposals to MIRA—title; panel description; Session Moderator name, affiliation, & email address, proposed day, time, and duration	•	• Coordinate scheduling of panels with other committees	• Verify that Session Moderators have entered details for approved panels in MIRA—panelist name, affiliation, contact information, topic title/details	• Verify that Session Moderators are following up with panelists on developing and uploading presentations	• Remind Session Moderators to enter presenter and audience attendance information in MIRA	• Verify all Session Moderators have entered presenter and audience attendance information in MIRA
Session Moderator	•	• Design panels—e.g., preferred perspectives to be covered, number of panelists (normally 3-5), source of potential panelists, duration of panel (normally 2 or 4 hours)	• Recruit panelists and negotiate perspectives to be covered • Submit panelist information to MIRA—panelist name, affiliation, email address, presentation topic/title	•	• Confirm panelists' presentations conform to panel session plans • Finalize details for approved panels in MIRA—session title, date/time, session description, panelist name, affiliation, email address, presentation topic/title	• Check that panelist presentations are uploaded to MIRA	• Attend Presenter Breakfast on day of panel—collect presentation files, discuss session timing and sequence, allow plenty of time for discussion • Moderate session—generally hold questions until all have presented, encourage open and lively discussion, "plant" questions to start discussion (moderator asks, or an audience plant asks) • Enter presenter and audience attendance in MIRA	•
Author/ Presenter/ Panelist	•	•	• Submit brief description of presentation perspective to Session Moderator	•	•	• Upload presentation to MIRA	• Attend Presenter Breakfast • Hand over presentation file to Session Moderator • Arrive at session room 10 minutes early	•

3   Joint Panel Sessions

1. Two or more Technical Committees may work together to develop a panel session proposal.

2. Only one TCPC can manage the panel session in MIRA, so the sponsoring Technical Committees need to agree which committee's TCPC will enter and manage the session in MIRA.

3. The overall process and schedule is the same as for a panel session sponsored by a single Technical Committee, but the participating TCPCs need to allow time for inter-committee coordination throughout.

4. Consider using co-moderators to ensure perspectives of all sponsoring Technical Committees are represented.

4 Super Sessions

1. The Technical Sessions Committee (TCPCs and Technical Council Officers) and GM Steering Committee agree on the Super Session topics and provides the list of topics to the webmaster for posting on the GM website. It is critical for this information to be posted as early as possible to publicize the GM and attract attendees.

2. The Technical Sessions Committee proposes candidate organizers for each Super Session.

3. The Technical Council Officers and GM Steering Committee select and recruit the organizer for each Super Session.

4. The Technical Council Officers may select a Super Session Coordinator.

5. The Super Session Coordinator follows up with the Super Session organizers to ensure the session planning is progressing as needed.

6. The Super Session Coordinator provides updated information to the webmaster for the GM website as it becomes available.

7. A Super Session organizer may become the Session Chair or may elect to recruit another qualified person to be Session Chair.

8. The Super Session organizers design their respective panels (i.e., perspectives of panelists) and recruit panelists.

9. Super Session Chairs submit the session title and description to Maria Proetto for entry in MIRA.

10. Super Session Chairs submit panelist details (name, affiliation, contact information, and presentation title) to Maria Proetto for entry in MIRA.

11. Super Session panelists upload their presentations to MIRA.

5 Late Breaking News Super Sessions

1. A "Late Breaking News" Super Session may be developed for presentation as a special form of Super Session. Because the nature of late breaking news precludes use of the same planning process and advance preparation as other Super Sessions, the schedule and procedural requirements for Super Sessions are compressed.

2. The Past Chair of The Technical Council serves as the Late Breaking News Session Organizer.

3. The IEEE PES Industry Technical Support Leadership Committee (ITS-LC) provides the content of the Late Breaking News Session.

4. The Late Breaking News Session typically consists of two consecutive 2-hour sessions.

5. The following timeline and actions constitute the Late Breaking News Session planning process:

   a. 6 months prior: ITS-LC provides two topics, one for each two-hour session, to the Late Breaking News Session Organizer, including tentative lists of panelists and session chair or co-chairs for each session.

   b. 5 months prior: ITS-LC and Session Organizer finish clarifications and feedback and finalize the topics. ITS-LC submits a finalized 150-word summary of each of the two sessions to the Session Organizer. The Session Organizer submits the session titles, summaries, and session chair names to PES Staff (Maria Proetto) for entry into the MIRA System.

   c. 4 months prior: Each session chair (supported by ITS-LC) finalizes all panelists and their topics, providing photo, bio, and topic for each panelist to PES Staff.

   d. 3 months prior: The GM Marketing starts promoting the Late Breaking News Sessions.

7   Conference Papers

1. Submitted Conference Papers are assigned to Technical Committees by PES staff for review, based on information provided by submitting authors.

2. The Technical Sessions Committee establishes quotas for acceptance of Conference Papers by each Technical Committee.

3. Following the closing of the MIRA site for paper submittals, TCPCs conduct a prompt preliminary review based on the following criteria:

   a. Applicability to their respective Technical Committees

   b. Adherence to PES limits on paper length

   c. Adherence to PES requirements for formatting

   d. Any other obvious problems requiring immediate action

4. TCPCs immediately request reassignment to another (specified) Technical Committee of any papers outside the scope of the TCPC's committee, using the MIRA site.

5. For any Conference Papers that violate page limits, formatting requirements, or other obvious problems, TCPCs decide whether to reject the paper directly, require revisions prior to technical review, or proceed with technical review conditional upon correction of the observed problems.

6. TCPCs assign the submitted papers to qualified reviewers using the MIRA site.

7. Reviewers submit their technical review and a quality rating to the MIRA site. Comments are required to support the reviewer's recommendation and rating, especially when the recommendation is to reject the paper or a low rating is submitted.

8. Reviewers recommending revision of a paper must submit their review according to the interim review deadline. After this interim deadline, the only remaining choices for recommendation are rejection or acceptance.

9. TCPCs might need to follow up with reviewers to ensure they meet the schedule deadlines and they submit adequately documented reviews and ratings.

10. TCPCs should defer accepting papers until most paper reviews and ratings have been completed to ensure the best papers can be accepted within the quotas established by the Technical Sessions Committee.

8   Conference Paper Sessions

1. Accepted Conference Papers will be assigned to one of the following session types:
    a. Best Conference Paper Sessions
    b. Paper Forum Sessions
    c. Poster Sessions
2. Conference Papers selected by a TCPC for a Paper Forum Session will be transferred to the Paper Forum Session Coordinator for scheduling into a session.
3. The TCPC will assign all other accepted Conference Papers to a Poster Session.

9 Best Conference Paper Sessions

1. Approximately 10% of the accepted Conference Papers may be selected by the Technical Committees as the Best Conference Papers submitted for presentation at the General Meeting. The selected papers will be allocated to several (typically 2-4) concurrent Best Conference Papers Sessions, which are scheduled for Monday afternoon during the General Meeting.

2. The Best Conference Papers Session Coordinator allocates the available paper presentation slots to the Technical Committees based on the acceptance quotas allocated to the Technical Committees by the Technical Sessions Committee and the actual number of papers accepted, and then notifies the TCPCs of the quota for Best Conference Paper selections by each Technical Committee. This happens as soon as possible after the establishment of acceptance quotas by the Technical Sessions Committee and the deadline for paper acceptances as established by the schedule published by Maria Proetto.

3. TCPCs select the Best Conference Papers accepted by their respective Technical Committees up to the assigned quota and notify the Best Conference Papers Session Coordinator of their selections. For Technical Committees with multiple TCPCs (e.g., AMPS, PSOPE), the quota for Best Conference Paper selection is applied to the Technical Committee as a whole; the coordinating TCPC may allocate that quota as desired among the committee's subcommittees. ***Please note that a very short time is available for TCPCs to make these selections (normally only about 1 week), so it is advisable for TCPCs to keep track of highly rated papers as the individual paper reviews are completed and ratings are available from the reviewers.***

4. The selected papers will be transferred to the Best Conference Papers Session Coordinator for assignment to Best Conference Paper sessions. These papers are consequently not available for scheduling into any other sessions, according to PES policy governing single presentation of papers.

5. The Best Conference Papers Session Coordinator allocates the selected Best Conference Papers among the available session slots.

6. The Best Conference Papers Session Coordinator contacts some or all the TCPCs to recruit session moderators and session judges, with the intention of having 2 co-moderators and 3-4 judges for each session. The Best Conference Papers Coordinator sends detailed instructions to the co-moderators and judges in advance of the General Meeting.

7. The session co-moderators manage the respective Best Conference Paper sessions, contacting the presenters before the GM, meeting the presenters at the Presenters Breakfast, collecting the presenters' presentations for loading onto a single laptop, ensuring the presenters post their posters in the Poster Session room prior to the Best Conference Papers session, moderating the session, and reporting presenter and attendee attendance after the session.

8. The session judges attend the complete session, score the presentations using a provided score sheet, meet at the conclusion of the session to consolidate their scores to select a single Best Conference Paper for the session, and report the results immediately to the Best Conference Papers Session Coordinator.

9. The Best Conference Papers Session Coordinator and the Vice President for Technical Activities recognize the Best Conference Paper winners at the Poster Session.

10. The Best Conference Papers Session Coordinator prepares a script announcing the Best Conference Papers winners and provides it to the PES Awards Chair prior to the PES Awards Dinner (usually Tuesday evening).

11. The Best Conference Papers Session Coordinator prepares a congratulatory letter co-signed by the Vice President for Technical Activities and the Best Conference Papers Session Coordinator for each of the Best Conference Papers and emails it to all authors of each winning paper.

10 Paper Forum Sessions

1. The Paper Forum Sessions are for presentation of the next tier of quality Conference Papers following the Best Conference Papers selections. Approximately 30% of the accepted Conference Papers may be selected by the Technical Committees for presentation at the Paper Forum Sessions.

2. The Paper Forum Session Coordinator is the Vice Chair of Technical Council unless delegated by him/her.

3. The Paper Forum Session Coordinator allocates the available paper presentation slots to the Technical Committees based on the acceptance quotas allocated to the Technical Committees by the Technical Sessions Committee and the actual number of papers accepted, and then notifies the TCPCs of the quota for Paper Forum selections by each Technical Committee. This selection follows the Best Conference Papers selection and happens as soon as possible after the establishment of acceptance quotas by the Technical Sessions Committee and the deadline for paper acceptances as established by the schedule published by Maria Proetto.

4. *TCPCs select the Conference Papers accepted by their respective Technical Committees up to the assigned quota and notify the Paper Forum Session Coordinator of their selections. For Technical Committees with multiple TCPCs (e.g., PSACE, PSOPE), the quota for Paper Forum selection is applied to the Technical Committee as a whole; the coordinating TCPC may allocate that quota as desired among the committee's subcommittees. **Please note that a very short time is available for TCPCs to make these selections (normally only about 1 week), so it is advisable for TCPCs to keep track of highly rated papers as the individual paper reviews are completed and ratings are available from the reviewers.***

5. The Paper Forum Session Coordinator allocates the selected Paper Forum Papers among the available session slots (usually scheduled for Tuesday through Thursday).

6. The Paper Forum Session Coordinator contacts some or all the TCPCs to recruit session moderators. The Paper Forum Session Coordinator assigns the session moderators to specific Paper Forum Sessions and provides a list of the moderators, their contact information, and their session assignments to Maria Proetto for entry into the MIRA system. The MIRA system sends detailed instructions to the moderators in advance of the General Meeting.

11 Poster Sessions

1. TCPCs schedule a Poster Session for Monday evening and assign all accepted Conference Papers that have not been selected as Best Conference Papers or Paper Forum Papers to that Poster Session. The Monday evening Poster Sessions for the respective Technical Committees are scheduled concurrently as one large Poster Session, usually from 5:00pm to 8:00pm.

2. There are no specific moderator duties during the actual Poster Session. PES staff members guide Poster Session presenters to their assigned poster locations and verify that Poster Session authors are present at the session.

12 Transactions Paper Sessions

1. Authors may submit Transactions Papers that have been accepted for publication to be considered also for presentation at the General Meeting. A Transactions Paper submittal consists of the accepted Transactions Paper number and the Abstract.

2. The Technical Sessions Committee may impose a quota for Transactions Papers to be presented at the General Meeting.

3. Because accepted Transactions Papers have already been peer-reviewed by the Transactions Editorial Review Board, the TCPC simply reviews the topic of the submitted Transactions Paper to ensure the Transactions Paper topic is relevant to the overall scope of the General Meeting. If a quota has been imposed, the Transactions Papers Session Coordinator manages the allocation of acceptance quotas among the relevant Technical Committees.

4. The Transactions Papers Session Coordinator is the Vice Chair of Technical Council, unless delegated by him/her.

5. The Transactions Papers Session Coordinator allocates the submitted Transactions Papers accepted by the TCPCs among several Transactions Paper Sessions. The number of Transactions Paper Sessions is a function of the number of Transactions Papers accepted for presentation by the TCPCs.

6. The Transactions Papers Session Coordinator contacts some or all of the TCPCs to recruit session moderators. The Transactions Papers Session Coordinator assigns the moderators to specific Transactions Papers sessions and provides a list of the moderators, their contact information, and their session assignments to Maria Proetto for entry into the MIRA system. The MIRA system sends detailed instructions to the moderators in advance of the General Meeting.

13 Tutorials

1. Tutorials are organized under the auspices of the PES Power & Energy Education Committee (PEEC) Life Long Learning Subcommittee (LLLSC). The PES Education Services Manager, Susan Koval (s.koval@ieee.org) coordinates submittal of tutorial proposals to PEEC LLLSC.

2. The processes and rules for proposing, preparing, and conducting a tutorial are posted on the PEEC LLLSC Website at http://sites.ieee.org/pes-lllsc/tutorials-peec-manual/. Persons who wish to propose a tutorial should access the PEEC LLLSC Website for the latest documentation of the processes.

3. As a general summary of the process, tutorial proposals must obtain approval of the relevant Technical Committee or other PES technical organization before submitting the proposal to Susan Koval.

4. The submittal date for tutorial proposals is far in advance of the submittal dates for other PES GM session types, due mainly to the significant amount of time required to coordinate with PEEC LLLSC, obtain approval for the proposed tutorial, organize the tutorial, and develop the tutorial materials. As an example, tutorial proposals for the 2105 PES GM were due August 15, 2014.

5. Further information can be obtained from the PEEC LLLSC Website or from Susan Koval.

14 Committee, Subcommittee, Task Force, and Working Group Meetings

1. Committee, Subcommittee, Task Force, and Working Group meetings generally do not include Conference or Transactions Papers, but rather are usually intended as working sessions to conduct the business of the relevant group.
2. Audio/visual (AV) equipment is not provided from the GM budget—it must be provided for by the subcommittee, task force, or working group, either by paying for it directly through the GM AV contractor or by self-providing (e.g., bringing a borrowed projector). A screen is normally provided upon request.
3. TCPCs generally submit Committee, Subcommittee, Task Force, and Working Group meeting schedule requests to the MIRA site after the JTCM according to the timeline published by Maria Proetto.

15 Combo Meetings

1. A Combo Session is a blend of a Committee, Subcommittee, Task Force, Working Group meeting and a Panel Session or simply the presentation of a relevant topic.
2. While Conference Papers may be presented at a Combo Session, such Conference Papers are not eligible for selection by a Technical Committee as a Best Conference Paper or for a Paper Forum Session.
3. Combo Sessions must meet the timeline requirements applicable to the more stringent aspect of the Combo Session, i.e., a Combo Session that is a Panel Session combined with a Subcommittee meeting at the beginning or end of the time slot must be established in the MIRA system according to the timeline requirements for Panel Sessions.