



**IEEE**

**Power Electronics Society**

**Operations Handbook  
(incorporating Policies and Procedures)**

**2005**

**The IEEE Power Electronics Society  
(PELS)**

**Mission Statement**

The mission of the Power Electronics Society is the development and effective application of power electronics technology. This technology encompasses the use of electronic components, the application of circuit theory and design techniques and the development of analytical tools toward efficient electronic conversion, control and conditioning of electric power.

## ***Society Officers***

### **PRESIDENT**

The president is the chief executive officer of the Society and has ultimate responsibility for all activities. He or she presides at meetings of the AdCom and at other functions of the Society and is the lead representative of PELS at sponsored conferences and events. The president is a non-voting member of AdCom except in case of a tie vote. Special meetings of the AdCom may be called at the discretion of the president with at least twenty days notice.

Further, the president, with the concurrence of the AdCom, appoints the Society treasurer, the chairs of all technical and standing committees, the editors of Society-sponsored publications, and within-term vacancies of the AdCom. Also, the president appoints the members of the nominating committee, special or ad-hoc committees as suggested by the AdCom, representatives to TAB and other IEEE boards and committees and liaison persons to other societies.

The president is the official delegate of the Society to the IEEE Technical Activities Board (TAB) and attends (or appoints a designee to attend) four TAB meetings held each year. He or she is the official voice of the Society and speaks for the organization on all matters not specifically designated to others. He or she is an ex-officio member of all committees of the Society.

The president serves a two-year term and is not eligible for re-election to a second term.

PELS president for 2005 is Rik De Doncker of RWTH Aachen, Aachen, Germany

## **PRESIDENT-ELECT**

The President-Elect is, In effect, the President-in-training for the Society The President-Elect shall assist the President in the administration of the Society and shall attend meetings of the IEEE Technical Activities Board. In the absence or incapacity of the President, the duties of the President's office shall be performed by the President-Elect. At the conclusion of the President's two-year term of office, the President-Elect succeeds to the Presidency.

A President-Elect will be elected at the end of 2005 to serve during 2006.

## **VICE PRESIDENT FOR OPERATIONS**

Elected by voting members of the AdCom for a one-year term, the Vice President for Operations coordinates and supervises the activities of Society Standing Committees (e.g., Asian liaison, awards, chapter development, European liaison, fellow evaluation, history, membership, publications, publicity) and Technical Committees (Automotive Power Electronics, Diagnostics, DC Power Supply Systems, Educational Activities, Electronic Transformers, Motor Drives, Distributed Generation and Renewable Energy Systems, Power Packaging, Rectifiers and Inverters and Simulation, Modeling and Controls). He or she coordinates activities of Society chapters and the establishment of the Technical Interest Profile of the Society and chairs the Society's Technical Committees Council. He or she is a voting member of the AdCom.

The Vice President for Operations fulfills the duties of the president in the absence or incapacity of the president and president-elect.

In 2005, the Vice President for Operations is Vassilios Agelidis of Murdoch University of Perth, Australia.

## VICE PRESIDENT FOR MEETINGS

The Vice President for Meetings serves a one-year term after being elected by the AdCom and is a voting member of the AdCom. The Vice President for Meetings coordinates Society sponsorship and involvement in conferences, workshops, seminars and other meetings activities and is an ex officio member of steering committees for major Society meetings. He or she fulfills the duties of Chair of the Meetings Committee.

The Vice President for Meetings assumes the duties of the Vice President for Operations in his or her absence or incapacity.

The 2005 Vice President for Meetings is Grahame Holmes of Monash University, Melbourne, Australia.

### 10 Steps to Organizing a Successful Conference

F. Dong Tan, Former VP-Meetings

As a conference organizer, you have two obligations. The first obligation is to your attendees that you will make their trip worthwhile by providing unparalleled technical information exchange and by providing opportunities for professional education. The second obligation is to the IEEE and the PELS by ensuring the conference is conducted with highest standards of ethics. Here is a list of 10 steps that you need to follow to organize a successful conference or workshop.

**1. Get a group of people together** - To organize a successful conference or workshop requires a group of dedicated volunteers who share the same technical interests. It is generally a good practice to invite a few people who have participated in similar efforts and in leadership positions before, since a conference organization is relatively loose and its success is totally dependent on each and every individual's ability to make things happen on his or her own.

**2. Select a topic, a site, and a time** - Once you have a group of dedicated people, you can decide on a topic and site. The topic can be any one of the existing conferences — such as APEC, PESC, INTELEC, to name a few — or a totally new subject that is sanctioned in PELS' technical charter, particularly in the areas of emerging technologies. Site selection is important for the success of an event. They should include considerations for hotel room rate, conference rooms and facility usage, local industry, weather, easy access from major airports, etc. Time selection is also important for you to succeed. Currently, there are many conferences in power electronics, many of which are well established. You need to avoid a time conflict with existing conferences. PELS maintains a master list on its web site of all the conferences and workshops that PELS sponsors.

**3. Put together a budget** - Next you need to ensure a surplus to the sponsoring society—in our case, PELS. The surplus is a major part of PELS' operating fund and it directly impacts the financial health of PELS. A general guideline for each organizer of a PELS-sponsored event is to produce a surplus of 15 to 20% of the total operating budget. An Excel spreadsheet is available from IEEE for estimating conference financials. You should send your budget to PELS Executive Director, Meetings Committee Secretary, Vice President for Meetings, or President.

**4. Submit a request** - Once you have the basic information on technical topic, site and time, you need to submit a formal request to PELS. The submission should be made to, in order of preference, PELS Executive Director Bob Myers ([bob.myers@ieee.org](mailto:bob.myers@ieee.org)), Meetings Committee Secretary, Vice President for Meetings, or President.

If you request a conference or workshop that is new to PELS, the request package must include the following, as stipulated in the IEEE Meetings Organization Manual:

- Conference Information Schedule
- Request for Conference Insurance
- IEEE Conference Publication Form
- IEEE Conference Financials

The conference information schedule is the place for you to provide the basic information of the conference

such as organizer(s), sponsoring society, conference committees, etc. and to list the event on the IEEE Conference Search Page on the IEEE website. The request for conference insurance is designed to protect IEEE volunteers from liabilities that may occur during a conference. The IEEE publication form allows you to join the IEEE Book Broker program to take advantage of IEEE marketing muscle for technical publications. The IEEE conference financial is a spreadsheet that is used for planning the financial aspects.

**5. Obtain formal approval** - Once you have the basic information, you need contact PELS Executive Director Bob Myers ([bob.myers@ieee.org](mailto:bob.myers@ieee.org)), the Meetings Committee Secretary, or Vice President for Meetings so that your conference request will be discussed during the next meeting committee meeting. The meetings committee usually convenes twice in a year. The first usually coincides with APEC and the second usually happens at INTELEC (or with IAS annual meeting if INTELEC is outside US). Your budget needs to be approved by Meetings Committee and then the PELS AdCom before you can get any cash advance to cover the cost for advanced planning activities.

**6. Form a technical review committee** - The next step is to form a technical committee and invite reviewers to develop a technical program. All major PELS sponsored conferences and workshops maintain a database of reviewers. You can contact the Executive Director of individual conference chairs(s) for permission to use them. Developing a technical program demands a lot of time from the technical program chair. The tasks include a call for papers in advance, recruiting reviewers, classification and assignment of digests to reviewers, chairing a technical program meeting to finalize the program, appoint session chairs, and coordination with IEEE and conference management team (if any) to ensure all papers get to the printer on time and in the required format.

**7. Execute the plan** - During the conference, the conference chair needs to maintain constant communication with the hotel, the conference facility, and the conference management team (if any) to make sure things are on schedule. A conference chair needs to pay close attention to make sure the on-site spending does not adversely impact the final budget numbers. The program chair needs to make sure all the authors are presenting and record those no-show papers if any. Coordinate with session chairs to make sure they show up on time for their sessions and synchronize each session to maximize the opportunity for attendees to switch session for their desired presentations.

**8. Draft an interim final report** - Four weeks after the completion of a conference or a workshop, the chair needs to draft an interim report. This report is primarily focused on financials, together with a summary of other activities. The interim report should be sent to the Executive Director who can then forward it to appropriate parties. The conference chair should also report it at the next Meeting Committee meeting.

**9. Perform a financial audit** - When all the financial transactions are closed, the conference treasurer or the conference chair needs to perform an audit of their financials before it is submitted for final closure. IEEE requires that any conference or workshop with income or expenses exceeding \$100,000 (US) undergo a formal audit by an independent professional auditor.

**10. Close the conference by submitting a final report** - All IEEE sponsored meetings need to be closed within one year from the date of the meeting. A final report must be received and approved by the IEEE Conference Services and the PELS Vice President for Meetings. The final report should include the submittal of a final conference report, conference surplus, payment of outstanding loans, and if necessary, an independent audit certified by a CPA. IEEE is available to conduct the independent audit and requests should be made through IEEE Conference Services. IEEE has instituted a cash penalty for any meeting that is not closed in one year from the date of the conference or workshop, so it is incumbent on the conference chair and the treasurer to close the conference in time. PELS meetings committee monitors the closure of each meeting regularly to ensure timely closures of our conferences and workshops.

## **PAST PRESIDENTS**

The two immediate past presidents of the Society serve in ex-officio status as advisors to the Society president, officers and the AdCom. They are ex-officio members of the AdCom with vote. They advise and counsel Society officers based on their experience and understanding. Their presence assures continuity in day-to-day operation of the Society. The Senior Past President is chair of the Long-Range Planning Committee. The Junior Past President is chair of the Nominations Committee.

All past presidents are ex officio members of the AdCom but only the two immediate past presidents have voting privileges.

The two immediate past presidents are Thomas Habetler of the Georgia Institute of Technology, Atlanta, GA USA.(Senior Past President) and Dean Patterson of the University of Nebraska, Lincoln, NE USA (Junior Past President)



## **TREASURER**

The Treasurer safeguards the financial integrity of the Society, including keeping a complete record of all monetary transactions requested through IEEE headquarters and reviewing financial reports and records from IEEE headquarters to monitor Society reserves and cash flow. The Treasurer compiles a financial and budget data, analyzes and makes appropriate recommendations to the AdCom and other committees on such items as publication costs, meeting expenses, as well as the total annual operation and long-term solvency of the Society.

The Treasurer prepares an annual budget for the Society in late spring of each year and works with the AdCom and TAB finance administration in the approval process. The Society's fiscal year is January 1-December 31.

All Society correspondence with TAB finance administration is handled by the treasurer to avoid duplication and confusion. He or she requests advance loans for conferences and workshops, monitors financial reporting, oversees the repayment of advance loans, supplies travel reimbursement forms and approves AdCom meeting expenses and other authorized expenses.

The Treasurer in 2005 is J.A. (Braham) Ferreira of Delft University of Technology, Delft, The Netherlands.

## **SOCIETY EXECUTIVE DIRECTOR**

The Executive Director acts as the office of the Society, providing executive and logistical support and counsel for its activities. On request, the Executive Director performs specific functions for the three conferences sponsored or co-sponsored by PELS. The office works with Society officers and committee chairs in selecting and implementing programs. The Executive Director maintains the Society mailing list, updating with necessary additions and revisions, and makes the list, or pertinent portions, available to committees and officers.

The mailing list is the property of the Society and the IEEE and may be used only in connection with PELS Society sanctioned or sponsored activities (e.g., conferences, workshops, technical meetings or publications). The mailing list is coded to cover functions and events of the individuals included. To use all or portions of the list, requests must be authorized by the chair of the committee involved in the activity and approved by the appropriate vice president of the Society.

The office prepares and maintains the PELS organization manual (roster and directory) and publishes updates. It also develops operational guidebooks for the three conferences sponsored or co-sponsored by the Society. It develops an annual goals and objectives handbook.

The Executive Director coordinates mailings of minutes of AdCom meetings and meetings of standing committees. As possible, he attends meeting of the IEEE Technical Activities Board held three times annually.

The Society Executive Director is Robert Myers of Myers/Smith, Inc., 799 North Beverly Glen, Los Angeles, CA 90077 USA, phone (310) 446-8280, FAX (310) 446-8390, e-mail is bob.myers@ieee.org. Another member of the Myers/Smith staff is Lee Myers.

## ***President's Committee***

### **NOMINATIONS COMMITTEE**

**Charter:** To ensure an orderly process for the election of Society officers.

**Responsibilities:**

- Prepares a slate of nominees for members-at-large with at least three names for every two vacancies. Assures that each person named on the slate of nominees is willing to serve if elected. The request for nominations is solicited by letter to all members of the sitting AdCom. The chair issues a call for nominations by petition to be published and distributed to the Society membership through the *NEWSLETTER* at least 60 days prior to the Society annual meeting; petitions must be returned at least 20 days before the annual meeting.
- Presents a slate of nominees at the annual meeting of the AdCom; prepares written ballots and resumes of all candidates. A majority of votes cast determines the election.
- Solicits at least two nominees for president and for each of the vice presidents. Nominations for president are limited to elected AdCom members and an incumbent, first-term president.
- Members are appointed to three-year terms, staggered so three terms expire each year.

Chair: Dean Patterson, University of Nebraska, Lincoln, NE USA

Members: Rik W.A.A. De Doncker, Marcelo Simoes, David Perrault (terms expire 2005)

Alex Stankovich, Edison Da Silva, Jaime Arau (terms expire 2006)

2007 - TBD

## ***Operations Committees***

### **REGION 10 LIAISON**

**Charter:** To develop and expand relationships between Asia and the Oceania (Pacific) area's societies/individuals and PELS.

**Responsibilities:**

- Organizes and promotes power electronics seminars.
- Distributes Society membership information brochures at conferences and technical meetings.
- Advises the Tokyo Chapter and guides members in Asia and Oceania seeking to organize chapters.
- Prepares an annual report January 1 on activities and matters in progress and goals for the coming year; prepares an interim report in June on progress against goals.

Asian Liaison: Jinjan Liu of Xi'an Jiatong University, Xi'an. China

## REGION 8 LIAISON

**Charter:** To serve as the interface between PELS and the European power electronics societies, universities (mainly ESPC, EPE), industry and potential authors for Society conferences. The liaison also is the contact with power electronics activities in Africa and the Middle East.

### **Responsibilities:**

- Advises the Society AdCom of the interests of the European community, Middle East and Africa, including potential conference sites and adequate Region 8 author and attendee representation at conferences.
- Promotes PELS in newly opened countries, particularly in Eastern Europe and Africa and encourages membership and conference attendance.
- Encourages new authors to participate in conferences.
- Furnishes an annual report January 1 summarizing activities of the past year, work in progress and goals for the New Year. An interim report is issued in June noting progress to date.

**Goals:** Encourage expansion of activities in Eastern Europe, including attendance by Western scientists of conferences held in the east; encourage strong participation in Society-sponsored conferences held in Europe.

Region 8: Johan Kolar of ETH Zurich, Switzerland., Cian O'Mathuna of NMRA University College, Cork, Ireland

## REGION 9 LIAISON

**Charter:** Acts as an interface between PELS and Central and South American power electronics societies, universities, industry, conferences and potential authors for Society meetings and publications.

**Responsibilities:**

- Advises the Society AdCom of the interests of the Latin American community, including potential conference sites and Region 9 author and attendee representation at conferences.
- Promotes PELS and offers support for formation of new chapters, encouraging membership and conference attendance.
- Encourages new authors to participate in conferences.
- Furnishes an annual report January 1 summarizing activities of the past year, work in progress and goals for the New Year.

Goals: Encourage expansion of activities in Latin America.

Region 9 Liaison: Maria Cotorogea of CENIDET, Cuernavaca, Mexico

## AWARDS COMMITTEE

### *Responsibilities*

- Nominates and manages selection of the recipient of the William E. Newell Power Electronics Award and presents the award, usually at the annual Power Electronics Specialists Conference (PESC®). The award consists of an inscribed plaque and a \$5,000 honorarium.
- Oversees nominations of candidates and selects the recipient of the PELS Distinguished Service Award. The award consists of an inscribed plaque and a \$3,500 honorarium, and is usually presented at PESC.
- Oversees nominations and selection of the recipient of the Richard M. Bass Outstanding Young Power Electronics Engineer Award. The award consists of an inscribed plaque, an honorarium of \$1,500 and reimbursement for transportation expenses up to \$500 to attend the annual PELS Awards Banquet.
- Cooperates with the editor and associate editors of the *Transactions on Power Electronics* and the Publications Committee in selecting three Best Paper awards each year. The awards consist of a certificate for each author and an honorarium of \$300 divided equally among the authors of each paper.
- Coordinates selection of the winner of the PELS Best Chapter Award. The award consists of a certificate that includes the names of the Chapter chair, secretary and treasurer, and a monetary award of \$1,500. The Chapter may use the monetary award to support its activities, including expenses for a Chapter representative to attend the Awards Ceremony.
- Coordinates selection of speakers for the Society Distinguished Lecturer program.
- Supervises and advises submission of award forms for all IEEE awards and prizes – both technical and service – for suitable candidates in accordance with IEEE policies; aids as appropriate in other member recognition activities.
- Assists the Fellow Advocacy Subcommittee in identifying potential candidates and solicits volunteers to serve as nominators and references.
- Submits an annual report each January on accomplishments of the past year and goals for the new year.

Chair: Randy Frank, Randy Frank & Associates, Scottsdale, AZ USA

## CHAPTER DEVELOPMENT COMMITTEE

**Charter:** To create and promote interest in IEEE sections worldwide for the formation of Society chapters and assist in forming new chapters.

### Responsibilities:

- Assists existing chapters, particularly on special projects, and helps provide plans and methods to chapters and sections for promoting successful meetings.
- Administers Society Distinguished Lecturer Program.
- Helps provide topics, media or speakers for section or chapter meetings.
- Develops materials to assist chapters and sections in supporting student branch activities and other educational programs.
- Maintains appropriate liaison with IEEE regions and sections and advises the AdCom on plans and issues.
- Publishes an annual report January 1 summarizing activities of the past year and objectives for the New Year. Distributes an interim report in June outlining progress toward goals.

Short-term goals: Encourage interested members to establish new PELS chapters and assist in formation of proposed chapters:

Long-term goals: Organize technical seminar tours; gradually switch formation of new chapters from "basically spontaneous methodology" to "basically planned methodology."

Chair: Enrico Santi of the University of South Carolina, Columbia, SC USA

### PELS Chapters and Chairs

Argentine – Daniel Carrica	Princeton (New Jersey) – Shey Sabripour
Atlanta- Ray Ridley	Rio De Janeiro – Walter Issamu Suemitsu
Beijing – Zi Qiang Wang	Rock River Valley – Neil D. Clements
Benelux – Marcel Henrix	Russia – Yuri Rozanov
Boston/New Hampshire – James Noon	Russia (Northwest) – Valery I. Chrisanov
Brazil Northeast, Bahia – Edison da Silva	Saint-Maurice – V. Rajagopalan
Central & South Italy – Alfio Consoli	San Diego – Ken Kalbfell
Chicago – Neal Clements	Santa Clara Valley – Ron Berthiaumer
Chile – Jose R. Espinoza	Seattle – Marv Eaton
Croatia – Zvonko J. Bencict	Seoul – Bo Cho\Singapore – Leong Fai Choy
Dayton – Lisa Hoblit	South Africa – Toit Mouton
France – G-A.P. Capolino	Spain – Enrique J. Dede
Germany – Peter Magyar	Switzerland – Johan Kolar
Greece – S,N, Manias	Taiwan – Ching-Tsai Pan
Gujarat (India) – Akahai K. Aggarwal	Tokyo - Katsuichi Yotsumoto
Hong Kong – H.T. Suen	UK and Ireland – Salah Khanniche
Los Angeles — Harry Lambreth	Vancouver – Djordje Garabandic
Macedonia – Goce L. Arsov	Yugoslavia – Vladdimir Katic
Malaysia – Abdul Halim Mohd Yatim	
Michigan, Southeastern – Chris Mi	Student Chapters
Morelos, Mexico – Mario Ponce	University of Guanajuato, Mexico -
Australia – Muhammed F. Rahman	CENIDET, Mexico – Jose A. Hoyo
North Italy – Luigi Malesani	Virginia Polytechnic – Dushan Borojevic
Orlando (Florida) – Kenneth D. White	
Poland – Marian P. Kazmierowski	



## CONSTITUTION AND BYLAWS COMMITTEE

**Charter:** To maintain records of the Society Constitution and Bylaws and ascertain that documents are not in conflict with any requirements or rules of the IEEE.

**Responsibilities:**

- Recommends changes in the constitution and bylaws as necessary to conform to the development of the Society, the AdCom, the membership and the PELS mode of operation.
- Prepares an annual report January 1 describing the work of the committee the past year, issues in progress and objectives for the New Year. Furnishes an interim report in June on work in progress.

Chair: Ron Hui of the City University of Hong Kong, Kowloon, Hong Kong

## EDUCATIONAL ACTIVITIES COMMITTEE

**Charter:** To promote and sponsor educational programs in the field of power electronics.

**Responsibilities:**

- Develops and reviews proposals for educational programs such as tutorials, seminars and short courses.
- Provides liaison with IEEE and other professional educational organizations and staffs.
- Develops policies and guidelines for PELS sponsored educational programs.
- Publishes lists of available educational programs and self-study materials for power electronics engineers.
- Sponsors forums for power electronics educators, students and industry groups to evaluate educational programs and approaches.
- Generates new technology updates for consideration by the Society and its committees and members.
- Prepares publicity materials describing the field of power electronics to prospective students and the public at large.
- Publishes an annual report each January 1 summarizing the work of the committee during the past year, issues in progress, goals for the coming year and a current committee roster.
- Produces an interim report in June describing progress toward goals, and gives AdCom members an opportunity to discuss and comment on committee activities.

Chair: Leon Tolbert of the University of Tennessee, Knoxville, TN USA

## FELLOW EVALUATION COMMITTEE

**Charter:** To organize a committee of technical experts (a minimum of three, preferably Fellows) with balanced backgrounds, i.e., research, teaching, design/development, technical management, manufacturing, etc., to review those Fellow grade nominations referred to the Society for technical evaluation.

**Responsibilities:**

- Assures that procedures for evaluating and ranking nominations and the need for uniformity in assessing candidates are rigorously followed.
- Assures that the technical evaluation and ranking forms for candidates referred to the Society are completed and returned to IEEE headquarters by the required date.

Short-term goals: Provide guidance to the awards committee chair on changes in Fellow eligibility, evaluation and approval processes.

Long-range goals: Rotate membership of the committee on a regular basis.

Chair: Philip Krein, University of Illinois, Urbana, IL USA, Members: Hirofumi Akagi, Gerard Capolino, Edison Da Silva, Deepak M. Divan, Allen Hefner, Jerry Hudgins, Marian P. Kazmierkowski, Piero G. Maranesi, William E. Sayle, Robert L. Steigerwald, Katsuichi Yotsumoto

## HISTORY COMMITTEE

**Charter:** To maintain and archive the historical records of the Society.

**Responsibilities:**

- Reviews and archives photos and documents, plus *Transactions and NEWSLETTERS* of historical value.
- Solicits memorabilia from appropriate sources which record the history of the Society.
- Communicates periodically with Society members on archival material and attends meetings of the AdCom.

Chair: Patrick Chapman, University of Illinois, Urbana, IL USA

## INTERSOCIETY LIAISON COMMITTEE

**Charter:** To cooperate and coordinate with other organizations on matters of common interest.

**Responsibilities:**

- Focuses on key issues of strategic importance to PELS that involve other professional organizations. e.g., initiating negotiations for PELS to assume sponsorship in important conferences and events, working to enhance the relationship between the Society and other professional associations).
- Seeks out and facilitates interorganizational relationships which foster improved synergy and strengthening of the electrotechnical discipline of power electronics (
- 
- Carries through until these relationships are integrated into the mainstream PELS organizational structure. Prepares an annual report January 1 summarizing work of the past year and goals for the New Year. An interim report is submitted in June.

Chair: Vassilios Agelidis of Murdoch University of Perth, AustraliaA

## LONG-RANGE PLANNING

**Charter:** The Long-Range Planning Committee is responsible for developing and maintaining the long-range plan for the Society and the preparation of an Annual Report including the long-range plan and an evaluation of the Society's accomplishments.

**Responsibilities:**

- Maintains a written long-range plan for the Society
- Presents the long-range plan at the last AdCom meeting of the year and requests AdCom approval and action as necessary.
- Formulates an annual review of the activities of the Society and presents this summary to the AdCom during the first meeting of the year.

**Chair:** As designated by AdCom action establishing the committee, the Senior Past President is the Long-Range Planning Chair. In 2005, the Senior Past President is Tom Habetler of Georgia Institute of Technology, Atlanta, GA USA

**Members:** Society Treasurer J.A Ferreira. AdCom At-Large Members. Region 8 Liaison Johann Kolar, Region 9 Liaison Maria Cotorogea and Region 10 Liaison Tinjan Liu.

## MEMBERSHIP AND PUBLICITY COMMITTEE

**Charter:** To monitor the Society membership and advise the AdCom of trends and opportunities and develop promotional materials to publicize the Society and recruit new members.

**Responsibilities:**

- Plans and establishes membership drives.
- Encourages eligible members to apply for advancement to Senior Member.
- Establishes contacts with publicity sources — trade and technical journals, newspapers, radio and television — to promote the interests of Society publications, meetings and activities.
- Serves as liaison with the IEEE membership development department, the admission and advancement committee, section and chapter officers and with members of other staff committees active in membership.
- Offers counsel and assistance to other committees of the Society, particularly those concerned with meetings and symposia.

Short-range goals: Provide Society and IEEE membership materials in displays at appropriate conferences and provide publicity about PELS activities.

Long-range goals: Strive for increased Society membership and overall visibility.

Chair: Ralph Kennel of Wuppertal University, Germany

## PUBLICATIONS COMMITTEE

**Charter:** To develop and implement policies and plans for all Society supported publications.

**Responsibilities:**

- Monitors publications of the Society to meet production schedules and budget constraints; reviews budgets and publications plans prior to submission to the AdCom for approval.
- Recommends to the AdCom appropriate and necessary changes in *Transactions* and *NEWSLETTER* page allocations.
- Interfaces with IEEE publishing services to stay abreast of mechanics of publishing, particularly with respect to editing and text formatting computer programs and magnetic media formats for electronic publishing.
- Recommends to the AdCom changes in needed procedures in the mechanics of publishing.
- Recommends to the president and the AdCom candidates for editors for Society supported publications.
- Trains editors for Society sponsored publications.
- Recommends to the AdCom specific remunerative compensation for editors where appropriate.
- Acts as liaison to the IEEE press to find reviewers for press book proposals and manuscripts.
- Receives proposals for special issues of the *Transactions* and refers them to a review committee composed of the publications committee chair, regular *Transactions* editor and associate editors for response within 60 days; specific actions are contained in the "Procedure for Proposed Special Issues of the *IEEE Transactions on Power Electronics*," adopted by the Society AdCom in 1991.
- Prepares annual report each January 1 summarizing activities of the previous year, progress toward goals and objectives for the New Year. An interim report is issued in June.

Chair: Ron Harley of Georgia Institute of Technology, Atlanta, GA USA

Members: J. Daan van Wyk, Editor *IEEE Transactions on Power Electronics* (ex officio), Philip T. Krein, PELS Electronic Letters Editor; Issa Batarseh, Webmaster, John Miller, Editor, *NEWSLETTER* of the Power Electronics Society (ex officio), Juan Balda, Associate Editor *NEWSLETTER*, *Transactions* Associate Editors: Mohammed Arefeen, Texas Instruments, Inc.; Chin Chang, Philips Research; Gopal K. Dubey, Indian Institute of Technology; Malik E. Elbuluk, University of Akron; Johan H.R. Enslin, KEMA TDP/PSC; Nicola Femia, Universita di Salerno; G. Abas Goodarzi, U.S. Electricar, Inc.; S.Y. (Ron) Hui; City University of Hong Kong; P.K. Jain, Concordia University; Atsuo Kawamura, Yokohama National University; Steven B. Leeb, MIT; Brad Lehman, Northeastern University; Patrick Luk, University of Hertfordshire; Luis Moran, University de Concepcion; Khai D.T. Ngo, University of Florida; Joseph Ojo, Tennessee Tech University; Patrick R. Palmer, University of Cambridge; Fang-Zheng Peng, Michigan State University; Jinrong Qian, Philips Research; Yu (Chin) Qin, Controlled Power Company; M.A. Rahman, Memorial University of Newfoundland; Thomas H. Sloane, Alpha Technologies; Keyue Smedley, University of California, Irvine; F. Dong Tan, TRW; Joseph Thottuvelil, Tyco Electronics; Hamid Toliyat, Texas A&M University; Andrzej M. Trzynadlowski, University of Nevada at Reno; Chi Kong Tee, Hong Kong Polytechnic University; J.D. Van Wyk, Virginia Polytechnic Institute; Longya Xu, Ohio State University.



## ***IEEE Transactions on Power Electronics***

**Charter:** The quarterly *Transactions* include papers on state-of-the-art and breakthrough technology in power electronics. Papers are submitted to the editor who assigns them to specific reviewers.

### **Responsibilities of the Editor:**

- Maintains a close liaison with associate editors.
- Coordinates papers submitted to the *Transactions* and, as appropriate, assigns papers to associate editors and to reviewers. Such assignments will be made within two weeks of receipt of a paper.
- Arranges for revisions where appropriate and decides on final acceptance or rejection of all papers and serves as a single source for all letters of acceptance or rejection to authors.
- Submits all accepted papers to the IEEE and coordinates all publishing activities.
- Serves as an approving authority for all expenses involved in the *Transactions*.
- Is accountable to the PELS AdCom for all aspects of the *Transactions* operations, including preparation of an annual budget and reporting of expenses to the treasurer on a monthly basis.
- Submits a budget request for the forthcoming year to the chair of the publications committee by January 1 for approval by the AdCom at its first meeting of the year.
- Maintains a list of qualified reviewers with their respective areas of expertise. Also solicits new members of the editorial review committee and decides on the adequacy of their qualifications.
- For special issues, coordinates the nomination of a guest editor and communicates the specific tasks and deadlines to be met for publication of that special issue.
- Attends AdCom meetings and submits a written report at every AdCom meeting.

Editor: J. Daan van Wyk of Virginia Polytechnic Institute and State University, Blacksburg, VA, USA

Members: Transactions Associate Editors: Frede Blaabjerg, Aalborg University, Denmark; Hirofumi Akagi, Tokyo Institute of Technology, Japan; J.M. Alonso, University of Oviedo, Spain; P. Barbosa, ABB, Switzerland; S. Bernet, ABB, Germany; C.A. Canesin, UNESP, Brazil; G. Capolino, University of Picardie, France; H. Cobos, Polytechnic University of Madrid, Spain; Alfio Consoli, University of Catania, Italy; Z. Chen, Aalborg University, Denmark; H. du T. Mouton, University of Stellenbach, South Africa; A. Emadi, Illinois Institute of Technology, USA; Johan Enslin, Arnheim, B. Famimi, University of Missouri-Rolla; iR. Hui, City University of Hong Kong; P.K. Jain, Queen's University, Canada; J. Kolar, ETH Zurich, Switzerland; Y.C. Liang, National University of Singapore; T. Lebey, Paul Sabatier University, France; B. Lehman, Northeastern University, USA; R.L. Lin, National Cheng Kung University, Taiwan; Y.F. Liu, Queen's University, Canada; O.C.K. Luk, Cranfield University, UK; F.L. Luo, Nanyang Technical University, Singapore; D. Maksimovic, University of Colorado, USA; P. Mattavelli, University of Udine, Italy; K. Ngo, University of Florida, USA; J. Ojo, Tennessee Tech University, USA; P. Palmer, University of Cambridge, UK; J. Pomilio, State University of Campinas, Brazil; M.A. Rahman, Memorial University, Canada; J. Rodriguez, University of Santa Maria, Chile; E. Santi, University of South Carolina, USA; M. Shaw, California Lutheran University, USA; M. Simoes, Colorado Mines, USA; C. Sullivan, Dartmouth College, USA; P. Tenti, University of Padova, Italy; A.M. Trzynadlowski, University of Nevada, USA; C.K. Tsem Hong Kong Polytechnic; M. Vitelli, Second University of Naples, Italy; X. Xu, Shanghai PowerMax Technology, China; R. Zhang, GE Global Research Center, USA.

## **NEWSLETTER of the Power Electronics Society**

**Charter:** The Society NEWSLETTER is published quarterly to disseminate information to the members of the Society that is timely in nature and that would not ordinarily be included in the *Transactions* of the Power Electronics Society or in Power Electronics Letters.

### **Responsibilities of the Editor:**

- Serves as an ex-officio member of the publications committee.
- Attends meetings of the committees of the Society, particularly those of the AdCom and meetings and conference technical program committees to gather news items.
- Corresponds with members of the AdCom and committee chairs well in advance of the *NEWSLETTER* publication deadline to request news items. Requests the president of the Society to submit "The President's Message" for the upcoming issue of the *NEWSLETTER*.
- Edits and organizes items submitted into a newsletter. Regular features include "The President's Message," meetings and calls for papers, highlights of AdCom meetings, an annual listing of the new IEEE Fellows who are members of the Society, Society chapter news and winners of IEEE awards, such as the William E. Newell award. News items are accepted in many formats, with the order of preference being (1) e-mail, (2) ASCII files on computer disks, (3) hardcopy and (4) FAX.
- Composes the *NEWSLETTER* using a desktop publishing program. .
- Takes or obtains photographs of Society activities at conferences and other appropriate times. Arranges for appropriate scanning, enlargement or reduction, and screening of the photographs so that they may be incorporated into the *NEWSLETTER*. Bit-mapped graphics should have a minimum resolution of 300 dpi at the final printed size.
- Submits pages in electronic format to IEEE magazines and newsletters department in Piscataway, NJ, for production and distribution. The letter of submission requests an additional printing of 125 copies, with 25 copies for the editor of the *NEWSLETTER*, and the remaining 100 for the Society Executive Director Bob Myers for use at conferences and for mailings to new members.
- Editor: John Miller of J-N-J Miller Design Services, Cedar, MI USA; Associate Editor is Juan Balda of the University of Arkansas, Fayetteville, AR USA

## **Power Electronics *LETTERS***

- Serves as Editor-in-Chief of the IEEE Power Electronics Letters publication
  1. Appoints Associate Editors for the publication.
  2. Develops policies and formats for papers and paper reviews, consistent with IEEE and AdCom policies and practices.
  3. Makes final decisions with respect to any individual submission.
  4. Provides volunteer support of the production process, with ultimate responsibility for the finished product.
  5. Maintains databases related to submissions, reviewers, and status. Generates reports for the Publications Committee and the AdCom with respect to all material data about papers and paper status.
  6. Works with Associate Editors to develop reviewer databases, instructions, and operating procedures.
  7. Works with the Publications Committee to prepare budget requests, page counts, pricing recommendations for the Letters.
  
- Represents the publication and the Society
  1. Serves as a member of the Publications Committee.
  2. Represents PELS on appropriate IEEE committees related to letters publications.
  
- Provides content and future vision
  1. Solicits or prepares content such as patent reviews and other materials that are not normally provided by submission.
  2. Develops continuing plans and actions for growth and enhancement of the Power Electronics Letters as a service with high value to members and to the profession.

Editor-in-Chief of PELS Electronic Letters: Philip T. Krein, University of Illinois, Urbana, IL USA  
Associate Editors are V.G. Agelidis, University of Glasgow; P.L. Chapman, University of Illinois Urbana; J.A. Cobos, Universidad Politecnica de Madrid; D.J. Perreault, Massachusetts Institute of Technology; S. Mazumder, University of Illinois Chicago; J. Sun, Rensselaer Polytechnic Institute; L. Tolbert, University of Tennessee.

## WEBMASTER

- Solicits, edits, and maintains technical content at the site [www.pels.org](http://www.pels.org).
  1. Decides on page contents and organization.
  2. Works to include and maintain lists of conferences, with appropriate links.
  3. Maintains the "Quick News" news highlights on the home page.
  4. Maintains "about PELS" and other information content.
  5. Posts newsletter issues as soon as they become available, and notifies members on the newsletter-notification mailing list.
  6. Sets policies for content and formats, in collaboration with the Publications Committee, and consistent with policies approved by AdCom.
  
- Maintains administrative content
  1. Keeps AdCom lists and rosters current on the web site, based on content provided by the Executive Director. Typically, information is updated at the beginning of each year.
  2. Keeps Chapter and Committee information current, based on input provided by various committee chairs. (Typical update cycle is annual.)
  3. Posts minutes of the AdCom and the Meetings Committee as they are approved, based on content provided by the Executive Director.
  4. Sets policies for links to external content, and recommends policies for advertising and other outside content.
  
- Arranges for assistance and support
  1. Works to organize volunteers for the "Ask PELS" web service, and keeps the links up to date.
  2. Arranges for hosting services, and also provides hosting service and domain registration on request for PELS entities (such as [www.intelec.org](http://www.intelec.org) and [www.pesc.org](http://www.pesc.org)).
  3. Arranges for appropriate web services as needed for more advanced features, such as address database queries or discussion areas.
  4. Arranges to monitor usage levels, reliability, and other factors that determine hardware, software, and security requirements.
  5. In collaboration with the Publications Committee, specifies hardware and software products and places them in service.
  
- Represents PELS:
  1. Serves as a member of the PELS Publications Committee.
  2. Represents PELS as a member of the IEEE Panel of Webmasters.
  
- Seeks expansion opportunities
  1. Works in collaboration with IEEE to enhance services to support "public," "members only," "AdCom only," and other access levels into PELS pages. "Members only" services include access to address databases, tutorial materials, and other intellectual property content.
  2. Works to provide web enhancements for review processes and other aspects of society operations.
  3. Provides additional vision, plans, and actions to enhance web services of the Society.

Webmaster is Issa Batarseh of the university of Central Florida, Orlando, FL USA

## STANDARDS COMMITTEE

**Charter:** To encourage and coordinate work on standards related to the PELS field of interest.

**Responsibilities:**

- Serves as liaison to the IEEE standards board and other standards organizations as deemed appropriate by the PELS AdCom.
- Provides guidance and coordination for any standards development activities which are relevant to the PELS field of interest.
- Identifies opportunities for creating useful standards for the field of power electronics and encourages the appropriate PELS technical committee to explore such standards.
- Publishes an annual report each January 1 summarizing the work of the committee during the preceding year, issues in progress, goals for the coming year and a current committee roster.
- Issues an interim report in June which describes progress toward goals and allows the AdCom to discuss and comment on committee activities.

Chair: Alan Mantooh of the University of Arkansas, Fayetteville, AR USA

## **Technical Committees**

### **TECHNICAL COMMITTEE ON TRANSPORTATION POWER ELECTRONICS**

**Charter:** To initiate, stimulate and help coordinate work on specifications, standards, test procedures and safety and reliability issues in automotive power electronics.

**Responsibilities:**

- Participates in organization and operation of Vehicular Power and Propulsion Conference (VPPC).
- Develops methods and tools for evaluating new standards and specifications for automotive power electronics subsystems.
- Sponsors tutorials, short courses, sessions at conferences and workshops on automotive power electronics.
- Publishes collections of papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies and PELS *NEWSLETTER* articles on automotive power electronics.
- Sponsors standards for automotive power electronics components, equipment and sub-systems.
- Works with the SAE (formerly named the Society of Automotive Engineers, other IEEE societies and universities in the promotion of research in the field of power electronics.
- Publishes an annual report each January 1 which summarizes the work of the preceding year, issues in progress and goals for the coming year, along with a current committee roster.
- Publishes an interim report in June to describe progress toward goals and to give AdCom members an opportunity to discuss and comment on the committee's activities.
- 
- Chair: John Shen of the University of Central Florida, Orlando, FL USA
-

## TECHNICAL COMMITTEE ON DC POWER SUPPLY SYSTEMS

**Charter:** To stimulate and help coordinate work on the analysis, design and manufacturing of DC power supply systems, with special emphasis on emerging applications

### **Responsibilities:**

- Promotes, organizes and conducts peer review of digests submitted for PELS sponsored conferences in cooperation with the conference technical program chair.
- Monitors and manages refereeing of papers for the Society publications, dealing with DC Power supply systems
- Stimulates the development of technologies and methodologies, ranging from the “on chip” DC/DC conversion to the distributed DC power supply systems.
- Stimulates the development of leading edge applications, like supplying microprocessors, low power battery supplied electronics, portable and handheld devices, dynamic voltage scaling and sub 1V conversion.
- Sponsors workshops, sessions at conferences, tutorials and short courses for users of challenging DC power supply applications.
- Publishes collections of papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies, and articles in the PELS *NEWSLETTER* on the new approaches for DC power supply systems.
- Publishes an annual report each January 1 summarizing the work of the committee over the preceding year, listing projects in progress, goals for the new year and a current committee roster.
- Issues an interim report in June enumerating progress toward goals, and gives AdCom members an opportunity to discuss and comment on the committee's activities.

Chair: Jose A. Cobos of the Universidad Politécnica de Madrid. SPAIN.

## TECHNICAL COMMITTEE ON DISTRIBUTED GENERATION AND RENEWABLE ENERGY SYSTEMS

**Charter:** To initiate, stimulate, promote and help coordinate work on specifications, design, research and development, applications, and standards of power electronics in distributed generation and renewable energy systems.

### **Responsibilities:**

—Promotes, organizes and conducts peer review of digests submitted for PELS sponsored conferences in cooperation with the conference technical program chair.

—Monitors and assists refereeing of papers for the Society publications, dealing with power electronics in distributed generation and renewable energy systems in cooperation with the associate editors.

—Sponsors workshops, sessions at conferences, tutorials and short courses on topics of power electronics in distributed generation and renewable energy systems. Builds a strong presence at the Society conferences.

—Publishes collections of papers, special issues of the IEEE Transactions on Power Electronics, bibliographies and PELS NEWSLETTER articles on power electronics in distributed generation and renewable energy systems.

—Stimulates and promotes technical networking and linkage among experts working in the areas of power electronics in distributed generation and renewable energy systems. Maintains an updated list of experts working in these areas.

—Publishes an annual report each January 1 which summarizes the work of the preceding year, work in progress and goals for the coming year.

—Publishes an interim report in June to describe progress toward goals and to give AdCom members an opportunity to discuss and comment on the committee's activities.

Chair: Liuchen Chang of University of New Brunswick, Fredericton, NB, Canada



## TECHNICAL COMMITTEE ON ELECTRONIC TRANSFORMERS

**Charter:** To advance the level of understanding of electronics transformers, their component materials and other related magnetic devices and apparatus.

### **Responsibilities:**

- Sponsors tutorials, short courses, sessions at conferences and workshops on issues related to electronics transformers and other magnetic apparatus.
- Publishes papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies and PELS *NEWSLETTER* articles on electronics transformers.
- Sponsors standards for electronics transformers, their component materials and other magnetic devices.
- Forms adhoc subcommittees to address particular technical opportunities as they arise.
- Produces an annual report each January 1 tracing the work of the committee during the previous year, work in progress, goals for the new year and a current committee roster.
- Prepares an interim report in June describing progress against goals and gives AdCom members an opportunity to discuss and comment on the committee's activities..

Chair: Bill Goethe of Optimized Program Service, Phoenix, AZ USA

(Members are appointed by the chair with the advice and consent of the AdCom to one-year terms. Additional terms without limit may be served.)

## TECHNICAL COMMITTEE ON MOTOR DRIVES

**Charter:** To initiate, stimulate and help coordinate work on the use of motor drive systems in power electronics applications, including any related control and automation problems

### **Responsibilities:**

- Develops theoretical and experimental methods for evaluating and comparing motor drive models, control techniques and process solutions used in power electronics applications.
- Establishes standards for models, control algorithms and computer implementations of motor drive systems.
- Sponsors workshops, sessions at conferences, tutorials and short courses for users of motor drive systems in power electronics applications.
- Publishes collections of papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies, lists of available motor drive systems and articles in the *PELS NEWSLETTER* on the use of motor drives in power electronics applications.
- Monitors and participates in research and development activities in universities, industry and government agencies working to expand the use of motor drives in power electronics.
- Publishes an annual report each January 1 summarizing the work of the committee over the preceding year, listing projects in progress, goals for the New Year and a current committee roster.
- Issues an interim report in June enumerating progress toward goals, and gives AdCom members an opportunity to discuss and comment on the committee's activities.

Chair: Alfio Consoli of the University of Catania, Italy.

## JOINT TECHNICAL COMMITTEE ON POWER ELECTRONICS PACKAGING

**Charter:** To promote the developing of packaging technology as applied to power electronic systems. This Technical Committee is a joint committee of the IEEE Components, Packaging and Manufacturing Technology Society, IEEE Power Electronics Society and the Power Sources Manufacturers Association.

### **Responsibilities:**

- Facilitates the development of the tools and a base of knowledge for integrated electrical and physical design of power electronic circuits and systems.
- Encourages the development of components (excluding semiconductors), materials and packaging techniques specific to power electronic circuits and systems.
- Maintains a roadmap of packaging technology from chip-level to end-product applicable to power electronic circuits and systems.
- Organizes forums at workshops and conferences to exchange information on packaging techniques among practicing professionals in power electronics.
- Produces an annual report each January 1 reviewing and summarizing the work of the committee during the past year, activities in progress and objectives for the coming year.
- Issues an interim report in June describing progress to date for the year.

Chair Douglas Hopkins, DC Hopkins & Associates, Vestal, NY USA, Leo Lorenz, Infineon Technologies Asia, Singapore

## TECHNICAL COMMITTEE ON RECTIFIERS AND INVERTERS

**Charter:** To initiate, stimulate and help coordinate work for the Society on the advancement of circuit topology, theory, and control of rectifiers and inverters for various applications.

### **Responsibilities:**

- Sponsors workshops, special sessions at conferences, tutorials and short courses for R&D and design engineers in the field.
- Helps and assists the Transaction Editor and Associate Editors in reviewing papers.
- Publishes collections of papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies, and articles in the PELS *NEWSLETTER* on the advance and new development of rectifiers and inverters.
- Monitors, stimulates and participates in research and development activities in universities, industry and government agencies for the advancement of rectifier and inverter technology.
- Publishes an annual report each January 1 summarizing the work of the committee over the preceding year, listing projects in progress, goals for the coming year and a current committee roster.
- Issues an interim report in June, reports to and gives AdCom members an opportunity to discuss and comment on the committee's activities.

Chair: Fang Z. Peng of Michigan State University, MI USA, Burak Ozpineci.

## TECHNICAL COMMITTEE ON SIMULATION, MODELING AND CONTROL

**Charter:** To initiate, stimulate and help coordinate work on the application of computers to power electronics analysis, design and manufacturing problems.

### **Responsibilities:**

- Develops benchmarks and other methods for evaluating and comparing computer tools, models and processes used in power electronics applications.
- Establishes standards for models, data exchange formats and computer-aided design processes.
- Sponsors workshops, sessions at conferences, tutorials and short courses for users of computers in power electronics applications.
- Publishes collections of papers, special issues of the *IEEE Transactions on Power Electronics*, bibliographies, lists of available computer tools and articles in the PELS *NEWSLETTER* on the use of computers in power electronics applications.
- Monitors and participates in research and development activities in universities, industry and government agencies working to expand the use of computers in power electronics.
- Publishes an annual report each January 1 summarizing the work of the committee over the preceding year, listing projects in progress, goals for the New Year and a current committee roster.
- Issues an interim report in June enumerating progress toward goals, and gives AdCom members an opportunity to discuss and comment on his committee's activities.

Chair: Antonello Monti of the University of South Carolina, Columbia, SC USA

## **Meetings**

### **MEETINGS COMMITTEE**

**Charter:** To oversee the organization and planning of all PELS-sponsored and affiliated technical meetings for the power electronics community, considering existing and emerging technologies, geographic location, leadership and relationships to conferences sponsored by other organizations.

**Responsibilities:**

- Develops policies/guidelines for the organization and management of PELS sponsored events.
- Serves as the supervising body for the Power Electronics Specialists Conference (PESC).
- Screens proposals for involvement by the Society in new conferences and workshops prior to submission to the PELS President and/or AdCom.
- Reviews budgets, financial reports and funding requests of Society-sponsored events before submission to the AdCom.
- Recommends and reviews appointments to conference leadership positions.
- Reviews the technical and fiscal viability of PELS-sponsored conferences and workshops.
- Publishes an annual report each January 1 summarizing the work of the committee in the past year, issues currently in progress, goals for the coming year and a current membership roster.
- Presents an interim report to the AdCom in June describing progress against goals to allow the AdCom to discuss and comment on committee activities.

Chair: Grahame Holmes of the Monash University, Melbourne, Australia by virtue of his position as Vice President for Meetings. Secretary (appointed by the chair with the consent of the committee): Yan-Fei Liu of Queens University, Kingston, Ontario, Canada Members: PELS President Rik DeDoncker, . VP for Operations Vassilios Agelidis, PELS Treasurer J.A. Ferreira; Transportation Power Electronics Representative John Shen; Simulation, Modeling and Control Chair Antonello Monti; Electronics Transformer Chair Bill Goethe; PESC General Chairs Rik DeDoncker (2004), Edison Da Silva (2005), Bo Cho (2006) PESC Program Chairs (2003), Ralph Kennel (2004), Marcelo Simoes (2005), APEC General Chairs (2003), James Koternak (2004), Jason Lai (2005), APEC Finance Chair Russ Spyker; APEC Administrator Bruce Miller, INTELEC General Chairs Katsuichi Yotsomoto (2003), Charles McManus (2004), INTELEC Program Chairs William B. Brecht (2002), Toshiaki Yachi, Junichi Yamaki (2003); Dan McMenaman (2004), INTELEC Conference Bill Brecht, Charles McManus

(Ex-officio members are the PELS president, President-Elect, VP for Operations, Treasurer, committee secretary, general and program chairs for the preceding year, current and following two years for all PELS-sponsored conferences and the current conference finance chair along with one representative each from the automotive power electronics, computers in power electronics and the electronics transformers technical committees, appointed by the chairs of the respective committees. Also, the APEC Administrator and a representative of the INTELEC Conference Executive Committee.

The Power Electronics Society is a sponsor of four international technical conferences:

### **Power Electronics Specialists Conference (PESC)**

This annual conference (alternating each year between North America and Asia or Europe) provides a forum for research results that advance fundamentals and principles of power electronics technologies with technical sessions, tutorials and informal information exchange sessions. PESC covers design, control, analysis, modeling and simulation of power electronics systems, converters, motor drives and components, semiconductor devices and technologies, magnetic devices and materials, capacitors and other energy storage technologies and emerging power electronics technologies. PELS is the sole sponsor of the conference.

**PESC Steering Committee** – William Gerard Hurley, National University of Ireland, Galway, Ireland  
Members – Chairs and technical program chairs of the past three PESC's and all future awarded conferences.

### **Applied Power Electronics Conference and Exposition (APEC)**

APEC provides a forum for presentations of educational tutorials and seminars addressing practical applications of components, circuits and design oriented simulation and analysis techniques, applied to the design, manufacture and marketing of electronic power conversion products and systems. Topics range from commercial/industrial and military/aerospace power supplies, uninterruptible power systems, packaging, CAD/CAE and simulation tools, utility line interfaces, industrial motor drives, automotive applications and measurement techniques. The annual conference features an exposition and trade show showcasing advances in components, equipment and services. Cosponsors with PELS are the IEEE Industry Applications Society and the Power Sources Manufacturers Association.

**APEC Steering Committee** – PELS - F. Dong Tan, Steven Pekarek IA;S – David Torrey, R. Mark Nelms; PSMA – Frank Cirolia, Marshall Miles;

### **International Telecommunications Energy Conference (INTELEC)**

INTELEC is an annual conference covering the latest developments in telecommunications energy systems and related power processing devices and circuits. Technical papers present research and new developments in power electronics and telecommunications power systems, including DC power plants, powering architectures, AC systems, DC-DC converters, batteries, prime power systems, grounding, and physical and thermal design. There is also a technical exhibition of products and equipment. PELS is the sole sponsor of INTELEC when it is held every two years in North America and is a technical (non-financial) supporter when the conference is held in Europe or Asia.

### **International Electric Machines and Drives Conference (IEMDC)**

IEMDC takes place every other year to examine developments in machines and drives with papers concentrating on research and development in the field. Papers are presented in both oral and poster sessions and tutorials provide basic fundamentals.

**IEMDC Steering Committee** – Chair, Philip D. Krein (PELS), Ron Harley (PELS), Hamid A. Toliyat (IAS and 2005 conference chair), Tom Haskin (IAS), Isadore ("Izzy") Kenszenbaum (PES), O.A. Mohammed (PES), Herb Hess (IES), Okyay Kaynak (IES)

## TECHNICAL SUBGROUP ON TELECOMMUNICATIONS ENERGY SYSTEMS

### Charter:

Supervises and advises the International Telecommunications Energy Conference (INTELEC) and the Telecommunications Energy Special Conference (TELESCON).

### Responsibilities:

- Encourages studies in telecommunications energy systems, switch-mode power converters, power semiconductors, batteries and alternative energy sources.
- Presents research and development in power electronics and telecommunications energy systems at annual INTELEC conferences and at TELESCON conferences.
- Selects General Chair for INTELEC conferences.
- Selects site for INTELEC conferences and obtains IEEE PELS sponsorship for all North American continent conferences. Approves sites for the TELESCON conferences.
- Provides financial guidance to all IEEE PELS-sponsored conferences, including budget approval and submission to PELS.
- Serves as liaison between PELS and INTELEC and TELESCON conferences.
- Prepares an annual report to PELS each January, listing goals achieved and new goals.
- Prepares interim progress report for review by PELS AdCom each June.

Advisory (ADCOM) and Conference Executive Committee (CEC) Members

### INTELEC 2004 Administrative Committee:

**Officers and Elected Members:** ; W. B. Brecht, C. McManus, S.V. Natale nominatons M. Jacobs, C.O. Riddleberger, Co-Chairs, S.V. Natale, M.S. Davis; Members: J. J. Åkerlund, L. Björkström, M.S. Davis, G. Esprit, D.O Feder, M. Grossoni, K. Harada, W. Schultz, D.C. Sinclair and G.W.A. Vau.

Ex-Officio Members: R.C. Anderson, M.J. Durocher, K.J. Fellhoelter, J.M. Hawkins, H.-A Kiehne, D, Marquet, W.J. McCoy, D.P. McMEnamin, B. Mortensen, N. Osifchin, Rik DeDoncker, Grahame Holmes, T.R. Sloane, G.Takács, F.D. Tan and D.R. Vleeskruijer.

### INTELEC 2005 CEC:

Officers and Charter Members: M.E. Jacobs, chair; D. Carruthers, secretary; M.S Davis. financial officer;; Members R.E. Jurewicz, J.R. Parsons, C.O. Riddleberger, G.W.A.. Vau and K. Yotsumoto.

Ex-Officio Members: J.E. Azarite, G. Esprit, K. Harada, C.K. McManus, D.J. Patterson, G. Takács, F.D. Tan.



## **IEEE STAFF**

### **IEEE New Jersey Office**

445 Hoes Lane, PO Box 1331  
 Piscataway, NJ 08855-1331  
 Telephone (732) 981-0060  
 GENERAL FAX (732) 981-0027  
 TAB FAX (732) 981-1769  
 Magazines FAX (732) 981-1855  
 IEEE Press FAX (732) 562-1746

### **IEEE New York Office**

3 Park Avenue, 17<sup>th</sup> Floor  
 New York, NY 10016  
 Telephone (800) 678-IEEE  
 Telephone (212) 419-7900  
 Fax: (212) 752-4929

### **Management**

#### **Executive Director**

#### **Director, Human Resources**

5315

#### **Executive, Publications**

#### **Director, Standards Activities**

#### **Director, Regional Activities**

5504

#### **Director Educational Activities**

#### **Director, Projects/Research**

5320

#### **Executive, Business Admin.**

#### **Director, Technical Activities**

#### **Director, Financial Services**

5388

#### **Managing Director, IEEE USA**

Anthony Durniak

Judith Gorman

Barbara Coburn Stoler

Richard D. Schwartz

Mary Ward-Callan

Thomas W. Suttle

Telephone (732) 562-

5400

Don Curtis,

3998

3820

Cecelia Jankowski

5498

Matt Loeb

5311

3850

Thomas Lynch

(202) 785-0017, ext 306

### **Technical Activities Department**

#### **General Information**

#### **Office of Staff Director**

#### **Society Communications**

6524

7809

#### **TAB Committee**

#### **Operations**

#### **TAB Finance**

#### **TAB Products- Conference**

Mary Ward-Callan, Managing Director

Kaykee Jean-Pierre, Administrative Assistant

Jayne F. Cerone, Coordinator

Rosemary Tennis, Web Site Specialist

John Wettlaufer, Web Communicatons

Jayne Cerone, Manager

Tamara W. Ahr

Agi Bako

Paula Dunn

Gigi Kenna,

Ken Gilbert, Manager

Sharon Nadler

Gus Wagner

Roberta Haines

Denise Hurley

Brian Wilson

Telephone (732) 562-

3900

3850

3851

3908

3908

3923

3911

3919

3921

3856

3858

3859

3857

3855

3861

3912

<b>Proceedings</b>	Beth Babeu-Kelly	3913
	Pat Thompson	3872
	Arne Wendt	3824
<b>Information Processing</b>	James Taylor	3865
	Karen Duan	3866
<b>Products/Periodicals</b>	Laura Pohl	981-3446
	Pam Attanasio	6555
	Eileen Reid	3925
<b>Conference Services</b>	Conference Information	3878
	Mary Ann DeWald, Manager	3873
	Tara Carsey	5556
	Barbara Della Salla	3877
	Smita Desai,	3867
	Mary Ann Fritzingler	3869
	Danielle Kunitsky	3876
Mercedes Palma	3874	
<b>Conference Management</b>	Mary Curtis	
	Peter Curtis	5598
	Vita Feuerstein	6826
	Marie Leonardis Madden	3875
	Jennifer Turso	981-3414 981-3428
<b>S/C General Activities</b>	Rosanne Loyal	3903
	Kathy Colabaugh	3906
	Alicia Tomaszewski, Administrator	3904
	April Nakamura	3846
<b>Meetings, Conferences Exhibit Travel Services</b>	Sherry Russ, Manager	6342
	Kathy Gentile	3985
	Stacy Lehotzky	5597
	Jennifer Loboizzo	6495
	Michelle Jones	3981
	Lenore Johnson	981-3441
	Amanda Tempe	5389
<b>Publications</b>		
<b>Publications</b>	Anthony Durniak,	3998
<b>IEEE Press</b>	Kenneth Moore	3954
<b>Periodicals</b>	Fran Zappulla	3948
<b>Magazine Managing Ed</b>	Geraldine Krolin-Taylor	6879
<b>Newsletter Production</b>	Bob Smrek,	3944
<b>Electronic Products</b>	Klaus Gutfeld	6835
<b>Publications Admin.</b>	Lew Moore,	3959
<b>Spectrum Advertising</b>	Marion Delaney	(212) 419-7766
<b>Spectrum Editorial</b>	Susan Hassler	(212) 419-7555
<b>Magazine Advertising</b>	Susan Schneiderman	3946
<b>Planning/Administration</b>	Michael Weis	5368
<b>History Center</b>	Michael Geselowitz,	(732) 932-1066
<b>INSPEC</b>	Michele Day	5368

<b>Regional Activities</b>		Telephone (732)	562-
<b>Managing Director</b>	Cecilia Jankowski		5505
	Vera Lee Sharoff, Information Processing Manager		5509
	Tracy Hawkins, Sections/Chapter Support		5512
	Daniel Toland, Administration Manager		5504
<b>Membership</b>	William Cook, Director		5464
	Mila Thelen		6376
<b>Membership Development</b>	Donna Dukes		5530
	Felicca Taylor, Marketing		5507
	Dyana Barnosky		5539
<b>Admission/Advancement</b>	Donna Dukes		5530
	Wanda Ripatranzonk		5535