



Proposed 41st ICOPS/20th Beams (2014 Washington, DC)

by Joe Schumer, General Chair (NRL) and John Luginsland, Technical Chair (AFOSR)

**Washington DC
May 25 – 29, 2014**



**Presented to IEEE NPSS Pulsed Power
Science & Technology Executive Committee
at December meeting, Albuquerque, NM**

08 December 2011

2014 ICOPS/Beams merger: No need for MOU but we do need authorization & acceptance of this plan by both executive committees

Beams is a **technically-similar** conference with significant overlap, particularly in ICOPS Technical Area 3, and agreements to be **fully IEEE-supported** (when in the US) make ICOPS 2014 is a nice foster home.

REQUEST: A PPS&T member generate a motion to approve “Merger with ICOPS2014, under the following plan (conditions)”

(Significant modifications to this proposed plan would potentially require PSAC approval)

Our take on the “Financial, Social, Technical, Proceedings” issues

- **Financial & Social Structure:**

- **Common** registration fee, abstract book, & comps for ALL attendees
- Bo Yu software allows for “dual-affiliation” check-boxes
- Beam-affiliated attendees can enjoy extra business meeting (aka social function) at the expense of Beams 2012 and our “facilitization”

- **Technical Structure:**

- **Dr. Bruce Weber/NRL** has agreed to serve as separate Beams Technical Chair (co-chairing with ICOPS chair John Luginsland)
- With Beams Technical Subcommittee, Bruce could manage/co-manage Session Organizers for “Beams affiliated” technical sessions

- **Beams conference proceedings:**

- “open to all, required of none”
- operated & refereed by Beams Technical Committee (published in our common budget)
- intellectual property issues handled with IEEE via IEEE Explore and your upcoming 2012 agreement & DVD

ICOPS Technical Structure

1. Basic Processes in Fully and Partially Ionized Plasmas

- 1.1. Basic Phenomena
- 1.2. Computational Plasma Physics
- 1.3. Space Plasmas
- 1.4. Partially Ionized Plasmas
- 1.5. Dusty Plasmas

2. Microwave Generation and Plasma Interactions

- 2.1. Intense Beam Microwave Generation
- 2.2. Fast Wave Devices
- 2.3. Slow Wave Devices
- 2.4. Vacuum Microelectronics
- 2.5. Codes and Modeling
- 2.6. Non-Fusion Microwave Systems
- 2.7. Microwave Plasma Interactions
- 2.8. THz Sources, Radiation, & Applications

3. Charged Particle Beams and Sources

- 3.1. Plasma, Ion and Electron Sources
- 3.2. Intense Electron and Ion Beams

4. High Energy Density Plasmas and Applications

- 4.1. Fusion - Inertial, Magnetic and Alternate Concepts
- 4.2. Particle Acceleration with Lasers and Beams
- 4.3. Radiation Physics
- 4.4. High Energy Density Matter
- 4.5. Laser Produced Plasmas
- 4.6. Fast Z-Pinches, X-Ray Lasers
- 4.7. Plasma Material Interactions

5. Industrial, Commercial, and Medical Plasma Applications

- 5.1. Non-equilibrium Plasma Applications
- 5.2. High Pressure and Thermal Plasma Processing
- 5.3. Plasma Thrusters
- 5.4. Plasma for Lighting and Flat Panel Displays
- 5.5. Environmental and Industrial Applications
- 5.6. Plasma Medicine

6. Plasma Diagnostics

- 6.1 Optical and X-ray Diagnostics
- 6.2 Microwave and FIR Diagnostics
- 6.3 Charged Particle and Nuclear Diagnostics

7. Pulsed Power and Other Plasma Applications

- 7.1. Compact Pulsed Power
- 7.2. Insulation and Breakdown
- 7.3. Switching
- 7.4. Generators



BACKUP: Marriott Wardman Park details

08 December 2011

“Marriott Wardman Park” has a reasonable rate, a good location, and well-suited conference space for our needs

- **Hotel contract** after some iteration with IEEE MCM, contract was signed mid-November 2009
- **\$209/nt** conf rate in 2014 (estimated to be 85% govt per diem)
- **Sufficient space** for all ICOPS2014 technical & social needs
- **DC Metro** access, proximity to many area restaurants & local attractions

<http://www.marriott.com/wasdt>



ICOPS2014 (May 25 – 29, 2014)

	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Date	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	Single/Double Rate
Standard	2	60	200	200	200	185	50	15	5	\$209.00



- Rates as quoted are confirmed in 2014 terms.
- **Total room block = 917** with 20% allowed attrition (734)
- Current government per-diem is **\$226/night**; with 3% escalation, we expect about **~\$254/night in FY2014** (2014 at 82% of government per-diem)
- Hotel room rates are subject to applicable state and local taxes (currently 14.5%) in effect at the time of check-in.
- As per AdCom recommendation, we need to check if this room-block-profile is consistent with <50% of expected
 - our rate is very good, so why go elsewhere?
 - Metro access makes hotel choices much broader
 - Local area attendees generally not reimbursed for per diem, so probably will commute

IEEE MCM negotiated with Marriott Wardman-Park and is prepared to sign next week

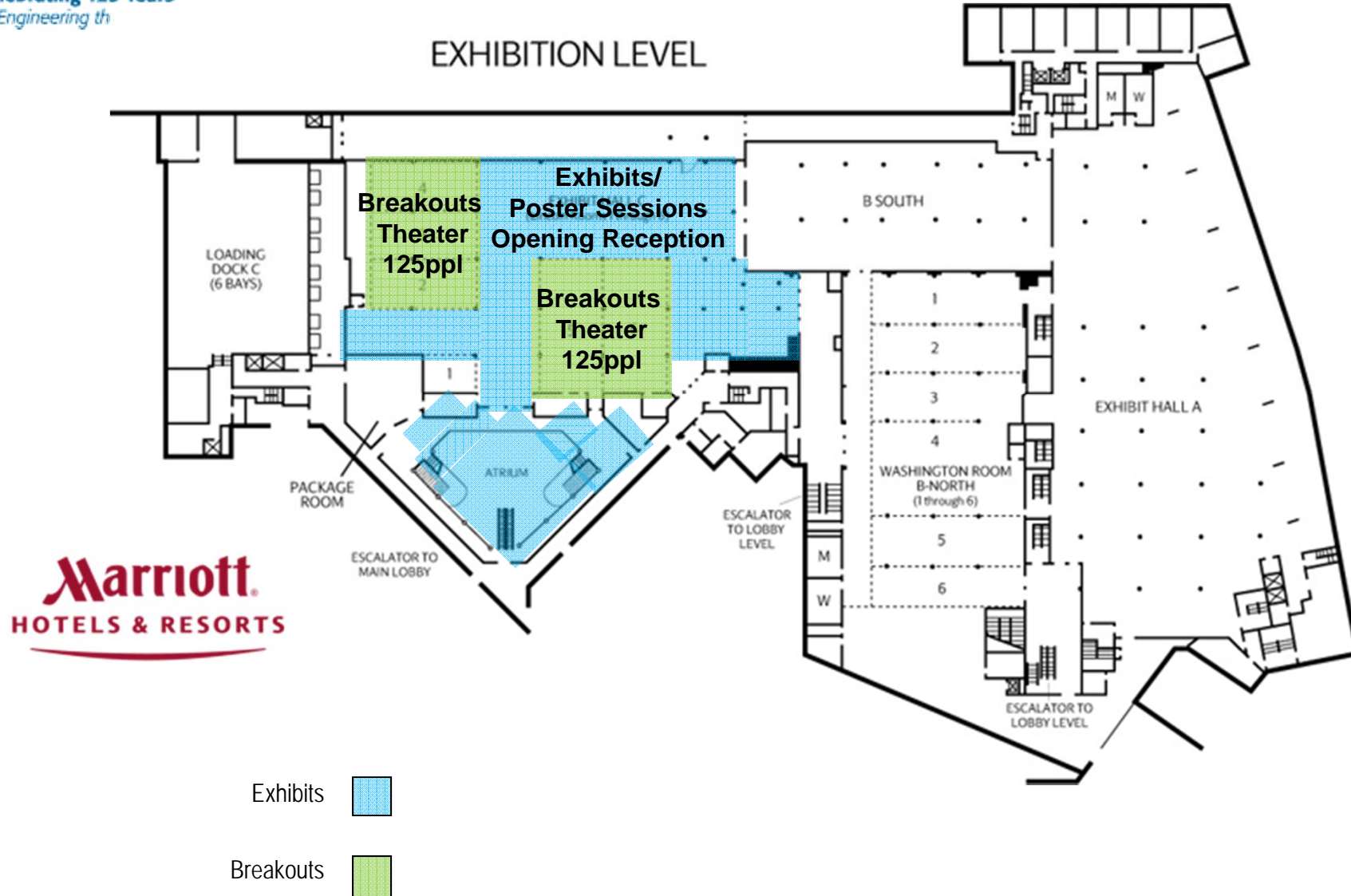
- Two (2) complimentary Guest Rooms for every forty (45) revenue-generating rooms
 - Two (2) complimentary Suites
 - Ten (10) Guest Room upgrades at the Group Rate
- Seven (7) Guest Rooms for Staff at fifty percent (50%) off the Group Rate
 - Twenty percent (20%) attrition on the Guest Rooms.
- Complimentary Meeting Rooms with an Food & Beverage minimum of \$50,000
 - 10% off Food & Beverage if through Banquet Services
 - Six (6) Welcome Amenities
- Five (5) complimentary parking passes for the days of the Conference

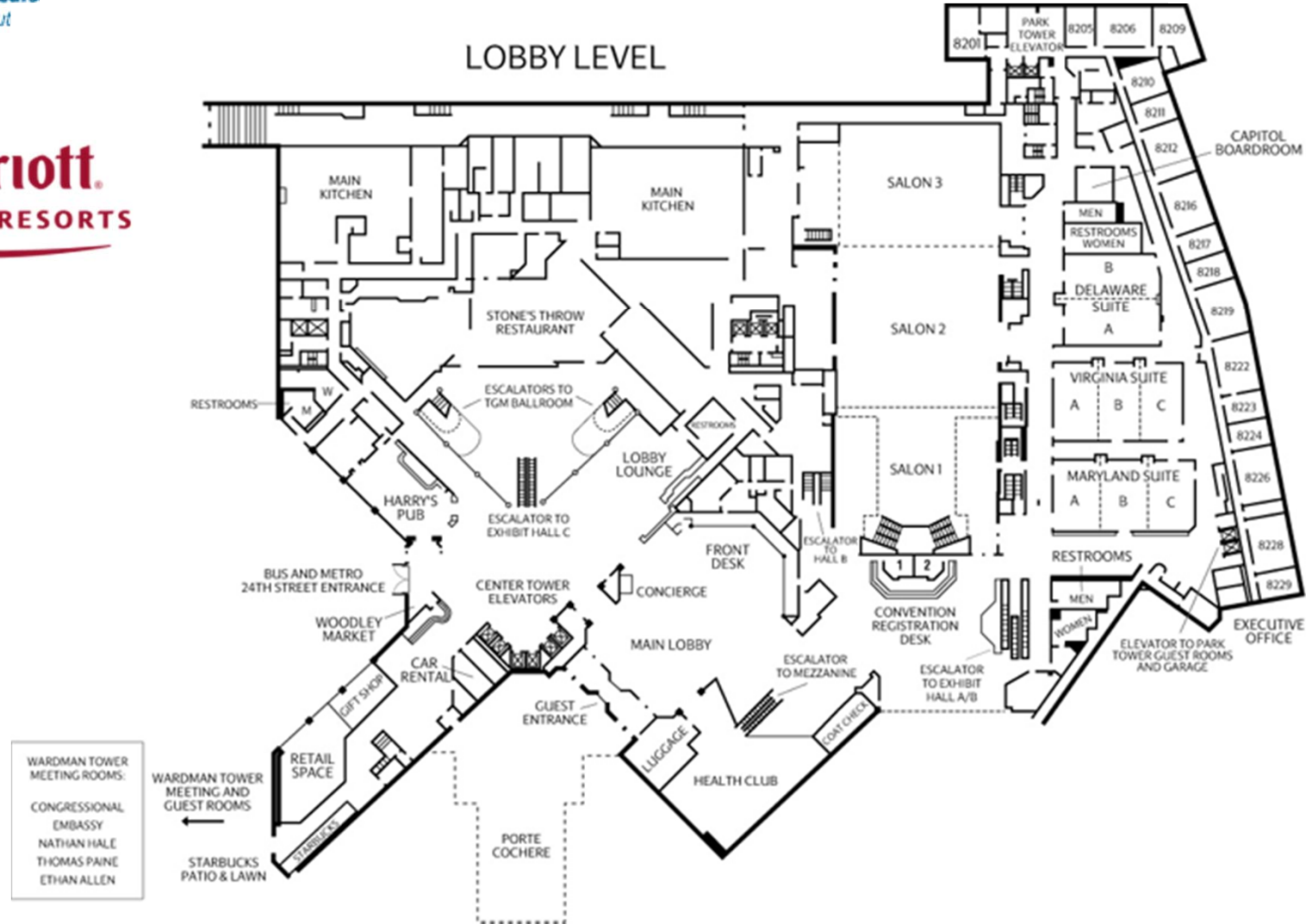


MEZZANINE LEVEL



EXHIBITION LEVEL





Transportation options can focus on Metro access, but easily accessed from 3 large airports

Airport Information

- ✈ Ronald Reagan Washington National – DCA
 - Hotel direction: 9.0 miles North
 - Subway fare: \$2.55 (one way)
 - Estimated taxi fare: \$18.00 (one way)
- ✈ Washington, DC/Dulles - IAD
 - Hotel direction: 30.0 miles East
 - Estimated taxi fare: \$55.00 (one way)
- ✈ Baltimore/Washington International - BWI
 - Hotel direction: 33 miles Northeast
 - Estimated taxi fare: \$60.00 (one way)

Arrival Information

Check-in: 3:00 PM Check-out: 12:00 PM

On-site parking: \$17.00 hourly, \$31.36 daily

Valet parking: \$36.96 daily

Hotel Details

10 floors, 1,175 rooms, 141 suites

72 meeting rooms, 195,000 sq. ft. of total meeting space

1 concierge level

High-speed Internet access

Guest & Meeting Rooms: Wired*

Meeting Rooms: Wired*

*Wired-for-Business: For a set daily rate of \$12.95 you get, in your guest room: High speed internet access, unlimited local phone calls, unlimited long distance calls (within the country), not available in all markets, prices may vary in a few markets



Dining, attractions, & landmarks are all accessible by walking, bike, Metro, taxi, or auto options

In-hotel restaurants & lounges



Harry's Pub

American. Open for lunch and dinner.

This Washington, D.C. restaurant features an Old English menu. Enjoy sandwiches, soups, pizzas and microbrews.

Lobby Bar

The intimate, comfortable atmosphere at this bar is perfect for catching up with friends.

Starbucks

Grab a bite to go at this coffeehouse featuring specialty coffees, teas, and fresh baked goods.

Stone's Throw Restaurant and Bar

Steakhouse. Open for breakfast, lunch and dinner.

Enjoy a meal at Washington, D.C.'s next great steakhouse, featuring steaks, chops & seafood dishes.

Nearby areas

Adam's Morgan

Dupont Circle

Georgetown

National Zoo

Technical Space Needs

- **AM Plenary, PM Plenary** (1-hour each, 8 sessions) 830-930, 1330-1430
- **Oral Sessions** (2 hours each, up to 320 talks) 945-1145, 1445-1645
 - 15 min talks, <8 talks/session, 2-hr sessions
 - 5 sessions per AM or PM (x8) = 40 sessions → **320 talks max**
 - Assume 1 invited + 6 regular, 7 talks per 40 sessions → **280 talks**
- **Poster Sessions**
 - 4 all-day-long sessions (4 day meeting), presenters on-duty for 2-hours (TBD)
 - # posters in Hall C = 90 – 100 → **400 posters max**
 - Monday evening poster session: hors d'oevres & drinks, light jazz band (5-7pm)
 - Co-located with exhibitors in Hall C
- **Minicourse**
 - 50-person room in classroom style
 - Thurs PM, Friday AM and PM (1.5 days)
 - little or no conflict unless we extend to Thurs, so no conflict



BACKUP: Conference Logistics

08 December 2011

Timelines for ICOPS conference: Abstracts & Technical Planning

Website UP (rough) & Flyers OUT at ICOPS2012 (Scotland)

TACs due ~APS2012 (-1.5 year); SO's due ICOPS13 (-1 year)

10 February 2014 (-15 weeks) **soft abstract deadline**: announced

- “Monday, January 27, 2013” -2 weeks for non-cleared
- **“Monday, December 2, 2013” -10 weeks for cleared**
- August & October 2013 by email
- June 2013 (at PPS2013) by emails, call for papers

24 February 2014 (-13 weeks) **semi-hard abstract deadline**: the official extended deadline, announced 10 February

03 March 2014 (-12 weeks) **hard abstract deadline**: do not accept abstracts at all after this “unannounced” date

24 March 2014 (-9 weeks): SO feedback due to TAC (3 weeks org)

31 March 2014 (-8 weeks): TAC final iteration with Tech Chair

14 April 2014 (-6 weeks): Tech Chair produces e-Abstract Book

18 April 2014 (Friday, ~5 weeks): Abstract Book e-announced & online

Time

Timelines for ICOPS conference: Registration & Website

Time

Website 25%: June 2012 for ICOPS2012 and continuous until at least Dec 2014 for continuity with ICOPS2015. Hosted where?

Beta-testing: March 2013 (-4 weeks PPS) website open for beta-testing among TACs & ExCom

Website 100%: June 2013 (-1 year, PPS) website fully open

Beta-registration: 04 Nov 2013, testing registration & abstracts, using Bo Yu software

Registration & Abstracts OPEN: 02 Dec 2013

Early registration deadline: 28 April 2014 (-4 weeks), need time for financial planning, with Δ fee equal to IEEE membership

Room block (hotel): 02 May 2014

Web registration closes: 21 May 2014 (-4 days), requiring people to register on-site/in-person (*should we do this?*)

Registration closes: Thursday, 29 May 2014 (last day conf)

Post conference updates: End of June 2014

IEEE Meetings & Conference Management Team

- Proposal received in November 2009, discussed in early June 2010 at ICOPS2010
- **Formal contract signed late June 2010**, including 32 person days on-site:
 - Logistics: pre-planning & coordination, on-site manager (1)
 - Exhibit Mgmt: need a good “plugged-in” person to give them contact info, will manage sales aspect (+1 if >10 vendors)
 - Communications: announcement, call for papers, advance & final program
 - Registration: website development (Bo Yu), on-site support (2)
 - Financial Mgmt: working the budgets & compliance with IEEE
 - PC/AV: they coordinate with NPSS (2)

Social Functions

Day	Event	#attendees
Saturday	ICOPS2014 staff (BSLS)	10
Sunday	ExCom (BSLSRD)	40
	ICOPS2014 reception (R)	400
Monday	Invited/Plenary (L)	40
	Beams Business Meeting (L)	40
	Poster Reception	350
Tuesday	Technical Program TAC & SO (L)	40
	ICOPS banquet (RD)	250
Wednesday	Women in Engineering (R)	250
Thursday	Minicourse (SD)	40
	ICOPS2014 staff "thank you" (L)	15
Friday	Minicourse (BSLS)	40
MON-THURS	AM & PM Snack (S)	200-500
MON-THURS	All day coffee & water	200-500

Budget (costing) estimates including IEEE MCM and PC-AV, but not including F&B and many various other things

20JUNE2010 worksheet		Rate		Units	Total	COMMENT
Logistics	Pre-planning & Coordination	\$25,000	flat	1	\$25,000.00	coordination with hotel, includes onsite manager
	Onsite Manager (1 staff)	\$0	+T&L	6	\$0.00	
	Additional Onsite Mgmt	\$800	per day+T&L	0	\$0.00	
Exhibit Mgmt	20% of sales	\$2,500	per booth	12	\$6,000.00	pays for itself with two vendors; MCM needs good "Development Chair" for outreach & POCs in industry; needs to be combined with Grants Chair
	Onsite Exhibit Manager	\$800	per day+T&L	3	\$2,400.00	
	80% of sales (return)				-\$24,000.00	
Attendee Communications	Announcement	\$3,500	flat-fee	1	\$3,500.00	does this include emailed CfP? still need to formulate CfP and work with Tech Prog Chair
	Call for Papers					
	Advance Program					
	Final Program					
PC-AV	Oral Sessions & Internet Cafe	\$14,000	flat-fee	1	\$14,000.00	25 desktops, 10 laptops, 8 projectors, 2 servers, 2 technicians
Registration	Website Development	\$900	flat	0	\$0.00	waived if using Bo Yu software
	Website Changes	\$90	per hour	40	\$3,600.00	guess one week? reduced if using Bo Yu software
Conference Registration	Registration	\$16.50	per reg	600	\$9,900.00	estimate for now
\$600	Cancellation	\$7.00	per cancel	120	\$840.00	20% estimate ok?
(dialable)	Badge Only	\$7.00	per reg	25	\$175.00	what is this for?
	Purchase Orders/Wire Trans	\$15.00	per trans	50	\$750.00	could pass along to registrants
<i>Cost/registrant</i>	Onsite Registration Mgr	\$650.00	per day+T&L	5	\$3,250.00	required, SUN-THUR
\$66.80	Addl Onsite Reg Staff	\$550.00	per day+T&L	5	\$2,750.00	good to have, SUN-THUR
11.13%	3% Credit Card Fees	\$18.00	per reg	600	\$10,800.00	VISA, MC, Amex?
Financial Management	everything except budgeting	\$1,500	flat-fee	1	\$1,500.00	IEEE compliance aspect is very much worth it
T&L	# hired staff			4		number from above
	Lodging	\$247	per room-night	19	\$4,693.00	estimate based on 2010 esc, cheaper if staying in hotel at our rate
<i>T&L/person</i>	Travel	\$200	per person	5	\$1,000.00	by rail/car
\$1,853.88	Food	\$78	per person-day	19	\$1,472.50	estimate based on 2010 esc
	Rental Car	\$250	per team	1	\$250.00	optional
#registrants =	480					
Admin costs/registrant =	\$191.42			TOTAL COST =	\$91,880.50	not including F&B, hotel fees (phone & internet hook-up, tips, etc), lots of other things
%Admin Cost =	29.4%			Conference Income =	\$312,000.00	including exhibit sales, but not grants



BACKUP: Meeting Notes

08 December 2011

December 2011 comments from PPS&T (by EdI)
