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## Revision History

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<th>Author/Approved</th>
</tr>
</thead>
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<tr>
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<td>11 Jan 2005</td>
<td>Revised and updated per all previous Steering Committee Discussions. The previous Policies Web page with the discussion included can be found <a href="#">here</a>. Also revised during the APEC Steering Committee conference call on 10 December 2004. This version is being put to a vote of the Steering Committee by email.</td>
<td>Approved by an email vote of the APEC Steering Committee, Mark Nelms, Chair</td>
</tr>
<tr>
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<td>8 Dec 2006</td>
<td>Released version of 2.0.</td>
<td>Robert V. White, Editor</td>
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<td>First draft of 2.1 Minor updates to conference name and recording policy</td>
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<td>22 June 2008</td>
<td>Second draft of Revision 2.1. Included prohibition of releasing Exhibitor information, update to privacy policy to allow distribution of registrant information to media partners, and a clarification on special presentation speaker requirements.</td>
<td>Robert V. White, Editor</td>
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<tr>
<td>4.0</td>
<td>28 Sept 2012</td>
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<td>Approved by an email vote of the APEC Steering Committee, Frank Cirolia</td>
</tr>
</tbody>
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1. Introduction

This document describes the policies and procedures that apply to all participants in the IEEE Applied Power Electronics Conference And Exposition (“APEC”).

Terms and acronyms are defined in Appendix II.

2. Admission To APEC Activities And Events

2.1. Badges Required For Admission

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

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

2.2. Speakers May Bring A Guest To See Them Speak

A speaker may bring one adult guest to the session or seminar in which the speaker is presenting without requiring payment of a registration fee for the guest. The guest must have registered with the conference, must be wearing their badge, and must be escorted by the speaker to be admitted to the room.

3. Registration Policies

3.1. Registration Required

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

3.2. Complimentary Registrations

Complimentary registrations are made available to:

• The spouses or one adult guest of a paid APEC registrant,
• Professional Education Seminar speakers as part of the honorarium,
• People wishing only to visit the Exposition,
• Properly credentialed members of the technical and trade press and
• Properly credentialed industry analysts.

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

3.3. Registration Substitution

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

APEC volunteers attending the conference, including, but not limited to:
- Members of the APEC Conference Committee,
- Members of the APEC Steering Committee, and
- Reviewers

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

3.5. Hardship Requests

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

4. Author’s Duties And Requirements

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

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

4.1. General Requirements

Authors whose manuscripts have been accepted for publication in the APEC Proceedings are required to:
- Prepare a manuscript according to IEEE and APEC guidelines for publication in the APEC Proceedings,
- Complete and submit an IEEE Copyright assignment form,
- Present the paper at APEC, and
- Register for the conference at the appropriate rate

4.2. Presentation Of Each Paper Is Required

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

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

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

4.3. Publication In Proceedings Required To Present At The Conference

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

Manuscripts not received by the printing deadline above may not be published in the Proceedings – and if the paper is not in the Proceedings then it cannot be presented.
4.4. Author And Presenter Registration Requirements

At the time the manuscript is submitted for publication, there must be at least one unique Full Registration or for the Technical Sessions Only registration associated with the manuscript. That is, one Full Registration or Technical Sessions registration is required per manuscript. Registration for only the Professional Education Seminars does not fulfill the author registration requirement. In addition, the person presenting the paper at the conference must be registered at the appropriate rate for either a Full Registration or for the Technical Sessions Only registration (Even if another author listed on the paper has also registered).

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

4.4.1. Limitations On Student Rate Registrations

Authors registering at any non-Student rate, including the IEEE Life Member Rate would be allowed one paper per one Full Registration or Technical Sessions. This does not remove the requirement that every presenting speaker be registered at the appropriate rate.

4.5. Publication Page Charges

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

4.6. Paper Submission And Selection Process

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

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

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

4.7. Requirement For Originality

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

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

Specifically prohibited are materials that have been previously presented or published at any commercial or non-profit conference, magazine (such as trade publications), workshop, symposium, Web site, or other venue for which the public was invited or the materials were made publicly available, whether for free or not. Any such previously published materials must be substantially new to be considered for inclusion in the APEC program.
5. Special Presentation Presenter Requirements

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

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

5.1. General Requirements

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

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

5.2. Delivery Of Each Presentation In Person Is Required

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

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

5.3. Presenter Registration Requirements

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

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

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

5.4. PublicationPermission And Copyright

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

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

5.5. Manuscripts

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

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

5.6. Presentation Selection Process

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

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

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

6. Professional Education Seminars

6.1. Honorariums

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

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

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

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

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

6.2. Seminar Materials Copyright

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

6.3. Non-Commercial Nature Of The Seminars

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

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

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

The ruling authority is the Professional Seminar Education Chair. The appellate authority is the APEC General Chair. The APEC General Chair’s opinion and ruling on whether any material is appropriate is final and binding.
6.4. Seminar Submission And Selection Process

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

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

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

7. Exposition

7.1. Permitted Exhibits

APEC accepts and permits only exhibits that are related to power electronics. APEC reserves the right to decline any application for a booth from any person or organization whose exhibit APEC believes will not be related to power electronics.

APEC also reserves the right to decline an application for a booth from any person or organization for whom recruiting or staffing is a for-profit activity.

7.2. Included With Purchase Of A Booth

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

- One pass to the Professional Education Seminars
- One pass to the Presentation and Dialogue Sessions
- One copy of the Professional Education Seminar workbook
- One copy of the APEC Conference Proceedings on USB Drive

The passes to the Professional Education Seminars, Presentation Sessions and Dialogue Sessions are issued in the name of the company. They allow one person at a time to attend the seminars and sessions. If the company wants more than one person at a time to be able to attend the Professional Education Seminars, Presentation Sessions or Dialogue Sessions, those individuals must register at the appropriate rate.

Note: A 2nd full registration pass will be given to companies with 4 or more booths.

7.3. Not Included With Purchase Of A Booth

- Admission to the APEC Social Event or Banquet
- Exhibit Hall lunches

Tickets to these may be purchased separately.

7.4. Booth Pricing

The pricing of the booths at APEC is set by the conference committee year-by-year. Exhibitors participating in the current year’s conference may purchase booths for the following year’s conference at current year rates during the current year’s conference.
7.5. **Distribution Of Commercial Materials**

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

7.6. **Booth Sharing**

It is permissible for more than one organization to share a booth. The APEC Exhibits Manager must be kept informed of all participants in a booth rental.

When a booth is shared, one person or organization will be identified as the billing contact and will be responsible for all booth fees and exhibition costs. It will be the responsibility of that person or organization to seek reimbursement from those sharing the booth.

When a booth is shared, the cost of the booth may be shared equally or proportionately among the organizations sharing the booth. The total costs paid by all those sharing a booth may not exceed the booth fee charged by APEC. That is, one organization may not rent a booth and then effectively sublet the space for a profit.

7.7. **Procedure For This Year’s Exhibitors To Select Their Booths For The Following Year’s APEC**

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

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

<table>
<thead>
<tr>
<th>Conference</th>
<th>Advertised Booth Price</th>
<th>ABC Company History Example.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APEC 3005</td>
<td>$2100</td>
<td>Signs up for APEC 3005 booth at APEC 3004. Pays the APEC 3004 advertised price of $2000 for the APEC 3005 booth.</td>
</tr>
<tr>
<td>APEC 3006</td>
<td>$2100</td>
<td>Signs up for APEC 3006 booth at APEC 3005. Pays the APEC 3005 advertised price of $2100 for the APEC 3006 booth.</td>
</tr>
<tr>
<td>APEC 3007</td>
<td>$2200</td>
<td>Signs up for APEC 3007 booth at APEC 3006. Pays the APEC 3006 advertised price of $2100 for the APEC 3005 booth.</td>
</tr>
<tr>
<td>APEC 3008</td>
<td>$2250</td>
<td>Does not sign up for an APEC 3008 booth at APEC 3007. Signs up for a booth at APEC 3008 during the summer of 3007 and pays the APEC 3008 advertised price of $2250.</td>
</tr>
</tbody>
</table>

The order for Exhibitors at APEC to select booths at the following year’s APEC will be based on a priority score that is the sum of the number of booths that company has purchased and manned in consecutive preceding APECs.

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

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

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

The General Chair of a given APEC may approve the bartering of booth space in the APEC Exposition in return for advertising or other publicity for that APEC.

No General Chair or other APEC committee member shall make a commitment to barter booth space for any conference other than their own.

Booth space received as part of a barter arrangement counts as zero priority points (Section 7.7). For an exhibitor with a non-zero point total, bartering neither increases nor decreases the existing priority point totals.

A memorandum of understanding is required for each bartered booth space. This memorandum is to detail exactly what advertising or publicity is being received in exchange for the bartered booth. For advertising that will appear in print publications, the information in the memo shall include, but is not limited to:

- The name of the publication,
- The name of the publishing company,
- The name and contact information of the publisher’s representative
- The dates of publication,
- Actual mailing or newsstand date,
- The size of the ad,
- Whether the ad will appear in color or black and white,
- Audited circulation,
- Format required by the publisher for the advertising copy, and
- Deadlines for delivering the advertising copy to the publisher.

If the publisher does not deliver the print advertising as agreed, then the publisher must either forfeit the booth or pay for the booth at the current year’s advertised rates. If APEC does not provide the agreed upon booth space after the advertising is published as agreed, then APEC shall pay for the advertising at the prevailing rates with the liability limited to the advertised cost of the promised booth.

For advertising that will appear on the Web, the information in the memo shall include, but is not limited to:

- The name and URL of the Web site,
- The name of the company owning and operating the Web site,
- The name and contact information of the Web site’s representative
- The dates that the ad will appear,
- The expected minimum number of exposures,
- Format required by the publisher for the advertising copy, and
- Deadlines for delivering the advertising copy to the publisher.

If the publisher does not deliver the Web based advertising as agreed, then the publisher must either forfeit the booth or pay for the booth at the current year’s advertised rates. If APEC does not provide the agreed upon booth space after the advertising is published as agreed, then APEC shall pay for the advertising at the prevailing rates with the liability limited to the advertised cost of the promised booth.
7.9. Ownership And Distribution Of APEC Exhibitor Information

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

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

7.10. Booth Payment Deadlines And Refund Policy

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

The table below gives the payment schedule for booth fees.

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

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

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

8. Distribution Of Commercial Material

Distribution of commercial material by organizations not participating in the Exposition is prohibited in the APEC hotel space, meeting space and Exposition Hall.

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

APEC reserves the right to remove without notice any material found to be in violation of this policy.

9. Recruiting

IEEE Policy #10.1.24 prohibits recruiting at IEEE sponsored conferences. Consequently, recruiters and recruiting advertisements will not be permitted in the APEC hotel space, meeting facilities or Exposition Hall. Also, ads or postings seeking positions are not permitted.
10. Minimum Age Policy

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

11. Press And Analyst Passes

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

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

Holders of an APEC Press Pass will receive a copy of the APEC Proceedings on CD-ROM upon request.

Copies of the printed APEC Proceedings, Seminar Workbook, Exhibit Hall Luncheons, and admission to the APEC Social Event will require purchase at the appropriate rate.

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

12. In-Conjunction Or Auxiliary Meetings At APEC

12.1. Permitted Meetings

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

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

12.2. Restrictions On In-Conjunction Or Auxiliary Meetings

No meetings will be scheduled to overlap the Plenary Session.

12.3. Scheduling In-Conjunction Or Auxiliary Meetings

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

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

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

12.4 Commercial Meetings

APEC does not host commercial meetings, but it is understood that APEC attendees and Exhibitors may
desire to host private meetings in rented facilities at or near the conference. Exhibitors may hold such
meetings at their own expense provided they do not overlap with the Plenary Session and do not interfere
with APEC activities. The Conference Committee may set specific guidelines in this regard. Attendees
and Exhibitors are encouraged to contact program management if there is doubt that a commercial
meeting may interfere.

13. Finance And Budgeting

13.1. Budgeted Surplus

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

13.2. Conference Financial Closure

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

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

13.3. Record Keeping

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

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

13.4. Subcontractors

The APEC Administrator is required to sign the following types of contracts on behalf of the sponsors.
Prior to signing, the Administrator must obtain approval from the sponsors' Designated Responsible
Individuals as defined in the Operating Agreement for:
• Contracts requiring the signature of an officer of a sponsoring organization (from the Operating Agreement),
• Conference management contracts, and
• Contracts for US $25,000 or more, which also require approval by IEEE headquarters.

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

13.5. Conference Manager Review And Selection

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

13.6. Honorariums For Keynote Or Dignitary Speakers

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

14. Travel Policy

14.1. Reimbursement For Travel Expenses

14.1.1. APEC Volunteers

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

14.1.2. Speakers: Invited, Keynote or Otherwise

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

14.1.3. Conference Managers

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

14.1.4. Hardship Requests

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

14.2. Complimentary Hotel Rooms

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

14.3. Site Visits

The cost of site visits for future APECs is to be borne equally by the sponsoring organizations. The APEC Sponsors are requested to budget money each year to support one person for one trip.
The Steering Committee must approve in advance each site visit including the individuals traveling on the site visit. The typical site visit team will include one person to represent each sponsoring organization and one person from the conference management firm.

The Site visit expense reimbursement mechanism will be determined by the APEC Steering Committee. Site visit expenses are generally allowed within the current IEEE expense guidelines.

15. Digest Review Evaluation

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

16. Sponsor’s Dinner

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

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

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

• IEEE PELS Adcom
• IEEE IAS Executive Board
• PSMA Board Of Directors
• APEC Steering Committee
• APEC Conference Committee
• APEC Conference Management Team

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

17. Advertising And Branding

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

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

18. Steering Committee Proxies

A member of the APEC Steering Committee may appoint a proxy for up to three consecutive meetings by sending an email with the name and contact information of the proxy to the APEC Administrator at least one day in advance of the meeting.
All persons serving as a proxy must be affiliated with the same Sponsor organization as the person being represented.

19. Privacy Policy

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

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

20. Exceptions

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

21. Recording And Photography At APEC

21.1. Video And Audio Recording

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

21.2. Still Photography

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

21.2.1. Technical Sessions, Dialogue Sessions, Special Presentation Sessions, Rap Sessions

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

21.2.2. Professional Education Seminars

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

21.2.3. Exhibit Hall

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

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

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

Still photography is generally permitted.

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

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

<table>
<thead>
<tr>
<th>Term Or Acronym</th>
<th>Definition Or Explanation</th>
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<tbody>
<tr>
<td>APEC</td>
<td>IEEE Applied Power Electronics Conference And Exposition</td>
</tr>
<tr>
<td>APEC Proceedings</td>
<td>The formal publication that includes the formal manuscripts of the peer reviewed papers accepted by the APEC Program Committee.</td>
</tr>
<tr>
<td>Dialogue Session</td>
<td>This is a session in which the presenter uses posters to explain the contents of a peer reviewed paper accepted for publication in the APEC Proceedings.</td>
</tr>
<tr>
<td>Full Registration</td>
<td>An APEC registration category that includes registering for the Professional Education Seminars and the Technical Sessions for one price.</td>
</tr>
<tr>
<td>Life Member Full Registration</td>
<td>A reduced rate registration for APEC by an IEEE Life Member for the complete APEC program that includes the Professional Education Seminars and the Technical Sessions.</td>
</tr>
<tr>
<td>Plenary Session</td>
<td>A Special Presentation Session generally scheduled at the opening of the conference with no other sessions or activities at the same time.</td>
</tr>
<tr>
<td>Reduced Rate Full Registration</td>
<td>A registration at a reduced rate for APEC available only to full time students and IEEE Life members that includes the Professional Education Seminars and the Technical Sessions.</td>
</tr>
<tr>
<td>Reduced Rate Registration</td>
<td>A registration for APEC at a reduced rate available only to full time students and IEEE Life members.</td>
</tr>
<tr>
<td>Reduced Rate Technical Sessions Registration</td>
<td>A registration at a reduced rate for APEC available only to full time students and IEEE Life members that includes the Technical Sessions but not the Professional Education Seminars.</td>
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<tr>
<td>Regular Author</td>
<td>A person whose paper was accepted for publication in the APEC Proceedings, regardless of whether that paper was scheduled for presentation in a Regular Presentation or Dialogue Session.</td>
</tr>
<tr>
<td>Regular Presentation Session</td>
<td>This is a session in which a speaker orally presents the contents of a peer reviewed paper accepted for publication in the APEC Proceedings.</td>
</tr>
<tr>
<td>Regular Rate Registration</td>
<td>A registration for APEC at any rate besides the reduced rate Student and IEEE Life Member rates.</td>
</tr>
<tr>
<td>Term Or Acronym</td>
<td>Definition Or Explanation</td>
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<tr>
<td>Special Presentation</td>
<td>This is a presentation in which a speaker orally delivers a presentation selected by the APEC Conference Committee (or a subcommittee). These presentations do not have papers in the Proceedings. The usual requirement is that the presenter provides APEC with a copy of their presentation in PowerPoint format well in advance of the conference. The presentations are converted to Adobe’s Portable Document Format (PDF) and made available through the APEC Web site.</td>
</tr>
<tr>
<td>Special Presentation Session</td>
<td>A session in the APEC program that consists only of Special Presentations</td>
</tr>
<tr>
<td>Special Presentation Speaker</td>
<td>A person who is making a presentation in a Special Presentation Session. Note that Plenary Session Speakers are included in this description.</td>
</tr>
<tr>
<td>Student Full Registration</td>
<td>A reduced rate registration for APEC by a full time student for the complete APEC program that includes the Professional Education Seminars and the Technical Sessions.</td>
</tr>
<tr>
<td>Technical Sessions</td>
<td>The APEC Technical Sessions includes the Regular Presentation Sessions, the Dialogue Session(s), the Special Presentation Sessions, and the Plenary Session.</td>
</tr>
<tr>
<td>Technical Sessions Registration</td>
<td>An APEC registration category that includes admission to the Technical Sessions. This category does not include admission to the Professional Education Seminars.</td>
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