



**Meeting notes** : of the INTELEC® Executive Committee (IEC)  
**Meeting** : yearly IEC-meeting, during the 35th annual INTELEC® conference  
**Called by** : John Hawkins, President of the IEC  
**Date** : Wednesday, October 16<sup>th</sup>, 2013 at 12.00 – 13.30 h.  
**Place** : Hamburg (Germany), Conference center

Attendees :

**IEC :**  
John Hawkins (president), Dick Vleeskruijer (vice president), George Tiemstra (secretary), Lars Bjorkstrom, Dustin Becker, Norbert Grass, John Parsons, Steve Vechy, Alexis Kwasinski, Keiichi Hirose, John Gagge, Bob Jurewicz (chair conf. steering com.), Fujio Kurokawa, Don Davidson, Chris Wade

**PELS :**  
Donna Florek, Braham Ferreira

**IEEE :**  
Mike Kelly

**Guests :**  
Ralph Kennel

**Webex link:**  
The following IEC members also joined by Webex link:  
Steve Natale (treasurer)

**Apologies:**  
Julian Lee, Ashton Curtis

**Not present:**  
Charles McManus

**Agenda**

- |   |                       |
|---|-----------------------|
| 1. Welcome, apologies and address       | <i>John Hawkins</i>   |
| 2. Approvals                            | <i>John Hawkins</i>   |
| - 2012 minutes, Scottsdale              |                       |
| - 2013 ratifications, etc.              |                       |
| 3. Conference status reports            | <i>John Hawkins</i>   |
| - 2012, Final Scottsdale, USA           | <i>Steve Vechy</i>    |
| - 2013, Interim report Hamburg, Germany | <i>Norbert Grass</i>  |
| - 2014, Vancouver, Canada               | <i>Don Davidson</i>   |
| 4. Future Conferences proposals         |                       |
| - Status and csc recommendations        | <i>Bob Jurewicz</i>   |
| - 2015, proposal                        | <i>Keiichi Hirose</i> |
| - 2016, proposal                        | <i>Dusty Becker</i>   |
| 5. Close of Meeting                     | <i>John Hawkins</i>   |

**AP** = action point

1 – Welcome & introductions

John Hawkins welcomed all present, including Steve on the Webex link, the new ex-officio IEC member Chris Wade and guests to the meeting, and thanked all of the participants for giving up their time to support INTELEC, and particularly

Norbert Grass for his diligent work in putting together the Hamburg Conference. Introductions around the table then took place.

## 2 – Approvals

Formal IEC approval was given to:

01 – The minutes of the IEC meeting in Scottsdale,

02 – The agenda for the days meeting.

John H also reported that all ratifications in 2013 for additional IEC members had been approved.

## 3 – Conference status reports

### **3.1 INTELEC 2012 – Scottsdale, AZ, Sept 30<sup>th</sup> – Oct 4th**

Steve V reported that the total number of attendees including exhibitors, sponsors and students came to 579 people, with 68% having come from the USA and 32 % from ROW (of which 18% from APAC). There had been 54 exhibitors and 82 technical papers delivered during the conference, and a surplus of \$170k was made, representing over 24% of the revenue. This was the first conference in North America, where there had been sponsors and in all there were 10 companies who supported the event. Steve V agreed to send a copy of his slides to George T. **AP01**. All thanked Steve V and his team for managing a successful conference. George T also agreed to attach other presentations received throughout the meeting to the minutes. **AP02**

### **3.2 INTELEC 2013 – Hamburg, Germany, Oct 13-17th**

Norbert G explained that the figures he currently had for attendance were temporary figures, and he would have more details later in the week. He presented slides showing the management team, and information on the number of delegates. He reported that there were currently 373 visitors at the conference from 40 different countries and gave a breakdown of the number from each country. 190 abstracts had been originally received, and 140 papers finally published. The number of exhibitors was 80, which all thought was a good figure in the current economic climate, and the number of sponsors 11. Financial figures for the conference were not yet available.

Norbert G agreed to send a copy of his slides to George T. **AP01**

### **3.3 INTELEC 2014 – Vancouver, Canada, September 28–Oct. 02th**

Don D presented to the meeting, the progress to date, and pointed out that the contract for the hotel and venue had now been signed. The management committee had now been selected and the call for papers prepared, and some already distributed. Some discussions then took place on mailing lists for possible attendees, and Bob J agreed to pass relevant information on the contact details to Don D. **AP03**

The conference web site was now up and running, with the theme of the conference being, Reliant Communications Energy for our Connected World. There were issues with the proposed PCO contract with MCI as a result of queries from IEEE/PELS, and these needed to be quickly resolved since the contract has not been signed yet. Budget figures for the conference had been prepared, showing a likely budget of \$774k and it was anticipated that a surplus of \$121k would be realised. Don D explained some of the costing figures and said that \$3.9K had been lost as a result of the IEEE not following the request made for payment of some of the monies only. Pictures of the venue and Conference centre were shown, along with access to the city from the international airport. The Conference hotel was situated immediately above the conference hall, and INTELEC had managed to secure a room rate of \$199 for the hotel, currently listed as having a 4.5 stars rating. Negotiations had also taken place with a nearby Days Inn hotel, to possibly secure additional rooms. Furthermore Don mentioned that the management team was now complete, that the logo was selected, the call for papers printed and that the website as online. Don expressed concerns however, over the difficulties in finalising some of the budget figures, and whether or not the abstract system should use MCI or MIRA, and he further expressed the need to resolve the issue over the placing of the PCO contract. John H agreed that the csc would discuss the contract with the IEEE. **AP04**

John H asked if there were any other points that the IEC should know about, and Don said that he had recently found out that the date for the OSP Expo in Baltimore had now been changed, and would coincide with the dates of the INTELEC conference. John H said that nothing could be done about this, and we should continue to go ahead with the conference.

All thought that the progress of the Vancouver was going well and Don D was thanked for all of the hard work he had put into the project.

## 4 – Future conferences proposals

Bob J., the csc, gave a short summary of the status of post 2014 INTELEC conferences and indicated that proposals for 2015 and 2016 had been received.

#### 4.1 INTELEC 2015

In September this year, a proposal was received from IEC-members Fujio Kurokawa and Keiichi Hirose for INTELEC 2015 to be held in Osaka, Japan. The proposal had been prepared as a matter of urgency, to 'fill' 2015 after the IEC rescinded Beijing in Scottsdale 2012, as the location for the 2015-conference. Following a considerable amount of work by John H, Bob J and the Japanese, involving several re-workings, a decision had been taken to recommend the proposal and have it duly presented to the IEC for vote. Keiichi Hirose provided a presentation of the Osaka-proposal to the IEC. The conference would be held between 18<sup>th</sup> -22<sup>nd</sup> October in downtown Osaka, and the Swiss Hotel and conference centre had been booked for the event. 600-700 people were expected to attend, and they intended to have 220 technical sessions, with the usual welcome reception and other events held during the conference. The event would be financially sponsored by PELS only and the technical cosponsors would be PELS and the IEICE of Japan. The conference was estimated at \$ 539k and expected to generate a surplus of \$ 109k. International access to Osaka was considered to be good, with transportation from the airport to the venue taking between 16 and 35 minutes. Prices for the Swiss Hotel were \$220 for a twin room and \$150 for a single, but other accommodation nearby would be between \$50 and \$100. Keiichi H showed information on the proposed technical programme and finances and said that they were considering asking the ceo of NTT to be the chairman of the conference. Braham felt that the anticipated numbers were high, but in response Keiichi said that they expected good attendance from people in both China and Taiwan. It was also mentioned that the venue may not meet the requirements of INTELEC to not have a conference in a hotel, but John H pointed out that the hotel and centre were both linked together much like the arrangement for Vancouver. At this stage both Keiichi H and Fujio K were asked to vacate the room since they could not vote on the matter as a policy was previously established stating that proposers should not know who voted for what on matters like this. John H and Bob J said that a lot of work had been done on the proposal and its assessment was fast-tracked, due to the looming deadline for PELS- and IEEE-approvals. In all, 7 iterations of the initial proposal had been made. During a short discussion few questions were raised. Steve V. asked about the exchange rate from an approval point of view. But the meeting attendees saw this as a possible positive perspective. Then George T said that Osaka might be a very good proposal but questioned the dates that seemed rather late in the year because of possible bad weather. The meeting agreed the dates were late in relation to recent INTELEC's but weren't seen as a problem. A vote was then taken and the IEC unanimously decided to accept the proposal from Japan for 2015 and so authorised INTELEC 2015 to be held in Osaka, Japan.

#### 4.2 INTELEC 2016

As the meeting finishing time was reached, it was decided that this point would be dealt with on Thursday during the extended meeting.

5 – Close of the meeting

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#### Action points:

<b>No.</b>	<b>who</b>	<b>Action point</b>	<b>deadline</b>	<b>ready</b>
01	SV, NG, DD, KH	To send presented slides to George T.	01 nov. 2013	
02	GT	To add slides to the minutes	01 jan. 2014	
03	RJ	To forward database of possible attendees to Don D	01 nov. 2013	
04	The BOD/IEEE	To resolve issues over the signing of the Vancouver PCO for contract	01 jan. 2014	