**EPE-ECCE Europe Conference - Aims and organization**

**Aims**

The European Power Electronics and Drives (EPE) Association has the aim to promote the field of power electronics at large in research, industry and education

One of the main means to reach this goal is the EPE ECCE Europe Conference, organized commonly and every year by the EPE Association and IEEE-PELS.

In order to attract more participants from industry, it is proposed to associate one or two specific topics to each conference. This or these topics must be related to the country or conference city in terms of industry, research or university.

**Proposed procedure for the venue choice**

There is a strong need for formatting a formal call for proposals. The following procedure is proposed:

* Call for candidates *4 years* before the event, in September during the EPE-ECCE Conference, with a deadline at the end of the year.
* Definition of a candidature form, including: dates, organisation (persons and institution), venue and logistic, specific topics, budget). In attachment, documents to be filled out by the candidates:
  + Financial framework (Annex 4 – Excel) and business plan
  + Preliminary Leaflet (1st proposed “image” of the event)
  + Logistic aspects: brief description, dates of venue, congress facilities (congress centre or University), hotels, transportation (car, train, plane, airport), exhibition, poster sessions, sponsors, technical and touristic visits, etc.
  + Specific roles of EPE Secretariat (Annex 1) and Local organizer (Annex 2) are described in attachment. Facility requests are defined in Annex 3.
  + Proposition of differentiation factors defining specific topics of the Conference, based on local or national research, industry or education main abilities
  + SWOT analysis
* Presentation during CC meeting (according to a specific form), *3.5 years* before the event
* Proposition of the venue choice by the coordination committee, *3.5 years* before the event
* Submission for decision to EPE-EC and to PELS-Adcom, *3.5 to 3 years* before the venue
* Final decision, at least *3 years* before the event
* Iteration if needed.

Remark: In some cases, a good second choice of a venue can be recommended for a next conference.