



OPERATING GUIDE

**FOR THE
PULP AND PAPER INDUSTRY
TECHNICAL OPERATIONS COMMITTEE
OF THE**

**INDUSTRY APPLICATIONS SOCIETY
OF THE**

**INSTITUTE OF ELECTRICAL AND
ELECTRONICS ENGINEERS**

**REVISION 16
June 2017**

(Current Version Always Located at <http://sites.ieee.org/ias-pulpandpapercommittee/>)

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SECTION I - PURPOSE

FOREWORD

The Pulp and Paper Technical Operations Committee (PPIC) is a technical committee of the Process Industries Department (PID) of the Industry Applications Society (IAS) of the Institute of Electrical and Electronics Engineers (IEEE). This Committee shall conduct its activities within the framework of the constitution and bylaws of the IEEE and IAS.

This Operating Guide is designed to assist the members in administering committee activities. The policies stated herein have been approved by the Executive Subcommittee and can only be changed by that Committee.

OBJECTIVE

The objective of the Pulp and Paper Technical Operations Committee is "To advance the theory and practice in the electrical field as related to the design and management of electrical systems within the pulp, paper and forest industries."

As a means of obtaining this objective, the Committee shall select subjects and encourage the development of formal technical papers, panel groups, tutorials, etc., to be presented at the Annual Pulp, Paper and Forest Industries Conference. Further, the Committee shall select the site for the Annual Conference, appoint a local conference Chair, and work with the local arrangements committee to assure a successful conference.

SECTION II - MEMBERSHIP

ELIGIBILITY

1. Membership in this Committee shall be restricted to IEEE members who are also members in good standing of IAS.
2. A member must be a person whose business activity is associated with the forest products industry; such as solid wood product manufacturing, pulp and paper product manufacturing, forestry and logging, industry, consultants, and manufacturers of electrical equipment, materials or systems for the industry.
3. A member must be willing and able to contribute a reasonable amount of time to support Committee functions. In addition, a member must have company approval for the time and expense of attending meetings and completing committee assignments.

APPOINTMENT

1. Approval of new member applications shall be made by a group which includes the immediate past chair, chair, appropriate subcommittee chair which the applicant has indicated they wish to join, committee secretary/treasurer, and the committee membership chair.
2. All appointments shall be for a one-year period starting on July 1, and ending on June 30.
3. An exception, to items 1 and 2 of appointments, is a case where a person may temporarily serve on an operating subcommittee but not become a member of that subcommittee. Under such condition only approval of the Committee Chair is required and the necessity of IEEE and IAS membership is waived.

SELECTION

1. All members of the Committee are expected to actively serve on one of the operating subcommittees. Each member is encouraged to recommend applicants for Committee membership. The Membership Chair shall furnish each applicant with a membership request form. This shall include information on the operating subcommittee the applicant desires to serve. The appropriate operating subcommittee Chair shall review the request and makes a recommendation to the Committee Chair. The Chair will notify the applicant and Membership Chair of the results of the request.
2. There shall not be a limit to the total number of members on this Committee. However, consideration in the selection of members will be given to ensure a balance of geographical, technical, and industrial representation.

MAINTAINING MEMBERSHIP

1. The member must take an active part in the functions of the assigned Operations Sub-committee and main committee meetings.
2. The member shall notify the Chair and the respective subcommittee Chair prior to a meeting if they must be absent.
3. Since active participation is essential for the success of the Committee, the following policy will be used to maintain a roster of active membership:
 - a. If a member is absent for two consecutive meetings without submitting a request for an excused absence, the member's name shall be removed from the membership roster and the Membership Chair shall notify the member of this action.
 - b. If a member has three successive excused absences, the Membership Chair shall contact the member to determine whether their business schedule, etc., will permit the member to be active in Committee participation or whether they desire to resign.

SECTION III - COMMITTEE ORGANIZATION

The Pulp and Paper Industry Committee shall maintain the following Officers, Committees, and Subcommittees:

OFFICERS

1. Elected Officers
 - a. Chair
 - b. Vice Chair/Technical Program Chair
 - c. Secretary/Treasurer
2. Executive Committee
 - a. Elected Officers
 - b. Immediate Past Chair

OPERATING COMMITTEE

1. Officers
2. Subcommittee chairs
3. Standing subcommittee chairs

NOMINATING COMMITTEE

1. Chair
2. Immediate Past Chair
3. Past Chair

STANDING SUBCOMMITTEES

1. Membership
 - a. Chair
2. Publicity
 - a. Media Publicity Chair
3. Awards
 - a. Chairman Paper Awards
 - b. Chairman PPIC Awards
 - c. Executive Committee
4. Site Selection
 - a. Chair
5. Fellows
 - a. Chair

6. Liaison Representatives
 - a. TAPPI
 - b. IEEE IAS Executive Board (Exec Bd)
 - c. IEEE IAS Electrical Safety Workshop
 - d. IEEE IAS Standards
7. James A Rooks Student Intern and Young Engineering Professionals

OPERATING SUBCOMMITTEES

1. Process Control, Engineering, Maintenance, and Construction Subcommittee
 - a. Chair
 - b. Vice Chair
2. Power Distribution Systems Subcommittee
 - a. Chair
 - b. Vice Chair
3. Drives and Controls Subcommittee
 - a. Chair
 - b. Vice Chair
4. Training, Safety, Standards, and Codes Subcommittee
 - a. Chair
 - b. Vice Chair

LOCAL CONFERENCE COMMITTEES

1. Current Year
 - a. Chair
 - b. Co-Chair
2. Next Year
 - a. Chair
 - b. Co-Chair
3. Following Year
 - a. Chair
 - b. Co-Chair
4. Next Following Year
 - a. Chair
 - b. Co-Chair

TERMS OF OFFICE

1. Executive Committee Officers

Committee officers shall serve a two-year term of office commencing on July 1 of even numbered years. They shall not serve two consecutive terms in the same office.

2. Subcommittee Chairs

Subcommittee Chairs shall normally serve a two-year term of office commencing on July 1 of odd numbered years. Except under special circumstances, they shall not serve more than two consecutive terms in the same position.

3. Election of Executive Officers

Committee officers shall be elected at the regularly scheduled meeting of the Committee, held in conjunction with the Annual Conference, immediately preceding July 1 of each even numbered year.

The Nominating Committee shall present a proposed slate of offices and distribute the list to each Committee member at least four weeks in advance of the election meeting. Further nominations may be made from the floor at the election meeting.

If no further nominations are received, other than the slate proposed by the Nominating Committee, the Chair will declare the new officers elected as proposed. If an election is necessary for any one or more office, it shall be held under the auspices of a scrutinizer appointed by the Chair and shall be by secret ballot. After announcement of the successful candidate by the scrutinizer, the ballots shall be destroyed.

The office of Chair must be approved by the President of IAS, who also may dismiss the Chair at any time.

The list of executive officers shall be provided to the IEEE IAS Process Industry Chair.

4. Appointment of Subcommittee Chairs

Subcommittee chairs shall be appointed by the Chair with the approval of the Executive Subcommittee.

5. Partial Term of Office

If, for any reason an officer, other than the Executive Chair, is unable to serve a full term of office, a temporary appointment shall be made by the Chair to complete the outstanding term (see Section IV, Vice Chair, 2 for replacement of Chair).

SECTION IV - DUTIES OF EXECUTIVE COMMITTEE OFFICERS

CHAIR

The principal functions of the Chair shall include:

1. Preside at all functions including, but not limited, to all Committee and Executive Committee meetings.
2. Coordinate the activities of other elected officers in carrying out the operations and meeting functions assigned to them.
3. Coordinate the activities of all standing subcommittees as ex-officio Chair.
4. Submit, to the IAS President, the names of those individuals recommended for appointment by the Committee and to the Chairs of all subcommittees.
5. Appoint all subcommittee members acting on the recommendations of the various subcommittee chairs.
6. Carry out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of IAS.
7. Exercise wisdom and skill in arranging and conducting meetings of the committee and its components. Do not expose the Committee to situations in violation of the Anti-Trust and Anti-Price Fixing concepts underlying IEEE official policies adopted in 1976 by the IEEE Board of Directors, which are described in the 1977 IAS Bylaws.
8. Obtain a copy of the IAS Operations Manual and become familiar with the constitution, bylaws, and Technical Committee Chair's duties.
9. Distribute, at least one month in advance, the agenda of all scheduled meetings.
10. Provide a written report of committee activities and conference statistics to the IAS Process Industries Department Chair (PID Chair), at their request.

VICE CHAIR/TECHNICAL PROGRAM CHAIR

The principal functions of the Vice Chair shall include:

1. Preside at all official functions in the absence of the Chair.
2. Succeed to the office of Chair in the event that office becomes vacant while continuing to exercise all other duties as Vice Chair until the term expires.
3. Be the Technical Program Chair for the Annual Conference as defined in Article VII of this Guide.

SECRETARY/TREASURER

The principal functions of the Secretary/Treasurer shall include:

1. Expediently process correspondence addressed to the Committee. Whenever Committee policy or commitment to a course of action involving financial obligation occurs, bring the matter to the attention of the Chair. To direct copies of all correspondence to the Executive Committee.

2. Attend all Committee meetings and record the minutes of all such meetings.
3. Obtain from all subcommittee chairs, a copy of the minutes of all subcommittee meetings.
4. Prepare and distribute to each committee member a copy of the minutes for each meeting. These minutes shall include:
 - a. Committee attendance record
 - b. Up-to-date roster as provided by the Membership Chair
 - c. The minutes of all operating subcommittee meetings
 - d. Copies of all reports presented at the meeting
5. Maintain a file of all correspondence, minutes, etc.
6. Prepare and distribute to each executive committee member, a copy of the minutes of any and all executive committee meetings within one month after these meetings.
7. Maintain and update the Operating Guide
8. Financial obligations of the interim meeting shall be charged to the next following local conference committee Chair's budget.
9. Serve as liaison between the local conference Chair and the Executive Committee and the IEEE IAS, assisting the local Chair as needed. Offer guidance to local conference committee regarding conference budget to assure acceptance by the IEEE IAS. When available, attend IEEE sponsored Panel for Conference Organizers so as to remain current with IEEE requirements.

EXECUTIVE COMMITTEE

The principal function of the Executive Committee shall be policy making within the framework of this guide. Its membership shall consist of the elected officers and the immediate past Chair.

In addition to the above members, the Chair, at his/her discretion, will invite the Chair of any subcommittee or standing committee to the Executive Subcommittee meeting when a discussion involving the respective Subcommittee is on the agenda.

NOMINATING COMMITTEE

The function of the Nominating Committee shall be to present a slate of candidates to the executive committee for their review and then to the full membership for a vote of acceptance. This shall take place during the annual meeting held in even years. The Past Chair shall be the Chair of this committee and report its findings.

SECTION V - SCOPE OF WORKING AREA FOR SUBCOMMITTEES

STANDING SUBCOMMITTEES

1. *Membership Chair*

- a. Maintain an up-to-date master membership roster.
 - i. Membership information will be segregated to define subcommittee involvement.
- b. Maintain an up-to-date master contact list (in combination with the membership data), for the effective distribution of conference advertising material, to include at least the following:
 - i. Committee members
 - ii. Attendees at the five previous conferences
 - iii. Electrical superintendents and engineers
 - iv. Manufacturers' representatives
 - v. Consultants' representatives
 - vi. Academia
 - vii. Retirees
- c. Assist in confirming individuals who are interested in receiving publicity material and provide an up-to-date list of names and addresses on an annual basis. Make email and mailing lists available in an Excel format to the Local Conference Chair for his direct distribution of publicity material.
- d. Circulate at all Committee meetings a record of attendance sheet for signature by all members present.
- e. Maintain an up-to-date record of attendance.
- f. Present a written report of each Committee meeting including:
 - i) Attendance status at previous meeting
 - ii) Number of active members
 - iii) Number of inactive members
 - iv) Number of candidates under review
 - v) New members by name since last report
 - vi) Members by name who have not attended three consecutive meetings
 - vii) Members by name who have been dropped from membership since last report
 - viii) Members by name who have resigned since last report
- g. Membership Roster
 - i) Maintain an active program, utilizing any or all Committee members, to solicit good candidates for membership.

- ii) Upon receipt of an “Application for Membership” from a candidate’s sponsor; ensure the information on the form is complete, check IEEE and IAS membership status, and forward it to the Chair for approval by the Executive Subcommittee.
 - iii) Upon return of an “Applications for Membership” from the Chair marked “approved,” advise the candidate in writing of acceptance, copying the Secretary and Publicity Subcommittee Chair. Also forward the Main Committee Objectives, Operating Guide, roster, and the date for the next Committee meeting.
 - iv) Provide written reports of membership development to the IAS Membership Chair two weeks in advance of each IAS Executive Board meeting.
- h. Contact members as outlined in Section II – MEMBERSHIP.
 - i. Promote upgrading of Institute membership to Senior or Fellow levels.
 - j. Operating Guide
 - i) The membership Chair will distribute to new members copies of the Operating Guide.
 - ii) Notification of changes will be issued to the membership with the distribution of meeting minutes by the PPIC Secretary.
2. *Media Publicity Chair*
- a. Maintain an up-to-date mailing list of related technical publications which will advertise coming events; included should be pulp and paper trade journals, electrical trade journals and professional magazines. Promote and encourage attendance at the annual conference by major trade journal reporters or editors. Obtain, from the conference Chair, particulars concerning the upcoming conference and distribute to journals.
 - b. Maintain current information concerning the format acceptable to major journals for publication of a report of the Annual Conference. Arrange for paper abstracts, photographs, and other publicity material, as may be required, to fulfill requirements of the journals. On conclusion of the Annual Conference, forward publicity material to the technical press.
3. *Awards Chair*
- a. Industry Recognition Awards

The industry committee presents two awards to recognize outstanding individual contributions to the industry:

 - a. Pulp, Paper and Forest Industries Meritorious Engineering Award
 - b. Pulp, Paper and Forest Industries Meritorious Service Award
 - i) The Industry Recognition Awards will be made at the Annual Conference and each will consist of a suitable plaque obtained through the IEEE IAS executive offices. An award is made only when a qualified candidate is nominated. Neither award is necessarily made on an annual basis, but no more than one such award in each field may be made in any one year.
 - ii) Nominations must be received by the Awards Chair prior to the interim meeting of the year prior to the annual conference. The Awards Chair shall solicit, from the active committee roster, nominations for these awards in the prescribed format and shall forward all nominations to the Executive Committee for selection. For this purpose, the Awards Chair will serve as an ex-officio member of the Executive Committee:
 - iii) In closed session, the Executive Committee may select the award recipients by at least a three quarters secret ballot vote of those members present and voting. The Executive Committee shall have the right to change a nomination from one award to another. For

this selection process, the awards subcommittee chairperson shall be considered a voting member of the Executive Committee

- iv) Current members of the Executive Committee are eligible for either award. Members of the Executive Committee shall not nominate nor second a nomination. Recipients of the previous (1968-85) Meritorious Achievement Awards shall not be eligible to receive either of the awards as established in 1986. Previous recipients of the Meritorious Engineering Award or the Meritorious Service Award are ineligible for either Service Award in future years.
- v) Posthumous awards may not be presented unless a public announcement of the recipient has been made before death.
- vi) The minimum qualifications for either of the two awards shall be:
 - a. Active in a forest product based industry for at least ten years
 - b. Be, or have been, an active member of IEEE/IAS PPIC for at least five years
- vii) It should be noted that current membership on the IEEE Pulp & Paper Industry Committee, while desirable, is NOT an essential requirement for either award. However, the candidates shall have excelled in the following areas:
 - a. Engineering Award

The candidate must have exhibited a high degree of professional engineering excellence in three or more of the following five activities:

- (1) Publication of a minimum of three papers in IEEE Transactions on Industry Applications, IEEE Industry Applications Magazine or the IEEE IAS PPIC Technical Conference.
- (2) Inventions as illustrated by patents and/or patent disclosures
- (3) Engineering of significant state of the art equipment, systems, and/or installations in the forest products field, which would advance the technology and know-how of electrical and/or controls engineering as applied to the Forest Product Industry.
- (4) Management or direction of complex engineering work, which would require significant personal engineering knowledge and experience.
- (5) Any one, or combination, of the Service Award activities listed below

b. Service Award

The candidate must have exhibited a high degree of leadership and/or outstanding service three or more of the following five activities:

- (1) Meritorious service to the forest products industry as illustrated by leadership roles in IEEE Pulp & Paper Industry Committee for more than five years.
- (2) Service to the forest products industry as illustrated by the organization of and participation in seminars, panels, and programs for more than five years.
- (3) Publication of a minimum of three informative papers, tutorials, articles, or other publications relating to electrical or controls engineering.
- (4) Management of projects or programs resulting in significant, recognized improvements or new developments for the forest products industry.

- (5) Any one, or combination, of the Engineering Award activities listed above
- viii) In addition to the mandatory qualifications outlined above, the Executive Committee in its selection process may consider other contributions of a candidate. These contributions may include activities such as:
- a. Service to the engineering profession
 - b. Achievements in management
 - c. Service to civic, fraternal, church, educational, and/or governmental organizations
 - d. Long time active membership in industry organizations, such as IEEE, ISA, TAPPI, PIMA, et al., including local sections thereof.
 - e. Past awards and recognitions from other organizations in the forest products industry.

Any active member can submit a nomination for an Industry Recognition Award. Nomination for Meritorious Award candidates can be updated by the nominating member at any time and shall remain open until the submitting member withdraws the nomination, or until sometime in the future should the nominee be deemed not qualified. Refer to Appendix D – NOMINATION FORMAT FOR RECOGNITION AWARDS for specific requirements of nomination.

b. Prize Paper Awards

- i) The Committee provides monetary awards for best papers presented at each Annual Conference. These are:
- (1) - Best Paper of Conference
 - (2) - Second Best Paper of Conference
 - (3) - Best Paper of Conference by an author from a forest industries based facility

Note: A paper eligible for the Best Mill Paper award is one with only mill authors. Should no pure mill papers meeting this requirement be available at a particular conference, a paper including a mill author and others could be considered for the award at the discretion of the Chair.

- ii) The funding of these awards is from the local conference committee budget. It is possible for one author to win two prizes. When a prize winning paper has multiple authors, the prize award will be divided equally to all authors. Authors can also choose to reinvest the prize award back to the conference by way of the Rooks Intern Program.
- iii) The paper awards shall be as follows, Best Conference Paper- \$500 (US), Second Best Conference Paper, \$250 and Best Paper presented by an author(s) from a forest industry product company, \$500
- a) Paper awards are a single cash prize regardless of the number of authors.
- iv) The appropriate tax form (Form 1099MISC) will also be issued, by the local committee (treasurer) to individuals that receive awards when the award amount is in excess of the minimum allowed by US tax laws.

c. Paper Review

- i) The Paper Awards Subcommittee shall review pre-prints of all papers to be presented at the next conference using IAS grading forms and procedures and consistent with the Conference schedule as listed in Section VII of this guide. The Committee shall also grade each oral presentation which will count in the total scoring. The Paper Awards Chair will

notify the local conference Chair of the winners and the awards will be presented at the close of the Conference.

- ii) In addition, the Paper Awards Subcommittee shall recommend, to the Technical Program Chair, those papers worthy of publication in either IEEE Spectrum or IEEE IAS TRANSACTIONS or (IAS Magazine).
 - d. The PPIC Awards Chair shall notify the Awards and Recognition Chair of IAS of the Prize Paper, Service, and Engineering Awards at least one month before the IEEE IAS Annual Meeting. Also, complete the quarterly rolling papers report and send to the IAS Papers Chair.
5. *Fellows Nominating Subcommittee*
- a. This Committee shall be responsible for selecting and nominating people for IEEE Fellow. They will coordinate the nomination submittal process and report progress to the membership.
 - b. If one of our members is successfully elevated to the grade of Fellow, this committee will, in conjunction with the elevated member, author a single page biographical summary for inclusion in the Conference Record of the next annual conference following the elevation. Subject to the approval of the recipient. (Typically elevations occur in November)
 - c. This committee will provide the single page biographical summary to the Technical Program Chair, for inclusion in the printed version of the conference record, using the same schedule as that of papers for the technical program of the next annual conference
 - d. The committee chairperson will acknowledge those persons elevated to the grade of Fellow during the awards luncheon. If the member has chosen to have their formal presentation and celebration of this elevation as part of the PPIC annual conference, this shall be facilitated within the awards luncheon program. An opportunity to address the audience will be provided for any newly elevated Fellows receiving his elevation at the annual conference. If the newly elevated Fellow has chosen to have their formal presentation at another IEEE conference, the chairperson will only acknowledge the elevation as part of the award luncheon program and will refer the members to review the printed biography in the Conference Record
 - e. This committee will also be responsible for the publicity and encouragement of all committee members obtaining elevation to the grade of Senior Member. The committee will inform and assistance those members who wish to apply for elevation to the senior grade
 - f. Those elevated to Senior Member will be acknowledged by the committee chairperson during the general committee meeting at the annual conference
6. *Conference Site Selection Subcommittee*

This Committee shall review possible Annual Conference Sites, Conference Chair, and make recommendations to the executive committee. Actual conference site selection shall be by voice vote of the Committee. Final approval of all sites by the IAS Meetings Department Chair is required.

OPERATING SUBCOMMITTEES

1. *Duties of the Operating Subcommittee Chairs*
 - a. Appoint a Vice Chair to assist in directing Subcommittee activities and serve as Chair when absent.
 - b. Appoint a Secretary to take notes of the meetings. The Chair shall have the Secretary send the Subcommittee minutes to the Committee Secretary for inclusion in the official minutes.
 - c. Recruit members and notify applicants of their appointment to the Subcommittee.

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- d. Work to maintain a balance of manufacturers, consultants, and industry members on the Subcommittee. No meeting shall convene where persons in attendance are solely in the role of vendor.
 - e. Encourage active participation of members in Subcommittee work. Where this is not possible, either due to a hardship or lack of interest, the Subcommittee Chair shall notify the member that they are dropped from the Subcommittee roster. If a person wishes to be reinstated, they must request re-admission from the Committee Chair on the Operating Subcommittee they want to serve.
 - f. Provide, in advance of all Subcommittee meetings, an agenda of the items of business. A copy of this agenda shall be sent to all members of the Subcommittee and the Committee officers in advance of the meeting.
 - g. Work closely with the Committee Vice Chair to see that program assignments of their Subcommittee meet the required time schedule as specified in Section VII of this Guide.
 - h. Serve as a liaison between the subcommittee, Technical Program Chair and paper sponsors that are members of the subcommittee. This includes distributing electronic copies of the Authors Guide and technical paper Style Guide to each sponsor for delivery to each author. Also, assuring all sponsors maintain contact with authors to meet the required schedule.
2. *Operating Subcommittee Members*
- a. Shall be appointed by the Subcommittee Chairs.
 - b. It is understood that all members will take an active role in the duties of the Subcommittee and assignments given them.
 - c. Since all Operating Subcommittees meet at the same time, it is impossible for a member to actively participate in the business of more than one Subcommittee. However, Committee members may also have an interest in the activities of other Subcommittees and may desire or be requested to take part in an assignment of another Subcommittee. If a member desires to accept a temporary assignment in another Subcommittee, the current Subcommittee Chair shall be notified. If a permanent transfer is desired, the Chair of the present Subcommittee must be notified in order to modify the roster.
3. *Purpose of the Operating Subcommittee*
- a. Sponsor technical papers, panel discussions, engineering documents, tutorials, etc., within the scope of its title.
 - b. Provide engineers in the forest products industry with the latest and most competent information on industry developments.
4. *Responsibility*
- a. Recommend subjects for technical papers, panels, etc., to be voted upon by the full Committee when developing the program for future conferences.
 - b. Sponsor the subjects approved by the full Committee and obtain authors for papers and moderators for panels, etc. Refer to Section VII of this Guide for specific duties and schedules for paper presentation.
5. *Scope of Operating Subcommittee*
- All Subcommittees shall be guided broadly by the scope of the Pulp and Paper Industry Committee as follows:
- The treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the manufacture and fabrication of forest products.

a. Engineering Management, Maintenance, and Construction Subcommittee (EMMC)

The specific scope of this Subcommittee shall be:

General activity in the organization and administration of maintenance, engineering, and construction practices in the industry.

b. Power Distribution Systems Subcommittee (PDS)

The specific scope of this Subcommittee shall be:

General activities in the field of distribution of electrical power within pulp and paper mills, solid wood product manufacturing and associated facilities.

c. Drives and Controls Subcommittee (DCS)

The specific scope of this Subcommittee shall be:

General activities in the field of adjustable and constant speed drives and other various motor control systems within the industry.

d. Training, Safety, Standards, and Codes Subcommittee (TSSC)

The specific scope of this Subcommittee shall be:

General activities in the field of training, safety, standards, and codes within the field as well as perform liaison work with the standards and codes making bodies in the electrical field as related to the Industry and to make the Committee aware of the latest changes in these areas.

SECTION VI - MEETINGS

There shall be two meetings per year of the Committee and all Operating Subcommittees. The **ANNUAL** meeting will be held during the technical conference in the second calendar quarter of each year and the **INTERIM** meeting held in the fourth calendar quarter of each year. The interim meeting shall not coincide with the IAS Annual Meeting.

MAIN COMMITTEE

1. The full Committee shall conduct its two meetings: during the annual meeting and during the interim meeting.
2. Meetings shall be chaired by the Committee Chair or, when absent, the Vice Chair.
3. "Robert's Rules of Order" shall prevail.
4. The agenda will, in general, be in accord with the following format:
 - a. Chair's welcome and opening remarks
 - b. Antitrust announcement
 - c. Introduction of all present
 - d. Secretary's report
 - e. Executive Committee report - Chair
 - f. Technical Program Chair's report - Vice Chair
 - g. Paper Awards, Magazine and Transactions Submittals (previous year)
 - h. Standing Subcommittee reports
 - a) Membership Subcommittee
 - b) Publicity Subcommittee
 - c) Awards Subcommittee
 - d) Site Selection Subcommittee
 - e) Fellow Subcommittee
 - f) Liaison Subcommittees
 - g) James A. Rooks Student Intern and Young Engineering Professionals
 - i. Operating Subcommittee reports
 - a) Engineering Management, Maintenance, and Construction Subcommittee
 - b) Power Distribution Systems Subcommittee
 - c) Drives and Control Systems Subcommittee
 - d) Training, Safety, Standards, and Codes Subcommittee
 - j. Conference Committee Report
 - k. Old Business
 - l. New Business
 - m. Announcements

EXECUTIVE COMMITTEE

The Executive Committee shall meet during the Annual Meeting and again during the Interim meeting and in both cases before the general committee meeting is held. The Interim Meeting may be held in the form of a web based conference meeting or conference call or similar remote connection means.

OPERATING SUBCOMMITTEES

The Operating Subcommittees shall meet concurrently during the Annual Meeting and Interim meeting before the general committee meeting is held.

MULTIMEDIA RECORDING

Video and/or audio recording of meetings and technical sessions is prohibited unless prior approval is obtained from the PPIC Chair and all participants and author(s) of the paper being presented. Conference participants will be reminded by the session moderator or committee chair that video and audio recording of technical sessions or meetings is not permitted unless prior authorization is obtained.

SECTION VII - CONFERENCE PROGRAM

DUTIES OF TECHNICAL PROGRAM CHAIRMAN

1. The Committee Vice Chair shall be the Technical Program Chair and is responsible for coordinating the Annual Conference technical portion of the program.
2. At the Main Committee Meeting, list the topics of proposed papers, panels, tutorials, etc., recommended by the Operating Subcommittees.
3. Work with the Chair of the Operating Subcommittees to ensure that the selected authors receive the Pulp and Paper Industry Committee "Authors' Guide" and "Authors' Kit."
4. Make arrangements for printing the Conference Record and provide the printer with all information, format, papers, etc. needed to publish the Record in accordance with established IEEE/IAS rules and copyright procedures.
5. Give a report on the progress of the program at the Main Committee Meeting of the interim meeting and finalize any late changes.
6. Accept the request from no more than 12 manufacturers for an opportunity to make 10 minute "NEW PRODUCT PRESENTATIONS" during the Technical Program.
7. Submit an outline of the Technical Program to the Conference Chair for inclusion in the published Conference Program.
8. Select moderators for each session of the technical program and provide them with background data on each author.
9. At the Conference, check to ensure that all authors are present and plan to attend the authors' breakfast for last minute instruction and changes.
10. Prior to the Conference, notify each speaker of the Conference schedule and of the authors' breakfast schedule.
11. Check the operational condition of the audio visual aids provided and ensure that required aids are available to the speakers.
12. Following the Conference, in the name of the Committee, write a letter of appreciation to each technical paper author. See Appendix A. for annual schedule.
13. The following procedure will govern the scheduling of the paper manuscript flow and will be used to set the actual dates for paper flow. Responsibilities of all parties concerned is detailed:
 - a) Due dates will vary depending on the actual dates of the Conference and interim meeting, they are set by the Technical Program Chair. The schedule for the coming year will be available at the Annual Meeting. A typical schedule guide follows:
 - b) The key person in the paper process is, of course, the author. However, it is the sponsor's responsibility to keep the author on schedule and to prod reviewers, if necessary, to meet their dates. In addition to keeping the paper reviews on schedule, it is also the sponsor's responsibility to ensure that visual materials (PowerPoint) will be legible and follow procedures for good presentation. The papers presented are to be technical in nature. Both the written and oral presentations are to be free of commercialism. The sponsor shall be sure that this policy is enforced. The Subcommittee Chair is then responsible for the sponsors. The Technical Program Chair's only contact with the author during paper preparation is to provide the necessary forms and kits. The Technical Program Chair should receive monthly written reports

from all Subcommittee Chairs between the interim meeting and the due date for the final manuscripts, giving the current status of all papers and panels for which they are responsible.

14. The schedule is as follows:

- a) Sponsors suggest paper titles with authors at either the annual meeting or at the interim meetings. Outlines or abstracts are preferred at the annual meeting but 5 copies of the rough draft of the paper are required at the interim meeting. Note that an author cannot sponsor his or her own paper. If this should be the case, the Subcommittee Chair becomes the sponsor by default.
- b) The Subcommittee at the interim meeting makes the final selection of papers. It is the responsibility of the paper sponsor to determine if the paper has been previously presented or published and bring that information to the attention of the subcommittee. The subcommittee is then responsible for determining if the paper is suitable for publication and presentation at the conference.
- c) The Subcommittee Chair assigns a review committee of three members in good standing for each paper and furnishes them review forms along with the rough draft of the paper at the interim meeting.
- d) Within two weeks after the interim meeting, the Subcommittee Chair furnishes a complete list of all that subcommittee's papers with sponsors, authors and reviewers names to the Technical Program Chair and Secretary (author's complete mailing address, telephone number and email address are required at this time).
- e) Technical Program Chair will send author's kits to authors if requested.
- f) The paper sponsor is responsible to ensure that all 3 reviews of the rough draft are returned to the sponsor by the due date. The sponsor will forward them to the author and notify the Subcommittee Chair that the rough draft has been reviewed.
- g) Author prepares the final draft based on review comments and sends 5 copies to the sponsor by the due date. Sponsor is responsible for getting the drafts to the 3 reviewers on time and notifies the Subcommittee Chair that the final draft has been sent to the reviewers.
- h) Sponsor ensures that the author completes the Author's Data & Release Form and THE IEEE COPYRIGHT FORM before the due date.
- i) Sponsor is responsible to ensure that all 3 reviews of the final draft are mailed to the sponsor by the due date. The sponsor will forward them to the author and notify the Subcommittee Chair that the final drafts have been reviewed.
- j) The Author prepares the final manuscript in accordance with the latest version of the PPIC STYLE OF PAPERS AND PAPER FORMAT (filename: Style Sheet.doc), and mails one (1) hard copy and one electronic copy in Word for Windows format to the Technical Program Chair. If required for the Conference Record, the Technical Program Chair will convert the document to any other format such as Adobe Acrobat. Sponsor is to ensure that the schedule is met.
- k) The Technical Program Chair makes up the program schedule and forwards it to the Local Conference Chair. The Technical Program Chair sends copies of all papers to the Prize Paper Award Committee members; sends manuscripts to the printer with the due date of the bound record to be sent to the Conference Chair and sends an acknowledgment of receipt of the manuscript and a conference schedule showing presentation times to each author.
- l) Oral presentations are made at the annual conference. The Sponsor shall encourage all authors to register for and attend the conference. The sponsor shall ensure that one author will be the presenter of the paper and encourage that author to pre-register. **Note:** All paper

presenters and all new product presenters are required to register, at least for the day of presentation. Tutorial presenters are required to register for only that portion of the conference that they attend. Tutorial presentations scheduled for the conference will not be allowed to drop from the program within 12 weeks of the presentation date. Where multiple paper presenters are involved in the same presentation, at least one is required to register. If an author cannot attend and present, the sponsor will make arrangements for a suitable substitute presenter.

- m) Within two weeks after the conference, the Award Committee furnishes a list of papers recommended for IAS TRANSACTIONS publication along with the completed IAS review forms for each paper. The Awards Committee will also make recommendations for publication in the IEEE Industrial Applications Magazine to the editor.
- n) The procedure has already begun for the next conference.

Refer to the Author's Guide and Tutorial Instructor's Guide for details regarding paper preparation, rough drafts, final drafts, final manuscript and conference presentation requirements.

DUTIES OF THE LOCAL CONFERENCE COMMITTEE

The Conference Committee will have responsibility for the following portions of the Conference program:

1. Review and understand the requirements of conference planning using the PPIC Conference Planning Guide or the IEEE Conference Organizers Guide.
2. Reserve rooms for the Committee meetings
3. Get acquainted session
4. The committee luncheon
5. Keynote speaker
6. Conference banquet arrangements
7. Recommend the Conference banquet speaker, which shall be approved by the Executive Subcommittee
8. Conference reception if the program extends three days
9. Plan and conduct the guests program (spouses and children)
10. Provide complimentary registration and hotel accommodations for Meritorious Engineering and Service Award winners (including spouses)
11. Provide information for an IAS Newsletter article to the Newsletter editor within two weeks after the Conference.

SECTION VIII - CONFERENCE ARRANGEMENTS COMMITTEE

SELECTION OF ARRANGEMENTS COMMITTEE CHAIRMAN

The selection of the Conference Committee Chair is made by the Committee five years in advance of the Conference. The Conference Chair should be a member of the Committee as a general rule.

HOW TO ORGANIZE A CONFERENCE

1. IEEE/IAS Headquarters will supply a very complete set of instructions in the form of a "kit" on "How to Organize a Conference" which includes instructions for each Committee and the forms for reports to be submitted to Headquarters after the Conference.
2. Refer to The IEEE PPIC Local Planning Committee Manual for the functional duties of committee finance, registration, facilities, hospitality, publicity, awards, etc.
3. Another valuable source of information is consultation with past and previous Conference Chairs. To that end, each Conference Chair shall send copies of their Committee's minutes to the next two Conference Chairs.

TIME SCHEDULES FOR ARRANGEMENTS

1. The Conference Chair shall contact a suitable hotel which has the accommodations required for the Conference and make a guaranteed reservation, subject to review by the IAS Meetings Department Chair, not more than five years before the Conference and report to the Committee the name of the hotel at the next scheduled meeting.
2. The local IEEE and/or IAS subsection in the Conference city should be contacted concerning co-sponsorship of the Conference. This group would be expected to aid in arrangements as requested by the Conference Chair. If co-sponsorship is obtained, the share of any surplus from the Conference shall be split with 33 1/3% to the local group and 66 2/3% going to IAS. The local group is not liable for any losses incurred by the Conference.
3. Organize Conference Committee
 - a. The Conference Chair should appoint a co-Chair immediately to aid them in the preliminary plans of organizing the Committee.
 - b. The Committee should be organized in the second year prior to the Conference.
4. A budget must be prepared and submitted to the Executive Committee and the IAS Meetings Department Chair in January/February the year prior to the conference in order to secure seed monies from the IAS and to fund the interim meeting prior to the Conference.
 - a. Request required advance funds from IAS.
 - b. Submit the final revised budget at the interim meeting prior to the Conference. This must be approved by the Executive Committee and the IAS Meetings Department Chair. Concurrently, the Conference Chair shall submit the budget to IAS Headquarters for approval.

- c. Include in the budget, a line item sufficient to cover the costs of preparing and distributing the minutes of the Executive and Full Committee meetings for both the Annual Meeting and the prior Interim Meeting.
- 5. Complete the Conference Business Report within 90 days after the close of the Conference.
 - a. Submit the final financial statement to the Executive Committee Treasurer for approval. Upon approval of the statement, the Conference Chair will be given the authority to dispense any remaining funds.
 - b. After financial approval, the Conference Chair shall submit an "IEEE CONFERENCE REPORT" to the Executive Committee for approval. When approved, the report shall be forwarded to IEEE/IAS Headquarters. The forms for this report are included in the "How to Organize a Conference" kit.
 - c. The Conference Chair or his deputy shall prepare a list of all registered conference attendees and send to the Master Contact List Chair for updating the distribution list.

SECTION IX - CONFERENCE ETIQUETTE RULES FOR VENDOR HOSPITALITY AND ENTERTAINMENT

SCOPE

The intent of these rules is to maintain the meeting as a technical conference at a professional level. Vendor participation is encouraged and welcomed and it is only to emphasize the technical and professional aspects, and to prevent any conflicts with the Conference program that these entertainment rules are required. Conduct shall be in accordance with this intent.

HOSPITALITY ROOMS

1. Vendor hospitality rooms as a means of entertaining customers, making or renewing acquaintances, and for commercial discussions on an individual oriented basis shall be allowed.
2. Vendor Hospitality suite requests are to be made in writing on company letterhead or email and directed to the Local Conference Committee. Requests should not be made and will not be honored before the close of the previous year's conference.
3. Requests for suites must be directed to the Local Conference Committee - not the Conference Hotel. The Local Conference Committee will notify all those requesting hospitality suites of their status. After a vendor has received confirmation of their suite assignment (size or type) direct contact with the Hotel to work out catering, billing, etc. may begin. Any changes would require Local Conference Committee approval.
4. Requests for suites should indicate the Vendor's choice as to size or type required. When an adequate number of satisfactory suites are available, suites will be assigned to those who have provided hospitality suites at previous conferences (preference given to longtime supporters of PPIC). When an insufficient number of suites exist, the Local Conference Committee will conduct a drawing to determine the suite assignments. To be considered a long term supporter a supplier shall have: provided a hospitality suite or reception function at the past five (5) consecutive conferences as a minimum or provided continual technical support (papers, Subcommittee membership, and Working Group activity).
5. All vendor personnel participating in the vendors' hospitality rooms must register for at least one day of the Conference.
6. The principal member responsible for a vendors' hospitality room shall be a member of the Pulp and Paper Industry committee.
7. Hospitality rooms shall not be open to guests during official conference program hours as listed in the Conference Program.
8. All hospitality rooms will be closed by a reasonable hour so as not to interfere with the next day's program or other guests in the hotel.
9. Hospitality room identification will be on a bulletin board adjacent to the registration desk, but no signs, posters, banners, or other materials shall be used for promotional purposes. An identifying sign may be used at the room location if desired.
10. Literature and products for demonstration and discussion on a personal and individually oriented basis in hospitality rooms shall be permitted as being consistent with the technical communication objectives of the Conference.

11. All vendors that have hospitality rooms open to general attendance, shall give prior notification to the Local Conference Planning Committee.

CONFERENCE ETIQUETTE RULES FOR VENDOR ENTERTAINMENT

Vendor participation is encouraged and welcomed! These entertainment rules are required to emphasize and facilitate the technical and professional aspects of the conference, and to prevent any conflicts with the overall Conference Program. Vendor conduct shall be in accordance with this intent.

VENDOR ENTERTAINMENT

1. Vendor luncheons, social function, or other group affairs shall be scheduled and controlled so as not to conflict with the times allotted to the official conference program, or official conference luncheons, banquets, and social functions.
2. At no time during the conference normal schedule program hours (Monday 7:00 a.m. through Thursday 5:00 p.m.) shall anyone take more than 20 registrants (not including guests, visiting dignitaries, or host company personnel) away from the conference hotel for any purpose.
3. During vendor sponsored conference events, open to all attendees that are part of the official conference events, the vendors may set up an unmanned table with literature on products and services. In addition, vendors are allowed to station personnel at the entrance to the room where the function is being held to welcome attendees and introduce themselves. Overt sales pitches to the assembled attendees are prohibited but vendors are allowed to answer individual questions concerning their products or services as they would at any other time during the conference. Vendors participating in the conference and sponsoring events are encouraged to stay in the conference hotel.
4. Inviting customers to social events on nights that do not conflict with any of the official conference program is acceptable. Such events should be planned and executed so that guests can be at the conference area in time to participate in other informal activities such as hospitality rooms, desert bars or other late night vendor sponsored social functions.

VENDOR HOSPITALITY ROOMS

1. Vendor hospitality rooms as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual oriented basis are allowed and encouraged.
2. All vendor personnel participating in the vendor's hospitality rooms must be registered as attendees of the Annual Conference.
3. The principal member responsible for the vendor's hospitality room shall be a member of the IEEE in good standing and in addition a member of the Industry Applications Society and preferably a member of the PPIC.
4. Vendors shall not receive guests to hospitality rooms during official conference program hours, including the time set aside for technical meetings, official banquets, official luncheons, official social functions, or like affairs.
5. At least one-half hour before official conference events, vendors shall close their hospitality rooms to guests, including those already present. The rooms shall not reopen until such conference affairs are officially closed.
6. An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program or other guests in the hotel.
7. Hospitality room identification will be listed by the Local Conference Committee in the Registration area. An identifying sign will be provided by the Local Conference Committee for use at the hospitality room location.

8. Literature and products for demonstration and discussion on a personal and individual oriented basis in hospitality rooms shall be permitted as being consistent with the technical communication objectives of the conference.
9. All vendors that are to have hospitality rooms open to all of the general attendance
10. Vendors shall give prior notification to the Local Conference Committee that their intention is to host a Hospitality Room.

COMMERCIAL ADVERTISING AND CONDUCT

1. Commercial displays, including products, signs, posters, banners, etc., shall be confined to the hospitality room or vendor sponsored event.
2. Large group oriented displays of commercial equipment or group oriented product presentations shall be permitted with approval of the conference Chair and may be open when no official activities are scheduled. These displays must be remote from the meeting area.
3. Commercial literature shall be distributed only from the hospitality suites, vendor sponsored events, or on a personal basis with the exception of literature concerned with a scheduled "NEW PRODUCT PRESENTATION" which is an integral portion of the conference program.
4. Commercial products will be confined to hospitality rooms or official vendor exhibit spaces, defined by the Local Conference Committee, in order to emphasize the official technical nature of the conference.

DELIVERY OF PRINTED MATERIAL TO HOTEL ROOMS

1. Distribution of printed material to PPFIC attendees' hotel rooms will be done only by the hotel staff.
2. Anything delivered to the room must have approval of the Local Conference Committee Chair, Vice Chair, or PPIC Chair.
3. Under no circumstances will material advertising or advocating a product be distributed.
4. Examples of acceptable material are invitations to supplier social functions, newspapers (e.g.: USA Today or local paper) with a supplier logo sticker), etc.

ENFORCEMENT

The Local Conference Committee Chair is responsible for the strict adherence to these rules. Failure to comply can result in the closing of any hospitality suite or display for the balance of the Conference.

SECTION X - CONFERENCE ETIQUETTE RULES FOR VENDOR EXHIBIT SPACE

SCOPE

The intent of these rules is to maintain the meeting as a technical conference at a professional level. Vendor participation is encouraged and welcomed but it is only to emphasize the technical and professional aspects. To prevent any conflicts with the Conference program, these exhibit rules are required. Conduct shall be in accordance with this intent.

EXHIBIT SPACE

1. Vendor Exhibit space serve as a means of educating customers about products and services and for commercial discussions on an individual oriented basis shall be allowed.
2. All vendor personnel participating in the vendors' exhibit space are required to register for the Conference.
3. The principal member responsible for a vendors' exhibit space shall be a member of the Pulp and Paper Industry committee.
4. Exhibit space shall not be open to guests during the PPIC Technical Program. It can be open 10 minutes prior and during scheduled breaks and lunches. It can also be open one hour prior to and after the PPIC technical program. The Conference Agenda will be provided to each vendor to ensure complete understanding of the times. Please conclude your business in a timely fashion so that the attendees can return to the technical program when it reconvenes.
5. The exhibit space can be open during committee meetings. Vendors who are also committee members are expected to attend their committee meeting. All vendors should make alternate arrangements for staffing their exhibition booth to insure representatives are available during the operating hours of the exhibit space.
6. Vendors delaying or preventing the attendees from returning to the technical program from the program will have their booth shut down by the local committee at their discretion.
7. No vendor provided catering is allowed within their exhibit space. Neither contests, nor door prizes are permitted. A suitable, professional atmosphere should prevail at all times.
8. Exhibit external identification will be limited to signage stating "PPIC Exhibits", but no signs, posters, banners, or other materials shall be used for promotional purposes externally to the exhibit space.
9. Literature and products for demonstration and discussion on a personal and individually oriented basis in exhibit space shall be permitted as being consistent with the technical communication objectives of the Conference.

COMMERCIAL ADVERTISING AND CONDUCT

1. Commercial displays, including products, signs, posters, banners, etc., shall be confined to the exhibit space.
2. Large group oriented displays of commercial equipment or group oriented product presentations will be located within the exhibit space proper

3. Commercial literature shall be distributed only from the exhibit space or on a personal basis with the exception of literature concerned with a scheduled "NEW PRODUCT PRESENTATION" which is an integral portion of the conference program.

ENFORCEMENT

The Local Conference Chair is responsible for the strict adherence to these rules. Failure to comply can result in the closing of any exhibit space or display for the balance of the Conference.

APPENDIX A – TYPICAL TECHNICAL PAPER SCHEDULE

IEEE/IAS PULP AND PAPER TECHNICAL OPERATIONS COMMITTEE

TECHNICAL PAPER SCHEDULE for a TYPICAL CONFERENCE

Date	Action
3 rd week of June	Annual Committee Meeting. Title and Author suggested by Paper Sponsor.
3 rd week of October	Rough draft available for reviewers.
1 st week of November	Author kits to authors and posted on WWW site.
3 rd week of November	Review of rough draft due
2 nd week of January	Final draft to reviewers
2 nd week of February	Review of final draft due. Copyright Transfer form, Author's Data & Release Form sent to the Technical Program Chair.
2 nd week of March	Mail final manuscript on 8½ x 11 dual column Word for Windows format, plus 1 copies (8½ x 11) to the Technical Program Chair
1 st week of April	Manuscripts sent to printer
3 rd week of April	Acknowledgment and schedule sent to Authors.
3 rd week of June	Send electronic media and/or bound copies of the conference record to Conference Chair and IEEE Headquarters (if requested).
Conference – 3 rd week of June	Oral presentation at conference
3 rd week of July	Review forms for IAS Transactions papers due from the Paper Awards Chair.
1 st week of August	Manuscripts for Transactions papers sent to IAS.

APPENDIX B - TYPICAL TECHNICAL PAPER EVALUATION FORM

IEEE/IAS PULP AND PAPER TECHNICAL OPERATIONS COMMITTEE

PAPER TITLE: _____

PAPER AUTHOR(S): _____

A. Subject:

1. Reader Interest _____
2. Importance _____
3. Reference value _____
4. Originality _____
5. Subtotal (sum of A1 to A4) _____

Total (twice item A5) _____

B. Writing:

1. Analysis and development _____
2. Unity _____
3. Conciseness _____
4. Clarity _____
5. References to past work _____
6. Format, illustrations, tables _____

Subtotal (sum of B1 to B6) _____

C. Total quality evaluation (sum of A6 and B7) _____

Score each quality on a scale of 0 to 10:

0 - 2 = Poor
3 - 5 = Average
6 - 8 = Good
9 - 10 = Excellent

Comments and suggestions for revision. Indicate whether mandatory or suggested. Use additional sheet if necessary.

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APPENDIX C - INTRODUCTION AND BRIEF HISTORY

HISTORY OF THE PULP AND PAPER INDUSTRY TECHNICAL OPERATIONS COMMITTEE

The IEEE/IAS Pulp and Paper Industry Technical Operations Committee had its beginnings in 1955 as the Subcommittee on Pulp and Paper Industry of the Committee on General Industry Applications of the American Institute of Electrical Engineers (AIEE). There were originally 22 members. This Committee became very active and held their first Annual Pulp and Paper Conference at Gainesville, Florida on March 8 and 9, 1956, in conjunction with the local AIEE Chapter and the University of Florida. This Conference was very successful in all respects. The total registration was 92, which included some 30 to 35 mill people. The group was small enough to make a very close, friendly, and enthusiastic group with nearly 100% attendance at all sessions including a luncheon and banquet. The registration fee was \$2.50.

The committee has continued to grow and thrive to its present day form. A very detailed and up to date history of the committee can be found at <http://sites.ieee.org/ias-pulpandpapercommittee/>

IEEE/IAS PULP & PAPER INDUSTRY COMMITTEE OPERATING GUIDE

APPENDIX D - NOMINATION FORMAT FOR RECOGNITION AWARDS

Refer to Section V.4.a of this guide for Industry Recognition Award criteria. All nominations for these awards shall be submitted in typed form, not exceed three pages, and adhere exactly to the following format:

1. Date nomination was forwarded to Awards Committee Chair (deadline is October 1).
2. This nomination is for the IEEE Pulp, Paper and Forest Industries Meritorious Engineering Award or Meritorious Service Award.
3. Name, company affiliation, address, and telephone number of candidate.
4. Name, company affiliation, address, and telephone number of committee member making nomination.

Name, company affiliation, address, and telephone number of each individual seconding the nomination. Up to three seconding nominations are acceptable. At least one seconding nomination is required from a Committee member, while the others may or may not be members of this Committee. The signature of only the Committee member making the nomination is required.

5. Basic data required on candidate (a typical resume can be substituted for this section):
 - a. Date and place of birth
 - b. Short resume of education
 - c. Short resume of experience (Note: ten years or more in the paper industry is required)
 - d. AIEE/IEEE membership grade (required), or grade held at retirement, and length of service in the IEEE/IAS.
 - e. TAPPI, PIMA, etc. membership grades, leadership roles if applicable (not a requirement) and length
 - f. of service
 - g. Professional Engineering registration, if applicable (not a requirement)
6. Engineering achievements (information is required to qualify for either award):
 - a. List any important, technical publications and tutorials. Attach a copy of the most important (Minimum 3)
 - b. List any patents and/or patent disclosures (not a requirement as to number)
 - c. Briefly describe significant engineering activities (equipment and/or installation) attributed to the candidate who advanced the technology and know-how of electrical and/or controls engineering as applied to the forest products Industry.
 - d. Describe management responsibilities in the direction of engineering work.
7. Service achievements (information is required to qualify for either award)
 - a. List leadership positions held in IEEE/IAS/PPIC

- b. List contributions (up to ten) to the industry as illustrated by organization or participation in seminars, panels, and programs
 - c. List informative papers, articles, and other publications (up to ten) and attach a copy for the most important topics (Minimum 3).
 - d. Briefly describe important management assignments of the candidate
8. Briefly describe other contributions as outlined in the Operating Guide. These include:
- a. Service to the engineering profession
 - b. Achievements in management
 - c. Service to civic, fraternal, church, educational, and/or governmental organizations
 - d. Long time active membership in industry organizations, such as IEEE, ISA, TAPPI, PIMA, et al., including local sections thereof.
 - e. Past awards and recognitions from other organizations in the forest products Industry

EVALUATION CRITERIA

The criteria for evaluating the relative weight of each requirement will be as follows:

Each item of Section V.4.a paragraphs vii.a.1-5 or vii.b.1-5, and viii will be evaluated on a 0 to 5 scale, the score denoting a comparison with contemporaries:

- 1 – Meets very little of the requirements
- 2 – Meets some of the requirements for the category but below the minimum requirement
- 3 – Meets minimum requirements
- 4 – Exceeds the requirements
- 5 – Excels at or has an exceptional or outstanding record

The weighing of each item will be as follows:

- 1. Engineering (V.4.a.vii.a) or Service (V.4.a.vii.b):

Sub-Paragraph	0 to 5 Score		Importance Factor	Weighted Score
1		X	2.4	
2		X	1.9	
3		X	1.4	
4		X	1.0	
5		X	1.3	

Subtotal of weighted score _____
 (Note: 40 is maximum score for V.4.a.vii.a or V.4.a.vii.b)

IEEE/IAS PULP & PAPER INDUSTRY COMMITTEE OPERATING GUIDE

2. Other contributions to the industry and profession V.4.a.viii):

Sub-Paragraph	0 to 5 Score		Importance Factor	Weighted Score
a		X	0.20	
b		X	0.20	
c		X	0.20	
d		X	0.20	
e		X	0.20	

Subtotal of weighted score _____

(Note: 5.0 is maximum score for V.4.a.viii)

3. Composite score is the sum of the subtotals of sections 1 and 2 above. The maximum score is 45. The Executive Committee usually considers that a total composite score below 27 is not usually indicative of a qualified candidate.

APPENDIX E – ANTI-TRUST POLICY

IEEE's policy prohibits any discussion which constitutes or implies an agreement or tacit understanding concerning:

- prices, discount, or terms or conditions of sale;
- profits, profit margins, or cost data;
- market shares, sales territories, or markets;
- allocation of customers, markets or territories
- discriminatory licensing provisions;
- standards or certification programs that unreasonably restrain trade;
- selection, rejection, or termination of customers or supplier;
- restricting territory or markets in which a company may resell products;
- restricting the customers to whom a company may sell;
- bidding or refraining bidding; or
- any matter which restricts a participant's independence in setting prices, establishing production and sales levels, choosing the markets in which the member operates and selects its customers and suppliers.

The principal provisions of the Sherman antitrust laws of the United States provide:

Every contract, combination in the form of trust or otherwise, or conspiracy, in restraint of trade or commerce among the several States, or with foreign nations, is declared to be illegal. Every person who shall make any contract or engage in any combination of conspiracy hereby declared to be illegal shall be deemed guilty of a felony, and, on conviction thereof, shall be punished by fine not exceeding \$10,000,000 if a corporation, or, if any other person, \$350,000, or by imprisonment not exceeding three years, or by both said punishments, in the discretion of the court.

Section 1, Sherman Act

Further: Every person who shall monopolize, or attempt to monopolize, or combine or conspire with any other person or persons, to monopolize any part of the trade or commerce among the several States, or with foreign nations, shall be deemed guilty of a felony, and, on conviction thereof, shall be punished by fine not exceeding \$10,000,000 if a corporation, or, if any other person, \$350,000, or by imprisonment not exceeding three years, or by both said punishments, in the discretion of the court.

Section 2, Sherman Act

(Thomas C. Wettach, Legal Counsel to the IEEE-SA Standards Board, distributed the following material at an IEEE 802 tutorial on intellectual property (5 July 1999). It does not represent IEEE-SA policy. However, it may be construed to represent guidelines on the interpretation of the policy.)