

# THE INTERNATIONAL CONFERENCE ON CONCENTRATING PHOTOVOLTAIC (CPV) SYSTEMS UNDER THE UMBRELLA OF THE CPV-CONSORTIUM

## Guidelines/Rules

### Preamble

The industrial driven CPV-consortium (CPVC) was established in 2008 as a non-profit organization incorporated in the USA. The goal of the CPVC is to promote CPV technology and to give the CPV industry a "common voice". Therefore, the majority of the CPVC members are companies related to CPV technologies. Some R&D institutes and universities are also accepted as members; that group represents 10-15% of the membership. In 2009, the CPVC started to organize workshops for promoting the CPV technology. These workshops are commercially oriented and intended to inform project developers, financiers, and utilities/off-takers about the potential for CPV technology in meeting low cost energy needs.

The **International CPV-x conference** (ICPV-x) series was initiated in 2001 by Robert McConnell and others. Eventually the first conference took place in 2002, in parallel with the 29<sup>th</sup> IEEE PVSC conference in New Orleans. These conferences so far have been organized by scientists on a volunteer basis. The aim of the conference series is to provide a platform for high-level scientific contributions in the field of CPV technology. Specifically, students are attracted and a floor for presentations of new ideas, new technologies and new concepts is provided. Therefore, the conference has been organized as non-profit, with the lowest fees possible and, as much as possible, sponsored by the CPV industry. In addition, volunteers have provided a lot of no-cost work.

The ICPV-x has been growing over the years and during CPV-7, held in Las Vegas in 2011, ~ 500 participants joined the conference. Moreover, starting with the CPV-6 held in Freiburg, a small exhibition has accompanied the scientific conference.

**Now**, in 2012 it is proposed to integrate the activity of the ICPV-x conferences under the umbrella of the CPV-consortium. This merge can potentially strengthen the CPV community. Thereto, the Board of the CPV Consortium and the scientists involved in organizing the ICPV-x adopt the following GUIDELINES for upcoming ICPV-x conferences.

## Scope and basics of the ICPV-x conference series

The ICPV-x conference series is intended to be a working meeting for the discussion and documentation of research on concentrating photovoltaic technology, including the fundamental scientific principles, applied research, prototype development, deployment, manufacturing, field performance, and understanding of the applications/markets/financing into which the technology may be deployed.

Important scopes and framework conditions for this annual conference shall be:

- The conference is organized as non-profit. If profit is available from one conference it shall be transferred to the next one. However, it shall be allowed to create a reserve of up to 100.000 Euro. This reserve shall be used if losses occur.
- The registration fees shall be kept as low as possible, but enough to provide a high probability that the conference does not produce financial losses and that it is possible to create or maintain the reserve. A special focus shall be to keep the students registration fees low, in order to attract many students.
- The scientific content of the conference should be on a high level and of high quality. This requires a strict review process for the abstracts. The primary goal is to keep the scientific level high rather than to grow the conference.
- The conference Chair Committee shall provide a mechanism for publishing conference papers in a proceedings. A review process shall be applied to guarantee a high scientific level of the accepted papers. The series of conference proceedings shall be continued. AIP shall be the primary choice for the publisher.
- The conference shall attract scientists, students, and industry and business people. However, the organizers shall take care that the scientific and technical content of the conference is clearly visible.
- A significant side output of the conference shall be the direct introduction of new highly skilled scientists and engineers to the industrial CPV community, thus becoming a platform for well-informed job relationship and contracting.
- An exhibition may accompany the conference but shall not dominate the conference.
- Sponsorships from companies are highly welcomed but shall not influence the scientific program nor the general set-up of the conference.
- The conference shall support financially accompanying IEC TC82 WG7 meetings.

In the following section this document defines the roles and constitutions of all parties involved and the rules of operation for these parties.

## **1. Involved parties**

### **1.1. International Advisory Committee (IAC)**

The IAC is a committee that shall evaluate the conference, make suggestions for improvement and shall discuss pending issues. The IAC shall provide opinions about topics of the CPV conferences, prizes, next locations, sponsorships, parallel sessions, length of conference, budget questions when appropriate, etc.

The IAC is constituted each year. The Conference Chair shall make suggestions for the IAC and the Chair Committee shall finally decide. Around 20 persons shall be nominated for the IAC. Former IAC members can be nominated again.

Ideally 40% of the nominees shall be from universities/institutes, another 40% shall be from industry and 20% shall be honorees. At least half of the industry nominees shall be members of the CPV consortium.

Moreover, the members of the IAC shall reflect the international claim of the conference.

The IAC shall be primarily contacted via e-mail. In addition, it is intended to hold a joint meeting of the Chair Committee and the IAC during the time of the conference. During this meeting a list of topics that define the primary areas of interest for the ICPV-x conference will be discussed. This list should guide the organization of the next ICPV-x conference.

The meeting may be organized as a common lunch and the Conference Chair of the running conference shall be responsible for the invitation.

### **1.2. Chair Committee (CC)**

The purpose of the Chair Committee is to ensure continuity in the conference content and organization. The Chair Committee shall consist of 6 persons. Ideally the chairs of the last three conferences, the actual Conference Chair and chair of the upcoming conference as well as one member of the CPV consortium shall constitute the Chair Committee. If, for whatever reason, one of these persons cannot serve in the committee a substitute shall be appointed by the other members of the Chair Committee.

The chairs of the past three conferences and the upcoming Conference Chair serve as co-chairs of the running conference.

The Chair Committee shall eventually decide on the future Conference Chair and all pending issues for the CPV conferences.

### **1.3. Organizing Committee (OC)**

The Organizing Committee shall be created to support the Conference Chair in local affairs. The Conference Chair appoints the persons of the Organizing Committee.

### **1.4. Program Committee (PC)**

A Program Chair shall be appointed by the Conference Chair with support of the Chair Committee. The Program Chair shall, together with the Conference Chair, appoint the Program Committee. The main responsibility of the Program Committee is suggesting invited speakers and reviewing the submitted abstracts and papers. Eventually the Program Committee provides the program for the conference. The Chair Committee shall be informed before the program is finalized.

The Program Committee must include two former ICPV-x Conference Chairs and one member of the CPV consortium. Invited talks should not be given by members of the Organizing or Program committees. The membership of the Program Committee should be international in character and shall reflect all topic areas of the conference.

### **1.5. Conference Chair**

The Conference Chair is the person who oversees all issues coming with the implementation of the conference. He is the responsible person for the conference. Interested people can apply in time (ideally two years in advance) for the Conference Chair via the Chair Committee. A rough proposal for the upcoming ICPV-x shall be supplied together with a rough financial planning and nomination of the Organizing Committee. Eventually, the upcoming Conference Chair is selected by the Chair Committee and appointed by the Conference Facilitator.

### **1.6. Conference Host**

A Conference Host may be included in the conference proposal. The conference host would ideally take over local organizational duties and responsibilities in close cooperation with the Conference Organizer.

### **1.7. Conference Organizer**

The Conference Organizer is an institution/company/service provider that supports the Conference Chair in financial and legal matters of the conference.

The Conference Organizer is the legal partner for participants and sponsors and concludes contracts with all service providers for the conference (conference hall, caterer, marketing partners, internet services, proceedings publisher, insurances, banks, transportation services, etc.).

The Conference Organizer manages the conference budget (based on major decisions by the Chair Committee and after approval of the Conference Facilitator) and reports to the Conference Chair and the Organizing Committee. Any budget surplus from the ICPV-x conference shall be carried on to the next conference.

By applying to be the ICPV-x conference organizer the applicant is obliged to follow the rules of the conference guidelines at hand. The Conference Organizer needs to sign a corresponding commitment.

Being Conference Organizer for one ICPV-x conference does not imply any rights whatsoever to the organizer for successive ICPV-x conferences.

The Conference Organizer must not make use of ICPV-x specific data, especially addresses of participants and sponsors in any other context outside the ICPV-x.

The Conference Organizer must be prepared to transfer all data, addresses etc. to the successive organizer. A final report shall be prepared by the Conference Organizer that covers relevant statistical information about the conference attendance as well as other information that might be relevant for the successive ICPV-x (lessons learnt).

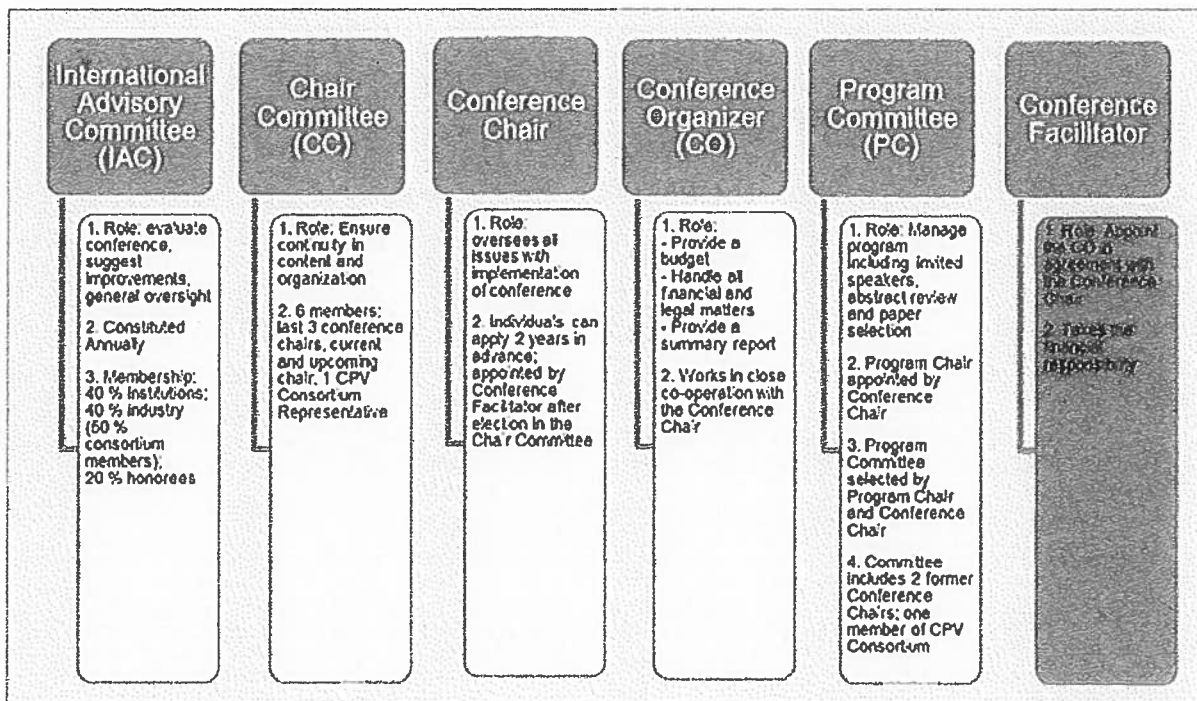
The Conference Organizer has to be paid for the delivered services.

## 1.8. Conference Facilitator

The CPV Consortium would be the Conference Facilitator, and in summary would support the Conference Chair in all organizational issues around the conference including facility selection and negotiation, conference identity and promotion, and is responsible for all financial and legal matters for the conference. The Conference Facilitator would be responsible for the selection of the Conference Organizer (outside service provider organization) with the agreement of the Conference Chair. The Conference Facilitator can provide some of the services of the Conference Organizer or depend solely on the outside service group as is determined best to support the execution of the conference.

The Conference Facilitator is assuming the financial responsibility of the conference. As such, the Conference Facilitator must approve the budget provided by the Conference Organizer and the Conference Chair.

### Summary of the Structure



## **2. Conference Guidelines**

### **2.1. Technical Content of the Meeting**

The ICPV-x is held annually and should include all important advances in the field since the previous meeting. Invited contributions should emphasize recent advances over review material unless new and relevant correlations are included. All other submissions should be considered as new material with the same criteria as candidates for rapid publication. A round table discussion among select, preeminent experts is, additionally, considered as desirable.

### **2.2. Conference Organization**

#### **2.2.1. Timeline**

The first announcement shall be communicated no later than one year in advance of the meeting. It should include a link for indicating anticipated attendance. The second announcement with registration material should be distributed no later than four months before the meeting. Plenary speakers should be announced in the second circular. The Call for Papers should be ~ 7 months before the meeting date. The deadline for submission of Abstracts should be ~ 5 months before the meeting date. Abstract selection, designation of invited speakers and receipt of the program committee decision by participants should be completed at least four months before the meeting. Preregistration may close one month before the meeting.

#### **2.2.2. Program**

The Conference format shall be determined by the Program Committee in consultation with the Chair Committee. When possible, poster sessions should be limited to a maximum of 40 posters each. Invited speakers should not, in general, give invited presentations at consecutive meetings.

Selecting invited and plenary speakers is a key aspect of the conference program: the list shall reflect recent developments and ongoing activities in the field; the diversity of researchers and the geographical distribution of the work around the world; and the new directions suggested by the International Advisory Committee.

Suggestions for speakers and topics should be solicited from the Program and Chair Committees. The Program Chair may also wish to solicit suggestions from the community at large (for instance, through use of the mailing list of previous ICPV-x conferences). Suggestions need to include a one-paragraph description of the relevance and highlights of the work, and at least one reference to published work.

The Program Chair shall compile all of the submitted suggestions, including the descriptive paragraphs, and distribute them to the Program Committee, either by email or through a web site. The Program Committee shall be given at least two weeks' time to examine the suggestions and provide ratings. The Program Chair shall use the ratings to produce a tentative list of speakers. The list shall, first and foremost, reflect scientific quality (i.e., high ratings), but also a balance in terms of scientific topics, diversity, and geographical distribution.

Plenary talks shall be chosen based on the excellent quality of the research, but may also reflect interesting new areas into which research efforts are currently expanding.

The tentative list of invited and plenary speakers shall be distributed to the Program Committee, and at least one week will be allowed for providing any comments. The Program

Chair shall use this feedback to finalize the list, which shall be published at least 8 months before the conference.

A small number of slots for additional invited speakers may be reserved for assignment at the time of the abstract selection process. It is intended that those additional invitations shall result from upgrades of the most highly rated contributed abstracts, but additional invitations based on previous or new suggestions can be considered. Again, this list of additional invited speakers should be finalized only after consultation of the Program Committee.

### **2.2.3. Budget**

Generally the Budget shall be calculated such that participant fees can be kept low, especially for students. A drastic change of participant and sponsorship fees compared to the preceding conference needs special clarification and approval by the Chair Committee. The conference budget is the responsibility of the organizer and shall be supervised by the Conference Chair.

Any budget surplus from the ICPV-x conference shall be carried on to the next conference in the series to be used as start-up funds. Arrangements for transferring funds to the next Conference Organizer should be made after financial closing and should be controlled by the CPV Consortium.

### **2.3. Conference Proceedings**

The publication of the conference papers shall be organized by the Conference Chair and the Program Chair together with the organizer of the conference. Alternatively, a Publication Chair may organize the publication process. The Publication Chair may be appointed by the Conference Chair and should be approved by the Chair Committee.

The ICPV-x Proceedings is a reference volume that documents progress in the understanding of CPV technology. If possible, a single publisher should be established for long-term involvement with the meeting. Publication with an archival reference journal is preferred. All ICPV-x attendees whose work is presented should be reminded that submission of a manuscript for the proceedings is an integral part of the conference.

Rapid publication, within six months of the conference, is required. All manuscripts must be submitted to the Proceedings Editor upon registration at the CPV site. The Proceedings editor(s) is (are) responsible for obtaining reviewers for each manuscript and adjudicating all decisions regarding content. Manuscripts must be corrected as specified in the editors' final decision and returned to the Proceedings Editor within two weeks of the conference closing.

Manuscripts of accepted papers that are not presented by at least one of the authors at CPV-x will not be included in the proceedings

### **2.4. Guideline Revision**

The Operational Guidelines may be revised by a two-thirds vote from the Chair Committee.

### **2.5. Severability clause**

If a provision of these guidelines is or becomes invalid, that shall not affect the validity of any other provision of these guidelines

Signed by the Chair Committee members, including the former and coming Conference Chair,  
and the CPV Consortium

Ottawa, May 2017

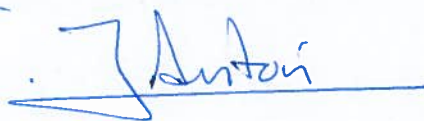
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