OPERATING GUIDE

FOR THE
PULP AND PAPER INDUSTRY COMMITTEE
OF THE

INDUSTRY APPLICATIONS SOCIETY
OF THE

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

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IEEE/IAS PULP & PAPER INDUSTRY COMMITTEE OPERATING GUIDE

SECTION I - PURPOSE

FOREWORD

The Pulp and Paper Industry 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 Committee and can only be changed by that Committee.

OBJECTIVE

The objective of the Pulp and Paper Industry 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 and Paper Industry."

As a means of obtaining this objective, the Pulp and Paper Industry Committee shall select subjects and encourage the development of formal technical papers, panel groups, tutorials, etc., to be presented at the Annual Pulp and Paper Industry Conference. Further, the Site Selection Committee, with the support of the Executive 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 the Pulp and Paper Industry Committee shall be restricted to IEEE members who are also members in good standing of IAS. The Pulp and Paper Industry Committee is also referred to as the General Committee in this operating guide.

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, paper converting, forestry and logging industry, consultants, academics 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 their company approval for the time and expense of attending meetings and completing committee assignments.

MEMBERSHIP

1. Approval of PPIC new member applications shall be made by a group which includes the immediate past chair, chair, vice chair/technical program chair, appropriate subcommittee chair which the applicant has indicated they wish to join, PPIC secretary/treasurer, and the PPIC membership chair. New member applications are for joining the General Committee (PPIC) and a chosen Operating Subcommittee. A General Committee member may be a member of multiple Operating Subcommittees.

2. A person may <u>temporarily</u> serve on an operating subcommittee but not become a member of that subcommittee. Under such condition, only approval of the Subcommittee Chair is required and the necessity of IEEE and IAS membership is waived.

SELECTION

1. All members of the General Committee are expected to actively serve on one of the Operating Subcommittees. Each member is encouraged to recommend applicants for PPIC membership. The Membership Chair shall furnish each new applicant with a PPIC membership request form. This form shall include information on the Operating Subcommittee(s) the applicant desires to serve. The appropriate operating Subcommittee Chair(s) shall review the request and make a recommendation to the PPIC Chair. The PPIC 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 the General Committee.

MAINTAINING MEMBERSHIP

1. The member must take an active part in the functions of the assigned Operations Subcommittee(s) and General Committee meetings.

2. The member shall notify the PPIC Chair and the respective Subcommittee Chair(s) prior to a meeting if they must be absent and request an excused absence.

3. Since active participation is essential for the success of the PPIC, the following policy will be used to maintain a roster of active membership:

a. At the discretion of the Membership Chair, 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. At the discretion of the Membership Chair, 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 General 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

OFFICER NOMINATING COMMITTEE

1. Chair
2. Immediate Past Chair
3. Past Chair (Chair prior to Immediate Past Chair)

STANDING SUBCOMMITTEES

1. Membership
    a. Chair

2. Publicity
    a. Media Publicity Chair

3. Awards
    a. Chair Paper Awards
    b. Chair PPIC Awards
    c. Executive Committee

4. Site Selection
    a. Chair

5. Fellows
    a. Chair

6. Emeritus
    a. Chair
    b. Vice Chair

7. James A Rooks Student Intern and Young Engineering Professionals
   a. Chair

8. Webmaster
   a. Chair
   b. Vice Chair

9. Ad Hoc (temporary committees)
   a. Chair

10. Liaison Representatives
   a. TAPPI
   b. IEEE IAS Executive Board (Exec Bd)
   c. IEEE IAS Electrical Safety Workshop
   d. IEEE IAS Standards

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. Safety and Training Subcommittee
   a. Chair
   b. Vice Chair

5. Standards 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*

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

3. *Election of Executive Officers*

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

   The Officer Nominating Committee shall present a proposed slate of officers at the annual General Committee 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 Officer 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 PPIC Chair and shall be by secret ballot. After announcement of the successful candidate by the scrutinizer, the ballots shall be destroyed.

   The office of PPIC 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 by the PPIC Chair.

4. *Appointment of Subcommittee Chairs*

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

5. *Partial Term of Office*

   If, for any reason an officer, other than the 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, paragraph 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 General Committee, Operating 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 Executive 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 General Committee and its components. Do not expose the General 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 (PPIC) Chair's duties.

9. Distribute, at least one month in advance, the agenda of all scheduled meetings.

10. Provide a written report of General 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. Serve as Technical Program Chair for the Annual Conference as defined in Section VII of this Guide.

SECRETARY/TREASURER

The principal functions of the Secretary/Treasurer shall include:

1. Expeditiously process correspondence addressed to the General Committee. Whenever PPIC 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 General 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 General Committee member a copy of the minutes for each General Committee meeting (annual and interim meetings). These minutes shall include:

    a. General 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. Prepare and distribute to each Executive Committee member, a copy of the minutes of all Executive Meetings within one month after these meetings.

6. Prepare and distribute to each Operating Committee member, a copy of the minutes of all Operating Committee Meetings within one month after these meetings.

7. Submit a copy of each meeting minutes to the PPIC Webmaster for posting on the PPIC website.

8. Maintain a file of all correspondence, minutes, etc.

9. Maintain and update the Operating Guide.

10. Any financial obligations of the interim meeting shall be charged to the next following Local Conference Committee Chair's budget.

11. 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 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 the event of a tie on a vote, the Past Chair (Chair before the Immediate Past Chair) shall be brought in as a tie breaker vote.

In addition to the above members, the Chair, at his/her discretion, will invite the Chair of any Operating or Standing Subcommittee to the Executive Committee meetings when a discussion involving the respective Subcommittee is on the agenda. Other guests may also be invited to the Executive Committee meetings at the discretion of the Chair when a discussion involving the respective guest is on the agenda.

OFFICER NOMINATING COMMITTEE

The function of the Officer 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 odd years. The Immediate 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. General 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 General 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 at each General 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 General 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 PPIC Objectives, Operating Guide, roster, and the date for the next General 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 Pulp and Paper Industry Committee presents two awards to recognize outstanding individual contributions to the industry:

    a. Pulp and Paper Industry Committee Meritorious Engineering Award
    b. Pulp and Paper Industry Committee 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 General 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 Chair 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 identify 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 PPIC 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 (Best Mill Paper)

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. A Best Mill Paper is also eligible to win Best or Second Best Paper of Conference.

        ii)   The funding of these awards is from the Local Conference Committee budget. It is possible for an author to win more than one prize. 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 (US) and Best Paper presented by an author(s) from a forest industry product company, $500 (US). Paper awards are a cash prize evenly divided among the authors, upon receipt of a completed W-9 (US citizens) or W-8 (non-US citizens) form for each author **(no SSANs or tax id numbers should be filled in!)**. Each author will get an individual payment. Prize recipients may elect to donate their prize to the Rooks fund, in which case no W8 or W9 is required.

        iv) The Conference Finance Chair shall provide the W8/W9s as required, and shall submit them along with a summarizing 1099-MISC form to Samantha Capista, Business Operations Manager, IEEE Meetings, Conferences & Events (MCE) s.capista@ieee.org

    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 Paper Awards Subcommittee 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 IAS TRANSACTIONS or IAS Industry Applications Magazine.

    d.   The PPIC Awards Chair shall notify the IAS Awards and Recognition Chair of the Prize Paper and Service and Engineering Meritorious Awards at least one month before the IEEE IAS Annual Meeting.

4.   Conference Site Selection Subcommittee

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

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. (Elevations typically 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 Fellows Nominating Chair 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 Chair 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 General Committee members obtaining elevation to the grade of Senior Member. The Fellows Nominating Committee will inform and assist those members who wish to apply for elevation to the senior grade.

    f. Those elevated to Senior Member will be acknowledged by the General Committee Chair during the General Committee meeting at the annual conference.

6. *Emeritus Subcommittee*

    a. This committee shall be responsible to foster continued participation of retired PPIC Conference attendees, serving as a liaison for both the Executive and Local Conference Committees to support sustained growth of the annual conference. Initiatives based on conference promotion, mill engineer and first-time attendees, new IEEE Member and IEEE Senior Member elevations, attendee retention, and continuous improvement of the conference technical program are to be established, measured and reported annually to the full committee during the annual business meeting, outlining forward progress.

    b. The Emeritus members shall be approved by the PPIC Executive Committee via a self-nomination process, including a scoring system as outlined in Appendix F of the Committee Operating Guide. Emeritus candidate point scores based on past contributions to the PPIC including activities such as authoring/presenting a conference paper, serving as a national or local conference committee officer, being a committee meritorious award recipient, etc., will be tallied. Submission to the Emeritus Committee Vice-Chair before October 31, will be reviewed by the Emeritus officers and members of the Emeritus committee, and nominate new Emeritus members effective during the scheduled conference the following year. Emeritus member nominations are to be reviewed and approved by the PPIC Executive Committee.

    c. Responsibilities and activities of the Emeritus members are outlined in Appendix F of this Operating Guide.

7. *James A Rooks Student Intern and Young Engineering Professionals Subcommittee*

    a. This committee shall be responsible for serving as a liaison with the IEEE Foundation to retrieve updated account balances and new donations made to both the "James A. Rooks Memorial Intern Fund" and the "James A. Rooks Memorial Grant Fund", reporting this to the PPIC during the annual conference. This committee is also responsible to maintain/update a 2-page Rooks

"flier" to be included in the conference registration packet with an updated list of donors and the current conference year grant recipients (both Student Interns and Young Professionals).

b. The Local Conference Committee Chair shall tally up the costs associated with grant recipients (both Student Interns and Young Professionals) and work with the James A. Rooks Subcommittee Chair, the IEEE Foundation and the IAS Program Specialist to execute reimbursement to the grant recipients and the conference concentration bank account following the annual conference.

8. *Webmaster*

   a. Interface with the Executive Committee

      i) Explore website changes needed for the future & discuss with Executive Committee
      ii) Obtain quotes for any needed website changes for either website (PPIC and Conference)
      iii) Coordinate major or significant website design changes with the Executive Committee
      iv) Keep an eye out for likely candidates to cross-train on the website as a Webmaster Vice-Chair / stand-in

   b. Interface with the Local Committee

      i) As needed, drive the Local Committee to meet the timetable for launch of annual conference website
      ii) Coordinate any needed website design changes with the Local Committee

   c. Maintain the PPIC website - https://site.ieee.org/ias-pulpandpapercommittee/ (this website is cross-linked with the Conference website)

      i) Coordinate this website as needed with the Conference website
      ii) Ensure website is updated with current information
      iii) If website is maintained by us, ensure WordPress and any add-ins are continually updated and current.

   d. Maintain the Conference website - https://pulppaper.org/

      i) Update as needed to display current information
      ii) Coordinate with Local Committees to ensure proper display of info for current and future Conferences
      iii) Work with IEEE to insure proper coordination of payment systems with the Concentration banking account
      iv) Coordinate this website as needed with the PPIC website
      v) Be available during the annual conference to assist and resolve any problems that arise.

9. *Ad Hoc*

   a. The Ad Hoc committee is a temporary committee formed to address a specific task. The Ad Hoc Chair shall report the committee's findings to the Executive Committee.

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 Subcommittee Chair shall have the Secretary send the Subcommittee minutes to the PPIC Secretary for inclusion in the official minutes. Chair or Vice Chair may fulfill the role of Secretary.
   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 Subcommittee 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 PPIC officers in advance of the meeting.

g. Work closely with the PPIC Vice Chair/Technical Program 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. General Committee members may have an interest in the activities of other Subcommittees and may be members of multiple Operating Subcommittees.

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, tutorials, etc., to be voted upon by the specific subcommittee.

b. Sponsor the subjects approved by the Subcommittee 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. Process Control, Engineering, Maintenance, Construction Subcommittee (PCEMC)

    The specific scope of this Subcommittee shall be:

        General activity in the organization and administration of process control, engineering, maintenance 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 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, electric motors and other various motor control systems within the industry.

d. Safety and Training Subcommittee (S&T)

The specific scope of this Subcommittee shall be:

Safety &Training (S&T) is focused on general activities in the field of safety and training in the Pulp and Paper Industry, and to make the Committee aware of the latest changes in these areas.

e. Standards Subcommittee (Standards)

The specific scope of this Subcommittee shall be:

a. The PPIC Standards Subcommittee is responsible for the development and coordination of the standards projects and the maintenance of the standards after approval by the IEEE-SA Standards Board for standards within the scope of PPIC.

SECTION VI - MEETINGS

There shall be two meetings per year of the General 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.

GENERAL COMMITTEE

1. The General Committee shall conduct its two meetings: during the annual meeting and during the interim meeting.
2. Meetings shall be chaired by the PPIC 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) Emeritus Subcommittee
     g) James A. Rooks Student Intern and Young Engineering Professionals
     h) Webmaster
     i) Ad Hoc Committees
     j) Liaison Representatives
   i. Operating Subcommittee reports
     a) Process Control, Engineering, Maintenance, Construction Subcommittee
     b) Power Distribution Systems Subcommittee
     c) Drives and Control Systems Subcommittee
     d) Safety & Training Subcommittee
     e) Standards 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 virtual meeting.

OPERATING SUBCOMMITTEES

The Operating Subcommittees shall meet during the Annual Meeting during times prescribed by the Executive Committee and individual Operating Subcommittee web based virtual Interim meetings shall be held before the General Committee interim 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 PPIC chair that video and audio recording of technical sessions or meetings is not permitted unless prior authorization is obtained.

DUTIES OF TECHNICAL PROGRAM CHAIR

1. The PPIC Vice Chair shall be the Technical Program Chair and is responsible for coordinating the Annual Conference technical portion of the program.

2. At the General Committee Meeting, list the number 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. Prior to the Interim Meeting, submit and complete an application for a Letter of Acquisition (LOA) for the following year's conference.

5. 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.

6. Give a report on the progress of the program at the General Committee Interim Meeting and finalize any late changes.

7. Accept the request from no more than 12 manufacturers for an opportunity to make 10 minute "NEW PRODUCT PRESENTATIONS" during the Technical Program.

8. Submit an outline of the Technical Program to the Local Conference Chair for inclusion in the published Conference Program.

9. Select moderators for each session of the technical program and provide them with background data on each author.

10. At the Conference, check to ensure that all authors are present and plan to attend the authors' breakfast for last minute instruction and changes.

11. Prior to the Conference, notify each speaker of the Conference schedule and of the authors' breakfast schedule.

12. Check the operational condition of the audio visual aids provided and ensure that required aids are available to the speakers.

13. Following the Conference, in the name of the General Committee, write a letter of appreciation to each technical paper author. Email format is acceptable. See Appendix A. for annual schedule.

14. Following the Conference, coordinate with IEEE Meetings, Conferences and Events (IEEE MCE) to create an archival conference record in the IEEE Xplore library. Submit the Conference Record, including all previously unpublished papers, to IEEE for publication in Xplore. Previously published papers, with the same title, shall not be published in Xplore a second time.

15. 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 ensure 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 either at the annual meeting or at the interim meetings. Outlines or abstracts are preferred at the annual meeting, but an abstract, sponsor, committed authors and reviewers are required for 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. The papers shall be rated per the following:

Rating	Paper has an identified:
A	Subject, Sponsor, Author, Abstract, Rough Draft
B	Subject, Sponsor, Author, Abstract
C	Subject, Sponsor, Author
D	Subject, Sponsor
E	Subject
A0	Written, Not Sent for 1st Review
A1	1st Reviews Received
A2	2nd Reviews Received
A3	Ready to be Submitted

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 minimum three members in good standing for each paper and furnishes them 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 email address is 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 minimum of 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 to the sponsor by the due date. Sponsor is responsible for getting the drafts to the 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 minimum of 3 reviews of the final draft are emailed to the sponsor by the due date. The sponsor will forward them to the author and notify the Subcommittee and Technical Program 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.docx), and emails a copy in Word (.docx) 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 manuscripts to the printer with the due date of the bound record to be sent to the Local 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 at least one author (or author representative) will present the paper, and that author (or author representative), must register to attend the conference. **Note:** Lead paper presenters and all new product presenters are required to register, at least for the day of presentation. Where multiple paper presenters are involved in the same presentation, at least one lead presenter is required to register. Other presenters are invited to attend the session in which their paper is presented without registering for the conference. 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. 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 Awards Committee furnishes a list of papers recommended for publication in IAS Transactions or IAS Industry Applications Magazine. Subsequently, the PPIC Paper Review Chair sends invitations to authors to submit updated post presentation revisions prior to a final decision on publication.

Refer to the Author's Guide and Tutorial Presenter's Guide for details regarding paper preparation, rough drafts, final drafts, final manuscript and conference presentation requirements. The Author's Guide, Paper Template, and the Tutorial Guide are located at https://site.ieee.org/ias-pulpandpapercommittee/author-resources/ and will be kept up to date by the Technical Program Chair. The conference will provide each tutorial presenter an honorarium in the amount of $500 (US)/(number of presenters) for a one-half day tutorial and $1000 (US)/(number of presenters) for a full day tutorial to help the presenter(s) cover travel costs. The PPIC Local Committee will issue one check to each tutorial presenter upon receipt of a completed W8 or W9 (**without any SSAN or tax id numbers!**). Recipients may elect to donate their honorarium to the Rooks fund without submitting a completed W8/W9 form.

DUTIES OF THE LOCAL CONFERENCE COMMITTEE

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

1. Liaise with IEEE Meetings, Conferences and Events (IEEE MCE) to register the annual conference. Technical Program Chair can assist as required.
2. Review and understand the requirements of conference planning using the PPIC Conference Planning Guide or the IEEE Conference Organizers Guide
3. Work with web credit card payment vendor to ensure proper coordination of payment systems
4. Work with web credit card payment vendor to ensure proper coordination of nametags and badges
5. Send registration updates and website links to Local Committee co-Chairs, Finance, Registration, Sponsor and Exhibits Chairs, and Executive Committee
6. Coordinate any needed website design changes with the Webmaster
7. Submit credit card processing online agreement form for each Conference - https://www.ieee.org/conferences/organizers/mcm-creditcard-form.html
8. Update payment gateway service provider Terminal ID after receiving email from IEEE for each Conference. Turn on before each Conference, turn off after conference.
9. Reserve rooms for all Committee meetings
10. Get acquainted session
11. The General Committee luncheon
12. Keynote speaker
13. Conference social arrangements
14. Conference reception if the program extends three days
15. Plan and conduct the guest program (spouses and children)
16. Provide complimentary registration and hotel accommodations for Meritorious Engineering and Service Award winners (including spouses)
17. Provide information for an IAS Newsletter and Industry Applications Magazine article to the IAS editor within four weeks after the Conference.

SECTION VIII - CONFERENCE ARRANGEMENTS COMMITTEE

SELECTION OF LOCAL CONFERENCE COMMITTEE CHAIR(S)

The selection of the Local Conference Committee Chair(s) is made by the Executive Committee five years in advance of the Conference. The Conference Chair should be a member of the General 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 Local 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 Executive Committee the name of the hotel at the next scheduled meeting. Note: IEEE Contracts (conference-contracts@ieee.org) has **sole** authority to approve any contracts ≥ US$5,000.
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 Local Conference Committee
   a. The Conference Chair should appoint a co-Chair immediately to aid them in the preliminary plans of organizing the Local Conference Committee.
   b. The Local Conference 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.
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. **Addition of persons to any mailing lists will be "opt-in" rather than "opt-out" per the requirements of GDPR.**

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 (NPP)" 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.

5. New Product Presentations are an integral part of the conference and are a commercial presentation. The presenters are expected to be professional, courteous and promote the company's product and not demean or negatively portray competitive products. The Program Moderator or Program Chair has the right to end a New Product Presentation if these guidelines are not followed.

DELIVERY OF PRINTED MATERIAL TO HOTEL ROOMS

1. Distribution of printed material to PPIC 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. **See Appendix E for a fuller enumeration of the Exhibit rules and etiquette.**

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. See Appendix E for PPIC Exhibits Rules and Etiquette for Vendor Exhibit Space.

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 (NPP)" 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 INDUSTRY COMMITTEE

TYPICAL CONFERENCE TECHNICAL PAPER SCHEDULE

Milestone Date	Milestone Action
June (prior to conference year)	**Annual Subcommittee Meetings:** Subjects and Authors suggested by Paper Sponsors
July 1 (prior to conference year)	**Program Chair**: Issue Call for Papers to IAS distribution list (target early July publication in IAS Magazine and IAS Newsletter)
October 1 (prior to conference year)	**Program Chair**: Author's Guide and Style Sheet posted on conference website
1st week of October (prior to conference year)	**Mid-Year Interim Committee Meetings:** Rough drafts available for reviewers
1st week of December (prior to conference year)	**Reviewers**: Review of rough draft due
2nd Week of January	**Authors**: Final draft to reviewers
1st week of February	**Reviewers**: Review of final draft due
1st week of March	**Authors**: Email Final Manuscript, to Technical Program Chair, formatted in compliance with the latest IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT
3rd week of March	**Program Chair**: Creates and sends email invitations to authors via ScholarOne Manuscript System
1st week of April	**Authors**: Upload paper to ScholarOne Manuscripts via invitation. Complete the on-line copyright transfer and send the Author's Data & Release Form and Co-Author's Form to the technical chair
2nd week of April	**Program Chair**: Download manuscripts PDF files from ScholarOne Manuscripts and send to printer.
3rd week of April	**Awards Committee Chair (Technical Committee Paper Review Chair - TCPRC)**: Assigns reviewers in ScholarOne Manuscripts
3rd week of April	**Program Chair**: Acknowledgment and schedule provided for Authors
2nd week of May	**Awards Committee Members**: Review of all conference papers via ScholarOne Manuscripts due
April/May	**Authors**: At least one author **MUST** register for the conference
1st week of June	**Program Chair**: Bound copies of conference record are sent to Local Conference Chair **Authors**: Email final presentation to the Sponsor/Technical Program Chair and Audio-Visual Coordinator
Second half of June	**Annual Conference**

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	Authors: **At least one author must register for and attend the conference.** Authors must attend the "Author's Breakfast" the morning of the day scheduled for the oral presentation of their paper.
Wednesday of Conference Week	**Awards Committee Chair (TCPRC)**: Compiles the reviewer's scores from ScholarOne Manuscripts, along with the presentation ratings, to determine prize paper selections
July	**Program Chair**: Verify that all papers were presented. Electronic copy and any requested bound copies of record are sent to IEEE Headquarters
Approx. 3rd week of July	**Awards Committee Chair (TCPRC)**: Record decisions on all papers in ScholarOne Manuscripts

IEEE/IAS PULP & PAPER INDUSTRY COMMITTEE OPERATING GUIDE

APPENDIX B - TYPICAL TECHNICAL PAPER EVALUATION FORM

**IEEE/IAS PULP AND PAPER
INDUSTRY 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
COMMITTEE

The IEEE/IAS Pulp and Paper Industry 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 l00% attendance at all sessions including a luncheon and banquet. The registration fee was $2.50.

The Pulp and Paper Industry 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 https://site.ieee.org/ias-pulpandpapercommittee/

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APPENDIX D - NOMINATION FORMAT FOR RECOGNITION AWARDS

Refer to Section V.3.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 and Paper and Industry 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 the General 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 General Committee member, while the others may or may not be members of this Committee. The signature of only the General 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:

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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)

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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.

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APPENDIX E – PPIC EXHIBITS RULES AND ETIQUETTE FOR VENDOR EXHIBIT SPACE

A. SCOPE:

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

B. EXHIBIT SPACE:

1. **It is emphasized that the exhibits are intended to consist of "table-top" displays that can be brought in on standard hotel luggage carts or handcarts.** 115 VAC is generally available from the hotel at an additional charge. The booths are 8' x 10' pipe & drape with 8' high background drape & 3' draped sides, and come with a 7" x 44" ID sign with your company name, a 6' x 30" draped table, 2 folding chairs, and a wastebasket. **All exhibits and signage must be fully contained within the booth.**

2. Exhibits may be set up Sunday afternoon before the Conference, and should be ready for attendee viewing by Monday morning. Exhibit teardown will be Wednesday afternoon after the afternoon break.

3. The vendor exhibit space serves as a means of educating customers about products and services, and for commercial discussions on an individually-oriented basis.

4. **All vendor personnel participating in the vendor's exhibit space must register for the Conference.** Vendor personnel attending for less than the entire Conference may share their registration badge with their replacement.

5. The principal member responsible for a vendor's exhibit space shall be a member of the Pulp and Paper Industry Committee.

6. Exhibit space shall not be open to attendees during the PPIC Technical Program. It can be open 10 minutes prior to and during scheduled breaks and lunches. It can also be open one hour prior to and after the PPIC Technical Program and for one hour after the General Committee meeting concludes. The Conference Agenda (the Tri-Fold) 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.

7. **The exhibit space shall be closed to conference attendees Tuesday afternoon during Subcommittee and General Committee meetings.** Vendors must ensure that their employees who are also Subcommittee members attend their respective Subcommittee meeting(s). All are encouraged to attend Subcommittee meetings as guests if not a member.

8. Vendors delaying or preventing the attendees from returning to the Technical Program will have their booth shut down by the Local Committee at the Local Committee's discretion.

9. No catering is allowed within the exhibit space. Neither contests nor door prizes are permitted. A suitable, professional atmosphere shall prevail at all times.

10. Exhibit external identification will be limited to signage stating "PPIC Exhibits". No signs, posters, banners, or other materials shall be used for promotional purposes external to the exhibit space.

11. Literature and products for demonstration and discussion on a personal and individually oriented basis in exhibit space shall be permitted when they are consistent with the technical communication objectives of the Conference.

C. COMMERCIAL ADVERTISING AND CONDUCT:

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1. Commercial displays, including products, signs, posters, banners, etc., shall be confined to the exhibit space.
2. Commercial literature shall be distributed only from the exhibit space or on a personal basis with the exception of literature associated with a scheduled "New Product Presentation (NPP)" which is an integral portion of the Conference Technical Program.
3. *No mass mailings or emails to attendees are permitted, unless the attendees have explicitly opted-in to them by signup at the exhibit booth (per GDPR). Violation of this rule is grounds for banning from future Conferences.*

D. 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.

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APPENDIX F – EMERITUS PROGRAM

A.   PURPOSE

The primary purpose of the PPIC Emeritus initiative is to foster continued participation of retired PPIC Conference attendees and to maintain liaison with the Executive Committee so that this group can effectively support the PPIC's activities.

B.   EMERITUS CHAIR

A Chair for the Emeritus members shall be selected by the PPIC Executive Committee from the eligible Emeritus committee members. The term of this position will be two years and will rotate on the same cycle as the PPIC Executive Committee positions.

The role of the Chair is to represent all Emeritus members at all appropriate Executive Committee meetings. The Chair shall provide a brief written report after the annual technical conference has concluded. This will generally be verbally provided by way of the committee meetings held during the annual conference and during any interim executive meetings held throughout the year.

The report shall include focus on sustained growth of the annual conference and Emeritus initiatives based on conference promotion, mill engineer and first-time attendees, new IEEE Member and IEEE Senior Member elevations, attendee retention, and continuous improvement of the conference technical program. Recommendations to the Executive Committee are to be reviewed for improvements in future conferences.

The Chair will also host a brief introductory meeting of the Emeritus members prior to the annual conference week and assign specific tasks during the conference to each Emeritus member. This meeting provides a venue to provide a review of the Emeritus' roles and responsibilities for the week of the conference.

The Chair must advise the Local Conference Committee of their meeting room, AV and/or special food service needs.

C.   EMERITUS SUBCOMMITTEE BENEFITS

At each conference, the Local Conference Committee shall provide the Emeritus Subcommittee members the following:
   a) Emeritus Ribbon
   b) Reduced Hotel Room Rate *
   c) No cost Registration
   d) Electronic Conference Record
   e) Wednesday Awards Luncheon
   f) Wednesday Night Social

* Each Local Conference Committee should negotiate or otherwise establish a special lodging rate for Emeritus members at one of the conference hotels. In as much as possible,

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the rate should be consistent with previous conferences. This special lodging rate will be applicable to all attending Emeritus members. At the Local Conference committee's discretion, it may add additional items to the benefit list.

D.   EMERITUS CONFERENCE SUPPORT ACTIVITIES

1.   *Conference Promotion*

a.   Emeritus members are expected to develop new ideas and outreach initiatives to promote the annual conference. Suggested activities include:

i.   Maintain an up-to-date master contact list (in combination with the membership data), for the effective distribution of conference advertising material.

ii. Working to promote the conference to committee sponsored mailing lists via email outreach by Constant Contact.

iii. Working with the local conference committee and subcommittee chairs to assure the webmaster has necessary information to get the conference website updated and registration open early.

iv. Recommend and/or establish conference promotional pieces that can be used for both print and web-based outreach to promote the conference.

v.   Take a leadership role in communicating to long-time industry and former company colleagues to encourage word of mouth promotion and early registration.

vi. Work with former company employees and industry contacts to recruit new first-time attendees to attend the conference and details about the upcoming event regarding travel, weather, suggested attire, etc.

vii. After the conference, Emeritus members will draft and mail a follow-up thank you letter and mail this to mill engineer attendees, encouraging them to get involved with the committee and plan to attend the next conference.

2.   Mill Engineers and First-time Attendees

a.   Emeritus members should participate in the first-time attendee breakfast to identify and introduce themselves.

b.   In addition to first time attendees, particular focus on mill engineers attending the conference as a part of the James A. Rooks initiative is needed to assure these registered guests feel welcome. Follow-up to answer questions and encourage their participation during technical sessions and committee meetings is encouraged.

3.   Support of PPIC Subcommittees to Improve Conference Technical Program

a.   At least one Emeritus should serve as an active member and participant during the operating subcommittee meetings. Volunteer contributions to review technical papers and develop ideas/contact potential authors for new papers is encouraged

b.   The Emeritus will provide a list of members and their expertise to operating subcommittee chairs to assist in support of new authors based on timing for submissions, review of draft papers, formatting of papers, technical content, etc.

c.   As requested by the operating subcommittee chair, assist first time and/or young professional authors in the development of high-quality technical papers and panel discussions.

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d. As requested, participate in the preparation and presentation of selected tutorial sessions where Emeritus personnel have background and continuing interest.

4. **Member Recruitment, Recognition and Committee History**

During the annual conference, members will be identified by an Emeritus ribbon affixed to their name badge. The Emeritus Chair will hold an annual meeting to transact pertinent business and provide an opportunity to discuss items of common interest. The Chair will report Emeritus activities to the PPIC Executive Committee during the annual conference and interim meetings.

a. Emeritus will assign one member to serve as the champion for IEEE Senior Member and IEEE Fellow elevation. A current list of qualified PPIC committee members will be used to recruit and serve as references for members wishing to be elevated.

b. Emeritus will assign one member to be responsible to maintain a historical record of committee and conference activity. A web portal will be created where historical records are available for all committee members.

c. A list of registered attendees who are not members of the PPIC and the IEEE will be passed to Emeritus members by the conference registration chair. Emeritus members will identify potential new members and approach them during the conference, encouraging their ongoing involvement.

d. Review and recommend selection criteria for a PPIC Outstanding Emeritus Award. This will be reviewed as a possible additional PPIC Award presented during the annual conference based on criteria developed by Emeritus members and approved by the PPIC Executive Committee.

e. An Emeritus member will be assigned to maintain registration history by conference year and communicate this to future local conference committee chairs.

E. **MEMBERSHIP QUALIFICATIONS:**

The Emeritus member position was established to help recognize the contributions of applicants to the development and growth of the Pulp and Paper Industry Committee and to encourage and support continued involvement and contribution after retirement.

Membership is based on long term and substantial contributions and commitments to PPIC. The quantitative membership guide (below) has been established to assist the PPIC Executive Committee in screening prospective Emeritus members. Using the guide, the Emeritus Committee Chair/Vice Chair and current Emeritus members shall nominate candidates for membership to the PPIC Executive Committee who will be responsible to approve all new Emeritus PPIC members.

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MEMBERSHIP GUIDE:

Contributions to PPIC	Value
Present/Author Paper at PPIC Conference	10 points for each paper/panel for author/co-author
PPIC Prize paper	5 points for each prize paper (1st, 2nd, Best Mill Paper)
PPIC Committee officer	10 points per position, Chair/Vice Chair/Sec
PPIC Subcommittee officer	5 points per position, Chair/Vice Chair/Sec
PPIC Standard Workgroup officer	10 points per position, Chair/Vice Chair/Sec
PPIC Standard Workgroup participant	5 points/year (confirmed by WG Chair)
Meritorious Engineering Award recipient	40 points
Meritorious Service Award recipient	40 points
Local Committee Chair (Note 1)	30 points
Local Committee Officer (Note 1)	20 points Vice Chair/Sec/Finance/Registration etc.
Local Committee Member (Note 1)	10 points
Tutorial presentation at PPIC Conference	20 points for each tutorial shared between authors
Conference Attendance (maximum 10)	3 points per conference maximum 30

Note 1: Maximum of 60 points total for local committee Chair/Officer/Member

Initial acceptance of a new candidate to the PPIC Emeritus program requires a minimum of 100 Long Term Contribution Points and approval by the PPIC Executive Committee. Candidates with unusual or unique contributions, not listed above, may be nominated by any PPIC Executive for evaluation and approval by the PCIC Emeritus Chair. Refer to the *Pulp and Paper Industry Committee Emeritus Subcommittee Membership Application* for further details.

The criteria shown above will be used as a onetime event to qualify new members of the PPIC Emeritus. Once accepted, Emeritus members serving in good standing are not required to re-qualify.

Once PPIC Emeritus status is attained it is automatically renewed for six years unless the member indicates their desire to resign. In cases of flagrant dereliction of duty or actions which bring disrepute to the Emeritus, the PPIC, the IAS or IEEE, the PPIC Executive Committee may recommend to the Committee that a member's name be stricken from the roster.

Emeritus Members will be notified of their imminent removal from membership by the Committee if they have not attended at least one conference over the past 3 years.

Emeritus members who are retired but maintain a single proprietor LLC or consulting business where travel and registration cost can be expenses to a business, are urged to expense the appropriate PPIC negotiated registration and hotel rates and register as Emeritus.

F. EMERITUS SUBCOMMITTEE BUDGET

As part of the Annual Conference, a small pre-authorized budget will be included for authorized expenses incurred by the Emeritus members. Emeritus members shall maintain an itemized list of expenditures and will be reimbursed for expenses by the local conference committee treasurer. Authorized expenses will include such items as postage, telephone, duplication, office supplies, etc. Expenses should be pre-approved by the conference treasurer.

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The Emeritus Chair will clearly identify planned activities and initiatives both during the conference week and pre/post conference to the local committee. Activities related to support of recruiting and engaging with students and young professionals may qualify for reimbursement from the IEEE James A. Rooks Memorial Grant Fund managed by the IEEE Foundation. Limitation of expenditures from this fund are capped at 5% of the three-year average year-end fund balance. The Local Committee Finance Chair conference budget will include planned Emeritus expenses and proposed reimbursements from the James A. Rooks Memorial Grant Fund based on verified young professional Emeritus initiatives.

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APPENDIX G – ANTI-TRUST POLICY

IEEE - U.S. Policies, Procedures, and Regulations:
See https://www.ieee.org/about/compliance/conflict-of-interest/us-policies.html
and https://standards.ieee.org/about/policies/

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

- prices at which products or services implementing the standard should be sold ("price" includes discounts, terms, and other conditions of sale);
- profits or profit margins;
- specific companies' market shares or sales territories;
- allocation of customers, markets, production levels, or territories; or restricting the customers to whom, or territories in which, a company may sell or resell products;
- using standards or certification programs to exclude suppliers or competitors from the marketplace for any reason other than cost, performance, or technical considerations;
- conditioning the implementation of a standard on the implementer's use of products or services from a particular supplier [such as requiring use of a particular manufacturer's components or requiring implementers to use a particular service provider(s) for compliance certification];
- bidding (or terms of bids) or refraining from bidding to sell any product or service;
- any matter that restricts any company's independence in setting prices, establishing production and sales levels, choosing the markets in which it operates, or the manner in which it selects its customers and suppliers.

In addition to topics that are prohibited on purely competition-law grounds, certain topics are not productively discussed in technical standards development meetings. The IEEE SA Standards Board Operations Manual prohibits discussion of these topics as well:

- The status or substance of ongoing or threatened litigation;
- The essentiality, interpretation, or validity of patent claims;
- Desirable versus undesirable terms of patent licenses;
- Specific patent license terms or other intellectual property rights, other than distribution of Accepted Letters of Assurance as permitted under the IEEE SA patent policy (see subclause 6.2 of IEEE SA Standards Board Bylaws).
  (For guidance on this topic, see Section 2 of these Guidelines.)

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The Sherman Anti-Trust Act

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

Section 2 of the Sherman Act makes it unlawful for any person to "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 ..."

Section 2 establishes three offenses, commonly termed "monopolization," "attempted monopolization," and "conspiracy to monopolize." Although most of the legal and economic debate focus specifically on the two forms of monopolization - monopoly acquisition and monopoly maintenance - much of the discussion applies to the attempt offense as well.

(Thomas C. Wettach, Legal Counsel to the IEEE-SA Standards Board, distributed most of the preceding 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.)

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