**P C I C**

**OPERATING MANUAL**

Feb 2017



The Institute of Electrical and Electronics Engineers Inc.,

Industry Applications Society

**Petroleum and Chemical Industry Committee**

**P C I C op manual revision 2.docx**

*Adopted Changes for Winter meeting 2017*

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**PCIC Operating Manual**

# Introduction – IEEE, IAS and PCIC

## IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is the world’s largest association of technical professionals with more than 400,000 members. It’s mission is to “foster technological innovation and excellence for the benefit of humanity”. IEEE accomplishes its mission through the publication of technical journals and standards; the sponsorship of technical conferences; and the delivery of professional development, tutorials and other training activities.

## IEEE IAS

The Industry Applications Society (IAS) is one of 39 technical societies within IEEE. The scope of the IEEE IAS is “the advancement of the theory and practice of electrical and electronic engineering in the development, design, manufacture and application of electrical systems, apparatus, devices and controls to the processes and equipment of industry and commerce; the promotion of safe, reliable and economic installations; industry leadership in energy conservation and environmental, health and safety issues; the creation of voluntary engineering standards and recommended practices; and the professional development of its membership.”

The IEEE IAS has four Technical Departments including Manufacturing Systems and Development, Process Industries, Industrial and Commercial Power Systems, and Industrial Power Conversion Systems. Technical papers presented at IEEE IAS sponsored conferences have the opportunity to be published in the IEEE IAS Transactions or IEEE IAS Magazine following a peer review process.

## IEEE IAS PCIC

The Petroleum and Chemical Industry Committee (PCIC) is one of six technical committees within the IEEE IAS Process Industries Department. PCIC activities involve over 4000 participants representing manufacturing, users, consultants/contractors, government/certifying bodies, academia and students. PCIC holds an annual technical conference rotated across North American locations of industry strength, sponsors the development of over 40 technical standards, and is heavily involved in the development of technical professionals.

# PCIC Mission and Strategies

## PCIC Mission

To provide an international forum for the exchange of electrical applications technology relating to the petroleum and chemical industry, to sponsor appropriate IEEE Standards activity for that industry, and to provide opportunity for professional development.

## PCIC Strategies

#### The PCIC Annual Technical Conference will be held in North American locations of petrochemical industry strength, and its location will be rotated annually in an effort to attract national and international participation.

#### The PCIC will proactively promote participation by a broad base of industry representatives, with emphasis on participation by both early-career and retired engineers.

#### PCIC Conference attendees will be encouraged to participate in technical activities including authorship of papers and tutorials and participation in standards development.

#### The PCIC develops technical standards relevant to the petroleum and chemical industry that drive technology development and standardization, and coordinates these activities with the IEEE Standards Association and other standards making bodies.

#### The PCIC will offer tutorials directed toward enhancing the technical, communication, and interpersonal skills of petroleum and chemical industry engineers.

#### The quality of the PCIC paper offerings is essential for the PCIC mission to succeed and will be given highest priority. Preference in paper selection will be given to practical, application-oriented papers.

#### The PCIC will actively seek opportunities to reward participants for contributions to the PCIC and the profession.

#### Technical Subcommittee areas of specialty will be continuously evaluated and updated to reflect the evolving needs of the industry.

#### User, manufacturer, consultant, and contractor participation will be encouraged in the activities of the PCIC to strengthen the conference technical base.

#### The PCIC will develop international collaborative partnerships as deemed appropriate to further promote the PCIC Mission.

## PCIC Operating Manual Purpose

The purpose of the PCIC Operating Manual is to provide details on how PCIC leadership will work to achieve the Mission and Strategies of the PCIC. The intent of this Operating Manual is to communicate the best known procedures and policies of the PCIC.

These procedures and policies are to be used to provide high quality execution of the work of the PCIC. Their use allows the best practices of the PCIC to be captured and improved year after year via the Management of Change Process.

## Management of Change Process

### PURPOSE:

##### The purpose of the Management of Change (MOC) process is to provide details on how changes to various PCIC Operating Manuals will be managed.

TABLE I – Management of Change Process

|  |  |  |  |
| --- | --- | --- | --- |
| **PCIC Operating**  **Manual Sections** | **Section Steward for Changes** | **Reviewing Body for Proposed Changes** | **Approval Body for Changes** |
| PCIC General Policies (section V) | Chair of Advisory & Awards (A&A) Subcommittee | A&A | Executive Subcommittee |
| PCIC Operating Manual | PCIC Secretary | A&A | Executive  Subcommittee |
| Awards Nominating Procedures and Policies | Awards Nominating Chair | A&A | Executive Subcommittee |
| Awards Guide | Awards Nominating Chair | Awards Nominating Subcommittee | Executive Subcommittee |
| Facilities Planning Procedures and Policies | Facilities Planning Chair | Facilities Planning Subcommittee | Executive Subcommittee |
| Technical Subcommittee Procedures and Policies | Vice Chair of PCIC (Technical Program Chair) | Tech Subcommittee Officers | Executive Subcommittee |
| Emeritus Procedures and Policies | Vice Chair of the Emeritus Subcommittee | A&A | Executive Subcommittee |
| All other PCIC Committees and Subcommittees  Procedure & Policy or Operating Manual updates | Chair of the committee or subcommittee | A&A | Executive Subcommittee |

### SECTION STEWARD

The section steward is responsible for the section content. As the focal point, the section steward seeks input for needed change (along with reason for the change), builds a consensus, and obtains the necessary approvals for the proposed changes. The section steward then creates the updated document and submits the document for discussion at the next meeting of the reviewing body. After proposed changes are reviewed and modified (if needed) by the reviewing body, the section steward provides the proposed changes to the approval body. If the proposed changes are approved, the section steward provides the approved document to the PCIC Secretary for inclusion in the Operating Manual.

### REVIEWING BODY

The reviewing body reviews the changes provided by the section steward. Input, corrections, additions, and other guidance from the reviewing body is compiled by the section steward. The reviewing body works with the section steward to build a consensus document that contains the needed changes.

### APPROVAL BODY

The approval body reviews and votes on the proposed changes developed with the section steward and reviewing body. The section steward leads the discussion with the approval body and provides any needed explanation of the proposed changes. All approvals require a simple majority of the approval body present at the meeting where the proposed changes are discussed.

# ORGANIZATION

## PCIC Membership

The following membership information is from the PCIC Bylaws. Refer to the Bylaws for complete text concerning membership.

PCIC membership is voluntary. PCIC members shall be current members of IEEE and IAS.

PCIC membership includes:

##### PCIC Chair, Vice-Chair, and Secretary

##### PCIC Subcommittee officers

##### Immediate past, current and future Annual Technical Conference Committee Chairs

##### PCIC Sponsored Standards Working Group Chairs

##### All members of the PCIC Advisory and Awards Subcommittee

##### Others who have demonstrated substantial contributions may be nominated by action of the Advisory and Awards (A&A) Subcommittee for Membership at Large. A&A shall consider such nominations at each of its regularly scheduled meetings. Any A&A nominees for Membership at Large shall be recommended to the PCIC Chair for appointment. At Large appointments expire after 2 years and can be re-appointed by the Chair if the at large member chooses to continue active participation.

## PCIC Subcommittees

### EXECUTIVE SUBCOMMITTEE

##### Scope

The Executive Subcommittee shall perform the routine business functions of the PCIC. It shall review and prepare major items of business for presentation to, and approval by the PCIC.

##### Officers

The Chair, Vice Chair, and Secretary of PCIC serve as the respective officers of the Executive Subcommittee

##### Membership

###### The PCIC Executive officers

###### The Chairs of all PCIC Subcommittees

###### The immediate past, current and future Annual Conference Committee Chairs

###### All Advisory and Awards Subcommittee members.

##### Meetings

###### The Executive subcommittee shall meet at the annual PCIC conference

###### The Executive subcommittee shall meet mid-year (Winter Meeting)

### TECHNICAL SUBCOMMITTEES

##### Scope

The PCIC Technical Subcommittees manage the selection, initial review and delivery of the technical papers presented at the PCIC Conference under the direction of the Technical Program officers.

There shall be as many Technical Subcommittees as necessary to fully cover IAS requirements relevant to the PCIC Mission. The scopes of Technical Subcommittees are listed below.

TABLE II - Scope of Technical Subcommittees

|  |  |
| --- | --- |
| **Technical Subcommittee** | **Subcommittee Scope** |
| Technical Program Subcommittee | Technical papers of broad interest for the general sessions of the conference |
| Chemical Subcommittee | Technical papers related to the general chemical industry |
| Electrochemical Subcommittee | Technical papers related to the electrolytic production of metals and chemicals |
| International Subcommittee | Technical sessions presented by non-North American authors that would be of interest to conference attendees. |
| Marine Subcommittee | Technical papers related to the marine industry technology, standards, and regulations that impact the petroleum or chemical industries |
| Production Subcommittee | Technical papers related to drilling, well head, and facilities operations of oil and gas wells |
| Refining Subcommittee | Technical papers related to petroleum refineries and petrochemical facilities |
| Safety Subcommittee | Technical papers related to all aspects of electrical safety affecting the petroleum and chemical industry |
| Transportation Subcommittee | Technical papers related to pipelines, pumping stations and terminals as well as other means of transporting oil and gas |

##### Officers

The officers of each Technical Subcommittee shall consist of a Chair, Vice Chair, and Secretary each of whom is appointed by the PCIC Chair. Each officer shall serve a two year term of office in each position, totaling six years. When a new Subcommittee officer is needed, the Subcommittee Chair will seek volunteer candidate(s) from within the subcommittee and beyond as appropriate. The Subcommittee officers will rank the identified candidates and present the rankings to the PCIC Chair. The PCIC Chair must approve the selection of the best candidate, after which the new officer can be notified.

##### Membership

Membership of each Technical Subcommittee shall include the subcommittee officers and individuals approved for membership by the Technical Subcommittee, based on technical interest relating to the scope of the respective Subcommittee, and continuing attendance and/or participation in Subcommittee activities. . The Subcommittee Chair shall endeavor to keep the membership reasonably well balanced between manufacturers and end users. . In general, if a member is absent three for (3) consecutive meetings and does not indicate continuing interest, they shall be considered inactive and be removed from Subcommittee membership. The roster of membership shall be renewed each year by the respective Technical Subcommittee Chair and submitted to the PCIC Executive.

##### Technical Program Subcommittee

###### Officers

1. The PCIC Vice Chair shall serve as the Technical Program Subcommittee Chair.
2. The PCIC Secretary shall serve as the Technical Program Subcommittee Vice Chair.

###### The responsibilities of the Technical Program Subcommittee Officers are:

1. Coordinate the activities of all Technical Subcommittees related to the selection, review and delivery of the technical papers at the PCIC Conference.
2. Coordinate the selection, review and delivery of the technical papers in the General Program at the PCIC Conference.

###### Membership

1. PCIC Vice Chair and PCIC Secretary
2. Officers of the Technical Subcommittees

##### Communications

Technical Subcommittee meeting announcements agendas and minutes shall be communicated to the subcommittee members and the PCIC Executive officers.

[Technical Subcommittee Guide - Generic Operating Manual R1](http://ieeepcic.com/wp-content/uploads/2017/03/GENERICOPMANUALR1.docx)

### ADVISORY AND AWARDS (A&A) SUBCOMMITTEE

##### Scope

###### Provide recommendations for different topics as requested by the PCIC Chair.

###### Provide a list of the recommended conference cities to the Executive Subcommittee at the PCIC mid-year (Winter) meeting with at least five (5) years outlook. Conference cities shall generally be selected in a cycle of central, east and west. Locations in Texas and Canada should generally be selected every five-seven (5-7) years. .

###### Nominate a slate of PCIC Executive officers at every other annual meeting. See By-laws.

###### Selects and approves the Russell W. Mills Award recipient.

###### Review and approves the PCIC level award recipients/papers.

1. David C. Azbill
2. Outstanding Technical Contribution
3. Electrical Safety Excellence
4. Emeritus Award for Outstanding Service
5. Prize Papers

##### Officers

The A&A Chair shall be appointed by the PCIC Chair and should be the immediate past PCIC Chair.

The PCIC Chair shall serve as the A&A Vice Chair and shall conduct meetings in the absence of the A&A Chair.

The PCIC Secretary shall serve as the A&A Secretary.

##### Membership

A&A members shall be appointed by the PCIC Chair and shall consist of all active past PCIC Chairs, PCIC Chair, PCIC Vice Chair, and PCIC Secretary. Re-appointment shall be reviewed by the PCIC Chair and the A&A Chair.

##### Meetings

Meetings shall be called by the A&A Chair as needed. There shall generally be a meeting at the PCIC Conference and a meeting in conjunction with the mid-year ,(Winter) meeting, following the Awards Nominating Subcommittee meeting.

##### PCIC Best Papers Awards

Once the prize winning papers have been identified by the Papers Review Subcommittee, the A&A Chair will:

###### Notify the authors of the Prize Papers of their award and request that they, or their designated representative, be present at the next PCIC Conference to receive their award.

###### Present the Prize Paper awards at the Monday awards luncheon of the next PCIC Conference.

###### The award shall consist of a certificate recognizing the achievement of each author for each paper based on first place, second place, third place, and three (3) awards designated as honorable mention.

##### Russell W. Mills Award

###### The selection of the recipient is the sole responsibility of the Advisory and Awards Subcommittee.

###### The Awards Nominating Subcommittee Chair has the responsibility to supply the Russell W. Mills Award certificates, suitably framed, and will arrange for the certificate preparation upon instructions from the A&A Chair.

##### Arrange for special awards as required, such as service awards, certificates, or "mementos" shall be presented to retiring Subcommittee and Standards Working Group Chairs, upon satisfactory completion of their terms of office or Standards Projects, respectively.

### AWARDS NOMINATING SUBCOMMITTEE

##### Scope

###### Coordinate the nomination, selection, and approval of PCIC contributors who have qualified for PCIC awards

###### Coordinate the nomination of PCIC contributors who have qualified for IEEE and IAS awards.

###### Prepare individual awards to be presented at the PCIC Awards Luncheon during the PCIC Conference.

###### Identify and prepare nominations for PCIC contributors who have qualified for IEEE Fellow membership grade.

###### Facilitate nomination submittals for the above awards through guidance, coordination, and assistance to prepare nomination paperwork required for approval.

##### Officers

The Awards Nominating Chair and Vice Chair shall be appointed by the PCIC Chair for a term of two (2) years. The Chair and Vice Chair may succeed him/herself as many times as re-appointed. Membership

Members shall be appointed by the PCIC Chair and they may succeed themselves as many times as re-appointed. Standing members include:

###### Advisory and Awards Subcommittee members

###### Emeritus Subcommittee Chair

###### Historical Subcommittee Chair

###### Publications Subcommittee Chair

###### Standards Subcommittee Chair

###### Safety Subcommittee Chair

Table II - Awards & Recognition

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Award** | **Awarding Body** | **Nominated By** | **Approved By** | **Who Sends Invitation** | **Speech**  **(mins)** | **Invite guest** | **Presented By** |
| IEEE Level Awards | IEEE (if recipient chooses to receive award at PCIC Conference) | Awards Nominating | IEEE | IEEE (PCIC Chair coordinates) | 5 | Yes | IAS President or designee |
| New IEEE Fellows | IEEE Fellow (if recipient chooses to receive award at PCIC Conference) | Awards Nominating | IEEE | IEEE (PCIC Chair coordinates) | 5 | Yes | IAS President or designee |
| IAS Awards | IAS (if recipient chooses to receive award at PCIC Conference) | Awards Nominating | IAS | IAS (PCIC Chair coordinates) | 5 | Yes | IAS President or designee |
| Russell W. Mills Award | PCIC | A&A Subcom | A&A | PCIC Chair | 5 | Yes | PCIC Chair |
| David C. Azbill Award | PCIC | Standards Subcom | A&A | PCIC Chair | 5 | Yes | PCIC Chair |
| Prize Paper Awards | PCIC | Papers Review Subcom | A&A | A&A SC Chair | 0 | No | A&A Chair |
| Safety Excellence Award | PCIC | Safety Subcom | A&A | Safety SC Chair | 0 | Yes | Safety Subcom Chair |
| Outstanding Emeritus Award | PCIC | Emeritus Subcom | A&A | Emeritus SC Chair | 0 | No | Emeritus SC Chair |
| Outstanding Technical Contribution Award | PCIC | Technical Subcommittees | A&A | PCIC Vice Chair / Technical Papers Chair | 0 | Yes | PCIC Vice Chair |
| Recognition of Completed Standards | PCIC | Standards Subcom | IEEE Stds Dept | Standards SC Chair | 0 | No | Standards Subcom  Chair |
| Recognition of Outgoing PCIC Subcommittee Chairs | PCIC | PCIC Chair | PCIC Chair | PCIC Chair | 0 | No | PCIC Chair |

**Note on guests:** Based on the table above, award invitations may also include an invitation for guest(s) of the award recipients to attend the Monday PCIC Conference Awards Luncheon and sit at designated reserved tables as a guest of PCIC. The person sending the invitation should notify the PCIC Chair of the required number of complimentary luncheon tickets needed by the award recipient. The PCIC Chair shall provide this information to the Local Conference Committee Chair. The Local Conference Committee shall place the complimentary tickets in the award recipient’s conference registration packet.

[Awards Nominating Subcommittee Procedures and Policies.doc](http://ieeepcic.com/operating-subcommittees/awards-nominating/)

### CODES & REGULATIONS SUBCOMMITTEE

##### Scope

###### Keep PCIC membership informed of relevant domestic or international activity by regulatory agencies that may affect the petroleum and chemical industries.

###### Serve as a forum to develop voting positions on National Electrical Code® (NEC®) proposals or comments for IEEE Standards Coordinating Committee (SCC) 18 representatives on National Fire Protection Association (NFPA) Code Making Panels.

###### Organize, encourage, and maintain adequate PCIC representation on all appropriate NFPA Code Making Panels and Technical Committees.

###### Recommend liaisons to affiliated Standards Development Organizations as required.

##### Officers

The Chair, Vice Chair, and Secretary shall be appointed by the PCIC Chair for a period of two years. The officers may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the PCIC Executive Subcommittee.

##### Membership

In addition to the subcommittee officers, membership is open to people who express an interest in joining the Codes & Regulations Subcommittee and attend two consecutive Codes & Regulations Subcommittee meetings. Membership shall also include the PCIC officers, and interested Liaison Representatives.

### EMERITUS SUBCOMMITTEE

##### Scope

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

##### Officers

The Chair, Vice Chair, and Emeritus Membership Chair shall be appointed by the PCIC Chair for a period of two years. The officers may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Membership is based on long term contributions and commitments to PCIC. The Emeritus Subcommittee Operating Manual is used to assist the Emeritus Chair in screening prospective Emeritus Subcommittee members. Using the Guide, the Emeritus chair nominates probable Emeritus Subcommittee members to the PCIC Chair. The PCIC chair approves all new membership to the Emeritus Subcommittee.

##### Emeritus Procedures

[Emeritus Subcommittee Operating Manual](http://ieeepcic.com/wp-content/uploads/2017/03/Operating_Procedures-Emeritus_Subcommittee.doc)

[Read Me First - qualifications](http://ieeepcic.com/wp-content/uploads/2016/10/EMERITUS-READ-ME-FIRST.doc)

[Emeritus Subcommittee Application](http://ieeepcic.com/wp-content/uploads/2016/10/PCIC-Emeritus-Subcommittee-Application-2014.doc)

### FACILITIES PLANNING SUBCOMMITTEE (FPS)

##### Scope

The primary objective of the Facilities Planning Subcommittee (FPS) is to provide hotel planning assistance to the Local Conference Committees so that PCIC can negotiate a contract from a position of strength.

###### Maintain and update conference data, conference statistics

[Conference Attendance Statistics](http://www.ewh.ieee.org/soc/ias/pcic/_wp/wp-content/uploads/2016/01/PCIC_Conf_Stats_2015_12Jan_r13.xlsx)

[Hotel Statistics](http://ieeepcic.com/wp-content/uploads/2017/03/PCIC_Hotel_Stats_12Jan2015_r13.xls)

###### Maintain the [PCIC Conference and Local Committee Guide](http://ieeepcic.com/wp-content/uploads/2017/03/2010-Conference-Guide.doc)

##### Officers

The Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for five (5) year terms. The officers may succeed themselves as many times as re-appointed.

##### Membership

In addition to the subcommittee officers, all identified future Local Conference Committee Chairs, the current Local Conference Committee Chair, and the two (2) immediate past Local Conference Committee Chairs shall be FPS members.

##### Site Selection

Site Selection will be per appendix 1

### FINANCIAL SUBCOMMITTEE

##### Scope

##### The Financial Subcommittee shall serve in an advisory role to the PCIC and shall have the following responsibilities.

###### Ensure that all PCIC financial operations are consistent and in compliance with IEEE/IAS requirements.

###### Review all budget proposals for PCIC Conferences.

###### Provide financial consistency and IEEE/IAS compliance assurance for all PCIC Conferences.

###### Provide instruction/guidelines for financial matters (such as budget requirements maintained by Local Committee (LC) Finance Chairs).

###### Monitor and review IEEE financial audit requirements and provide guidance as needed.

###### Develop and maintain the Financial Guide for use by Local Committee Chairs and their LC Finance Chairs, with timelines and requirements for documentation and reporting.

###### Track and provide updates to the PCIC Chair and applicable Local Conference Chair regarding expenses that have been designated to be covered by PCIC Conference surplus for the benefit and promotion of the PCIC Mission and Strategies, including but not limited to:

1. IEEE Standards Meetings
2. IEEE (Panel of Conference Organizers)POCO Meetings

###### Provide documentation as required by IEEE/IAS for expenses to be covered by PCIC.

1. Update PCIC documentation as needed to coincide with IEEE documentation updates.
2. Provide documentation to PCIC Chair for distribution to those requesting preapproval for planned expenses to be covered.
3. Assist PCIC Chair in review of preapproval documentation, as well as review of documentation submitted for reimbursement approval by the PCIC Chair.
4. Once reimbursement approval has been received from the PCIC Chair, submit request for payment to the designated PCIC Conference(s) with an active financial account.

##### Officers

The Subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for five (5) year terms. The officers may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership In addition to the Subcommittee officers, the subcommittee shall consist of the Facilities Planning Subcommittee Chair, the current and future Local Conference Committee Chairs along with their identified Local Conference Finance Chairs, and all previous Local Conference Committee Chairs willing to serve.

### HISTORICAL SUBCOMMITTEE

##### Scope

The scope of this subcommittee is to maintain a record of all PCIC Conferences and the "PCIC Who's Who" listing.

##### Officers

The subcommittee Chair (referred to as Historian) and Vice Chair shall be appointed for two (2) year terms by the PCIC Chair. They may succeed themselves as many times as re-appointed. They shall have an expressed interest in PCIC history.

##### Membership

Subcommittee membership includes the subcommittee Chair and Vice Chair. The Historian shall be a member of the PCIC and the Executive Subcommittee.

##### Records

The subcommittee chair shall maintain a record of all PCIC conferences. This record shall include:

###### A copy of the Conference program

###### A copy of the Conference Record

###### A statistical record of the Conference

###### A list of all PCIC Awards

###### A list of all special awards

###### Special events such as 50th anniversary documents

###### Update PCIC Conference Record Database

This information shall be filed by year and maintained in a suitable place and be available to all interested parties.

##### PCIC Who’s Who

The subcommittee shall maintain the "PCIC Who's Who" listing. The "PCIC Who's Who" will include PCIC officers, Subcommittee officers, Standards Working Group chairs, PCIC Fellows, Local Conference Committee chairs, and others approved by the AA Subcommittee for their contributions to the PCIC.

### INFORMATION TECHNOLOGY (IT) SUBCOMMITTEE

##### Scope

###### Manage and develop the PCIC web site

###### Develop and maintain the PCIC IT operating manual policies and procedures (P&P’s)

###### Interface with the Local Conference Committee to develop and manage the Local Conference Committee web site

###### Maintain and archive all PCIC web files

###### Coordinate and manage the PCIC purchased and leased computer hardware and software

###### Manage PCIC List Serve email distribution list

###### Manage PCIC Virtual Communities

###### Establish strategies and guidelines for utilizing new IT technologies and social media for PCIC.

##### Officers

The subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for a period of two (2) years. They may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Subcommittee membership shall include the subcommittee officers and the following.

###### Information Technology Subcommittee Chair, Vice Chair and Secretary.

###### Current year Local Conference Committee web master

###### Past year Local Conference Committee web master

###### All identified future Local Conference Committee IT functionaries.

###### Membership Subcommittee Chair (ad hoc as needed)

###### Publicity Subcommittee Chair (ad hoc as needed)

###### *Ad hoc* members as appointed by the subcommittee Chair.

### MEMBERSHIP SUBCOMMITTEE

##### Scope

###### Maintain the PCIC Database with the most current contact information available for each member.

###### Serve as the focal point for all subcommittee roster information.

###### Generate updated subcommittee rosters with current contact information for each subcommittee.

###### Maintain a roster of active conference participants; encourage new attendees; and inform potential attendees of PCIC activities

###### Capture and report on PCIC roster demographics

##### Officers

The subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for two (2) year terms. They may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

The subcommittee membership consists of the subcommittee officers.

##### Mailing List

###### The Permanent Master Mailing List shall be updated after each conference, utilizing the final conference attendance list(s), as provided by the Local Conference Committee.

###### The Permanent Master Mailing List shall be maintained annually utilizing the following guidelines:

1. The list shall include the names of all individuals that have attended at least one (1) PCIC Conference in the past five (5) years at the time the list is being updated.
2. Names of those not attending an Annual Conference at least once in the last five (5) years shall be deleted from the List.
3. Review conference attendance list(s) for changes in each PCIC Conference attendee’s company affiliation and mailing addresses, and update the Permanent Master Mailing List accordingly.
4. Ensure that the Mailing List includes all current Subcommittee members of the PCIC as well as authors for the upcoming conference.
5. By April 1st of each year, the Membership Chair shall provide the Conference Committee with two (2) sets of the updated Permanent Master Mailing List, for the Conference announcement mailing.

### PAPERS REVIEW SUBCOMMITTEE

##### Scope

###### Manage and improve the review and selection process for PCIC prize paper to determine which papers and conference presentations will be recognized for their high quality.

###### Submit six (6) recommended prize papers to A&A for final review and approval.

###### Manage and improve the process which selects the papers for publication in the IAS Transactions.

###### Manage and improve the process which selects the papers for publication in the IAS Magazine.

###### Review and update (as needed) the Papers Review Subcommittee Operating Manual at least annually.

##### Officers

The subcommittee Chair, Vice Chair, and Associate Editors shall be appointed by the PCIC Chair for two (2) year terms. They may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Members include the subcommittee officers and Associate Editors, the PCIC Executive officers, PCIC Advisory and Awards Chair, all Technical Subcommittee officers, and anyone else whom the Papers Review Chair deems appropriate.

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##### Operating Manual

Refer to the Papers Review Operating Procedures document for details of the operating details of that subcommittee.

[Papers Review Subcommittee Operating Manual](http://ieeepcic.com/wp-content/uploads/2017/03/Operating_Procedures-PaperReview_Subcommittee.doc)

### PUBLICATIONS SUBCOMMITTEE

##### Scope

###### Work with the Technical Subcommittees to ensure all of the technical papers for the current year’s conference have been received with their copy right release forms and are Xplore compliant.

###### Manage all publication needs of the PCIC such as the PCIC Conference Record, mailers, CD’s and certain award certificates, and coordinate the information to insure consistency.

###### After the conference, send the required media information to IEEE Conference Publication Program

###### Register the PCIC Conference each year with IEEE and obtain the Letter of Acquisition

##### Officers

The subcommittee Chair and Vice Chair(s) shall be appointed by the PCIC Chair for two (2) year terms. They may succeed themselves as many times as re-appointed. There may be more than one Vice Chair. The number of Vice Chairs will be determined by the PCIC Chair with input provided by the subcommittee Chair. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

The subcommittee membership includes the subcommittee officers. The subcommittee Chair shall be a member of the Local Conference Committee.

### PUBLICITY SUBCOMMITTEE

##### Scope

###### Cover all aspects of publicity for the PCIC.

###### Take direct responsibility for PCIC Conference publicity and coordination with the Publicity Chair for each PCIC Conference.

###### Make PCIC activities and accomplishments known within the industry through channels to reach individuals and companies that would benefit from participating or supporting the PCIC.

###### Improve and expand the technical ability of the PCIC by attracting new talent with interests and commitment to the PCIC Mission.

###### Work directly with the IT Subcommittee to publish material on the web

##### Officers

The subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for two (2) year terms. They may succeed themselves as often as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

The membership of the subcommittee shall consist of the subcommittee officers, and the Chairs and Publicity Chairs of all future Local Conference Committees.

### STANDARDS SUBCOMMITTEE

##### Scope

###### Maintain awareness of IEEE IAS PCIC Standards, Recommended Practices, and Guides that may affect the petroleum and chemical industries.

###### Manage and update the PCIC Standards Subcommittee Policies and Procedures for Standards Development document. [PCIC Standards Committee P&P's](http://standards.ieee.org/about/sasb/audcom/pnp/IAS_PCI.pdf)

###### Serve as a reporting body to keep abreast of standards work being done in IEEE and other standards development organizations. Present liaison report at the PCIC Conference.

###### Serve as the PCIC originating body (Sponsor) to develop Standards, Recommended Practices, and Guides. Manage the IEEE Standards Association Project Authorization Request (PAR) process on behalf of PCIC.

###### Administer the current IEEE IAS PCIC Working Group Procedures & Policies [Working Group P&P's](http://ieeepcic.com/wp-content/uploads/2017/03/IAS-PCIC-WG-PP_17-March-2014.pdf)

###### Communicate with the IEEE-SA Standards Board on specific Sponsor activities as needed.

##### Officers

The subcommittee Chair, Vice Chair(s), and Secretary shall be appointed by the PCIC Chair for a period of two (2) years. The officers may succeed themselves as many times as re-appointed. There may be more than one Vice Chair. The number of Vice Chairs will be determined by the PCIC Chair with input provided by the subcommittee Chair. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Subcommittee membership includes the subcommittee officers and individuals who express an interest in the Standards Subcommittee and attend two (s) subcommittee consecutive meetings, the PCIC officers, PCIC Working Group Chairs, and interested Liaison Representatives to other Standards Development Organizations if recommended by the subcommittee Chair and approved by the PCIC Chair.

### TUTORIALS SUBCOMMITTEE

##### Scope

The Tutorials Subcommittee shall provide appropriate tutorials for continuing education following the annual PCIC conference.

##### Officers

The subcommittee Chair, Vice Chair and Secretary shall be appointed by the PCIC Chair for a period of two (2) years. They may succeed themselves as many times as re-appointed. The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Membership of the subcommittee includes the subcommittee officers and other individuals appointed by the subcommittee Chair.

### YOUNG ENGINEERS DEVELOPMENT SUBCOMMITTEE (YEDS)

##### Scope

The scope of the Young Engineers Development Subcommittee includes accelerating and enhancing the professional development of young engineers and to encourage and enable young engineers and first-time PCIC Conference attendees to become actively involved in the PCIC. The subcommittee also provides an avenue for experienced PCIC members to contribute to the professional development of young engineers.

##### Officers

The subcommittee Chair, Vice Chair, and Secretary shall be appointed by the PCIC Chair for a period of two (2) years The Chair shall be a member of the PCIC and the Executive Subcommittee.

##### Membership

Membership of the subcommittee includes the subcommittee officer and individuals appointed by the subcommittee Chair.

##### IAS Myron Zucker Travel Grant (MZTG)

The subcommittee is responsible for identifying eligible candidates to receive the IAS MZTG and assisting them with the application process. This grant aids recipients with the expenses related to attending a PCIC Conference. A copy of the MZTG application can be accessed via the following link: [MZTG Application](http://ieeepcic.com/wp-content/uploads/2017/04/PCIC-MZSTP-Application-Form-2017-rev-1.doc)

## LOCAL CONFERENCE COMMITTEES

### Scope

The scope of the Local Conference Committee is to organize and run the annual PCIC Conference. The Committee is responsible for every aspect except developing the content of the technical program and tutorial program.

### Officers

The Local Conference Committee Chair shall be appointed by the PCIC Chair.

All other Local Conference Committee officers shall be appointed by the Local Conference Committee Chair.

### Membership

The Local Conference Committee Chair shall select and appoint all other members of the Local Conference Committee.

### Financial

The Committee shall fund approved PCIC expenditures necessary to conduct PCIC activities during the year in addition to the conference activities.

##### Ensure that all expense reports submitted for reimbursement by the PCIC Officers meet all IEEE financial guidelines.

##### Ensure that any other expenses submitted by PCIC Officers meet all IEEE Financial guidelines.

[PCIC Conference and Local Committee Guide](http://ieeepcic.com/wp-content/uploads/2017/03/2010-Conference-Guide.doc)

## Liaisons To Other Groups

### APPOINTMENT

Liaison representatives to other Committees shall be recommended by the PCIC Chair and appointed by the other Committee.

### REPRESENTATION

PCIC has Liaison Representation to the following:

##### API Subcommittee on Electrical Equipment (Refining Department)

##### ACC American Chemistry Council ?

##### IEEE Standards Coordinating Committee (SCC #18).

##### IAS Electrical Safety Committee

##### PCIC Europe

##### PCIC Mexico

##### PCIC Brazil

##### PCIC India

### MEMBERSHIP

##### Liaison from PCIC international activities in Brazil, Europe, India and Mexico to be members of the PCIC Executive committee.

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##### Liaisons may vote on matters before the PCIC Executive committee if also an IAS member.

# General Policies

## Correspondence and e-mail

### Correspondence

##### Copies of meeting announcements and minutes from subcommittees shall be sent to the PCIC Chair, Vice Chair, and Secretary.

##### The respective Committees and Subcommittees shall retain all Committee and Subcommittee records for six (6) years.

##### The “Blind cc” (BCC) feature shall be used, per the following guidelines, when sending e-mails to bulk distribution lists.

###### BCC required

1. When sending emails to bulk distribution lists beyond the Executive Subcommittee and Subcommittee officers.

###### BCC not required

1. PCIC Chair to individual Subcommittee Chair
2. PCIC Chair to multiple PCIC officers and Subcommittee Chairs
3. PCIC Chair to entire Executive Subcommittee
4. Subcommittee Chair to Subcommittee Officers

###### BCC recommended

1. Subcommittee Chair to entire Subcommittee membership
2. PCIC Vice Chair (or Subcommittee Chair) to all authors
3. Technical Paper Review Subcommittee Chair to all reviewers
4. Safety Subcommittee Chair to previous Safety Workshop attendees

### PCIC ListServe

The PCIC listserve email distribution is managed by the IT Subcommittee. It may be used by PCIC officers and PCIC subcommittee officers to conduct PCIC business requiring broad distribution to PCIC membership. It may not be used for commercial purposes.

## Electronic Balloting for all Subcommittees of the PCIC

Electronic Balloting is permissible in order to conduct any business of the Subcommittee that the Subcommittee officers deem necessary at times between the normally scheduled meetings of that Subcommittee. It is intended that this process not be utilized for issues anticipated to generate significant discussion. The process will be as follows:

#### All motions considered for electronic ballot shall be sent to the voting pool by the Chair of the subcommittee. All motions considered for electronic ballot shall include sufficient background information to address anticipated questions from the voting pool. Example: a motion to approve a conference budget should include information that the budget has been reviewed by the Finance Subcommittee and the Facilities Subcommittee with recommendation for approval. The Chair must use his/her best judgment to use electronic balloting only for actions and approvals deemed not needing debate or floor discussion.

#### An email shall be sent to every member of the Subcommittee using the Blind cc (BCC) function. The email address shall be that on record within the PCIC Membership Database or on record with the Subcommittee. For those members of the Subcommittee that do not have an email listed, the Chair of the Subcommittee shall place a phone call to the phone number on record to request an email address. If the member has no email address, the Chair of the Subcommittee shall request that the member vote and comment via phone. The Chair of the Subcommittee shall allow the member up to 10 days to return a vote and comment via phone. If the attempt to contact via phone is unsuccessful, the member’s vote shall be designated as an unreturned ballot.

#### Since not all email software has the ability to utilize “voting buttons”, they are not to be used.

#### The email shall contain a concisely worded motion, with background information provided if necessary.

#### The body of the email shall request the recipient to reply to the sender with a response of “accept” or “reject” or “abstain”. The body shall also indicate that the recipient may include any comments they wish as part of the response. The member shall be given at least 21 days in which to respond.

#### For any emails that are returned as undeliverable, the Chair of the Subcommittee shall locate the phone number of record in the PCIC Membership Database or in the Subcommittee’s records and shall contact the member via phone to request an updated email address. If the attempt to contact via phone is unsuccessful, the member’s vote shall be designated as an unreturned ballot.

#### A motion shall pass if a simple majority of a quorum of the membership of the Subcommittee (25%) returns an “accept” response.

#### At 21 days from the date of the email, the Chair of the Subcommittee shall review all votes received. If less than 25% of the membership of the Subcommittee has returned a vote, a reminder email shall be sent to the membership of the Subcommittee by the Chair of the Subcommittee.

#### If the simple majority of the quorum “accept” response is not received within 30 days of the original email, the electronic ballot shall be withdrawn and the motion shall be presented at the next scheduled meeting.

#### The results of all electronic balloting conducted between meetings of the Subcommittee shall be recorded in the minutes of the next meeting of the Subcommittee.

## Definition of a Conference “Guest”

### A “Guest” IS:

A spouse, family member, or other similar person of a registered PCIC Conference attendee who accompanies that registered PCIC Conference attendee to a PCIC Conference event.

### A “GUEST” IS **NOT**:

##### An author presenting at the PCIC Conference

##### An unrelated co-worker

##### An unrelated business associate

### GUESTS ARE ENTITLED TO:

##### Accompany the PCIC Conference attendee with whom they registered to the PCIC Conference social.

##### Attend guest-designated functions, i.e. the guest hospitality room, tours, etc.

## PCIC Presentation First Policy

#### It is the policy of the PCIC for papers to be presented at the PCIC Conference before presentation at any other conference.

#### Each paper proposal shall state whether the paper has previously been presented or published.

#### It is recognized that occasionally there may be significant value to the membership of the PCIC for exceptions to this requirement. Exceptions may be considered based on the following guidelines.

##### If a paper that has been previously presented and/or published would have sufficient technical value to the PCIC, the author may submit the paper to the PCIC Vice Chair.

##### The proposal shall include a written statement outlining the following:

###### When the paper was first presented and/or published.

###### To which conference it was presented and/or published.

###### If it is scheduled for future publication.

###### An explanation of why it is not sufficient for the PCIC membership to simply read the published paper.

##### The PCIC Technical Subcommittee Chair with the concurrence of the Technical Program Subcommittee Chair may authorize the re-presentation of the paper.

## Multimedia Recording

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

## PCIC Website

In order to maintain the strong professional integrity of the PCIC, restrictions are required on linking from the PCIC website to external websites and on the use of company names, logos, and direct website links. This is increasingly important to avoid the perception that PCIC is endorsing those entities. Therefore the following website guidelines are required and must be followed for all PCIC websites

### THE FOLLOWING ARE PERMITTED:

##### Listing of company names for PCIC members, authors, and tutorial instructors.

##### Listing of company names who sponsor conference functions.

##### Listing of company names on the social calendar for sponsored activities and guest hospitality suites.

##### Links to informational or commercial websites containing PCIC-pertinent hotel and tourist information .

##### Direct reference or links to IEEE, NFPA, NEC, API, NEMA, UL, FM, CSA, IEC, or any other nationally or internationally recognized consensus standards organization.

##### Links to other conference websites affiliated with PCIC.

### THE FOLLOWING ARE NOT PERMITTED:

##### Linking directly (or indirectly) to sites containing offensive or objectionable material as determined by the PCIC Executive Subcommittee officers. Care must be taken to thoroughly review linked sites to ensure that these sites do not contain or have links to secondary sites containing offensive and objectionable material.

##### Use of company logos

##### Direct links to company websites

##### Photos or slides that clearly identify company supplied products or services

## PCIC Conference Etiquette Rules for Vendor Entertainment

### SCOPE

The purpose of these rules is to maintain the PCIC at a high professional level. Vendor participation is encouraged and welcomed to emphasize the technical and professional aspects of the PCIC conference. . Conduct shall be in accordance with the following to prevent any conflicts with the PCIC Conference program

### Pre-Conference Advertising

##### Vendors are encouraged to send email invitations to potential PCIC Conference attendees for vendor-sponsored functions such as dinners, receptions and hospitality suites, provided these functions meet the requirements of this section and such email notifications do not include advertising of products and services within the same notification.

##### Vendors are permitted to send email notifications of tutorials and technical papers the vendor is participating in, provided such email notifications do not include advertising of products and services within the same notification.  The email notification should also include information about the PCIC Conference, including the PCIC Conference logo, dates and location, and shall include the title, paper number and full list of authors as indicated in the PCIC Conference technical program.

### HOSPITALITY ROOMS

##### Vendor hospitality rooms are allowed and are a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual basis.

##### All vendor personnel participating in the vendor's hospitality room(s) shall be registered as attendees of the PCIC Conference.

##### The principal member responsible for the vendor's hospitality room(s) shall be a member of IEEE in good standing and a member of the Industry Applications Society of which the PCIC is a Committee.

##### Vendors shall not receive guests to hospitality rooms during official PCIC Conference program hours, including the time set aside for PCIC events such as technical meetings, subcommittee meetings, banquets, luncheons, social functions, or like affairs.

##### At least one-half hour before official PCIC Conference affairs, vendors shall close their hospitality room(s) to guests, including those already present. The rooms shall not reopen until such PCIC Conference affairs are officially closed.

##### 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.

##### To provide a more pleasing and professional appearance, 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. All signs are to be returned to the Local Conference Committee at the end of the PCIC Conference.

##### Literature and products for demonstration and discussion on a personal and individual oriented basis in hospitality rooms must be consistent with the technical communication objectives of the PCIC Conference.

##### All vendors that are to have hospitality rooms open to general attendance shall give prior notification to the Local Conference Committee as suite assignments within the PCIC Conference hotel is to be managed by the Local Conference Committee.

### VENDOR OFFSITE ENTERTAINMENT

##### Vendor luncheons, social functions, and other vendor coordinated activities shall not conflict with the times allotted to the official conference program, and official PCIC Conference luncheons, banquets, and social functions.

##### At no time during the PCIC Conference (Monday 7:00 a.m. through Wednesday 5:00 p.m.) shall any company (including subsidiaries) take more than 25 registrants (not including guests, PCIC Emeritus, visiting dignitaries, or host company personnel) away from the PCIC Conference hotel for any purpose.

### COMMERCIAL ADVERTISING AND CONDUCT

##### No commercial displays, including signs, posters, banners, etc. shall be displayed on common conference premises.

##### Group oriented displays of commercial equipment or product presentations will not be allowed outside vendor hospitality rooms.

##### Commercial products shall be confined to hospitality rooms in order to emphasize the official technical nature of the conference.

##### Commercial literature shall be distributed only in hospitality rooms.

##### Commercial / promotional literature shall not be included in conference attendee registration packets. Logos and names of sponsoring companies are permitted as approved by the Conference Chair.

### DELIVERY OF FLYERS TO HOTEL ROOMS

##### Distribution of material to PCIC attendees’ hotel rooms will be done only by the hotel staff.

##### The Local Conference Committee is tasked to administer this activity based on the Local Committee Guide

### Non-compliance penalty

Vendors who violate the requirements of this section may be subject to one or more of the following penalties, to be decided by the PCIC Advisory & Awards (A&A) Subcommittee:

##### Vendor removed from consideration for conference hospitality rooms.

##### Vendor removed from consideration for conference sponsorships.

##### Vendor authors removed from consideration for future technical paper selection.

## PCIC Policy for Freedom from Commercialism

### INTRODUCTION

##### From its beginning in 1954, the IEEE PCIC Conference has been a technical conference free of commercial displays and other forms of commercialism.

##### The PCIC Policy on Freedom From Commercialism in PCIC Technical Papers augments the IEEE IAS "Guide to Procedures for Processing Technical Papers" [IEEE IAS Freedom From Commercialism](http://www.ewh.ieee.org/soc/ias/pub-dept/processing.html).

##### The intent is to provide the author and the author’s employer due recognition within the constraints of maintaining a high level of professionalism in writing and presentating technical papers and tutorials.. The audience at a PCIC Conference is technically oriented, and sophisticated to the point where authors do not need to resort to displays of commercialism in order to gain recognition for themselves or their employer.

### PCIC POLICY STATEMENT

The PCIC presents a technical conference for the exchange of electrical applications technology related to the petroleum and chemical industry. There shall be no commercial content in the written paper, in the oral presentation, in the slides or photos associated with the oral presentation, nor in the question and answer session following the oral presentation.

### NON-COMPLIANCE PENALTY

##### Authors are encouraged to keep this policy in mind as they write their papers and presentation.

##### Failure to adhere to these guidelines may disqualify a paper from presentation or from further consideration for awards and or publication.

##### Flagrant and repeated violations may preclude a company from presenting papers at future PCIC Conferences.

##### The PCIC Advisory and Awards (A&A) Subcommittee will review all incidents, will notify the parties involved of the infractions and resulting consequences, and will address any infraction appeals. Any appeal of an incident shall be submitted in writing to the PCIC Chair.

##### The technical Session Chair will interrupt commercialism during the presentation and/or Q&A session by reminding presenter and audience of the PCIC policy against commercialism. . The technical Session Chair has the authority to stop an offending presentation following the warning.

### EXAMPLES

Below are examples of what the PCIC considers "UNACCEPTABLE" and "ACCEPTABLE" with regard to commercialism. These examples apply to all authors whether they are affiliated with manufacturers, users, or contractors.

##### ACCEPTABLE**:**

###### Author's complete name, business affiliation, complete mailing address, and IEEE membership grade on the Title Page or Introductory slide of the presentation

###### Author's use of valid technical data to support a product but not using a company's trade name, specific names or locations of facilities, etc.

###### Photos or slides of a product installed in a "real world" application, directly related to an understanding of the paper, without identifying the company who supplied the product.

###### Refusal to discuss commercial aspects of the topic during a question and answer session. The presenter should advise the person asking the question that it cannot be answered due to its commercial nature.

###### Product and organization names that have no commercial significance to the presentation other than to convey information necessary for a more complete understanding by the audience. e.g. IBM compatible PC, Microsoft Excel software, Internet, OSHA.

###### Non-technical trademark names that have become so common over time that they are often used as generic names. e.g. vice-grips, scotch-tape, Teflon, neoprene.

###### Direct and specific reference to IEEE, NFPA, NEC, API, NEMA, UL, FM, CSA, IEC, or any other nationally or internationally recognized consensus standards organization.

###### Slides or photos that have masked trademarks or logos for presentation. Note that the quality of the slides influence the evaluation of the oral presentation. Authors should attempt to mask unacceptable logos and names prior to taking photos. When this cannot be done, the author must consider other means to alter or touch up the photos prior to presentation.

###### Affiliation(s) of person(s) mentioned in the Acknowledgment Section Where appropriate, the affiliated company or institution's name only should appear in parenthesis beside the acknowledged person’s name - e.g. J. Q. Engineer (XYS Company).

##### UNACCEPTABLE:

###### Company names or logos on slides, screensavers, or photos that may be visible to the audience.

###### Text or verbal statements that include specific product, tradenames, or company references except as permitted above.

###### Photos or slides that clearly identify the author's company affiliation, or the company that supplied a product or service.

###### Photos or slides of equipment where the company name or logo is visible and identifiable.

###### Text or verbal statements that go beyond the direct technical data that is needed for understanding and are actually commercial statements.

###### Engaging in dialogue during the question and answer session regarding commercial aspects of a design or product. The speaker is expected to refuse to answer a question by explaining that it is commercial in nature and must be discussed outside the presentation.

###### Direct reference to a company's name in the paper or during the presentation, including screensavers, or “wallpaper”

###### Direct quotes from references that make commercial statements.

###### Mention of a company's website address anywhere in the paper, including the Reference Section.

If there are any questions, contact the appropriate PCIC Technical Subcommittee Chair, prior to presentation. There are no acceptable reasons for being out of compliance with these requirements.

## Sponsorships and Supporters new section

[Sponsorship Guidelines from our website (2008)](http://ieeepcic.com/wp-content/uploads/2017/03/Sponsorship-Guidelines-Sept-2008.doc)

**Table of reference documents**

|  |  |  |
| --- | --- | --- |
| None | [PCIC Bylaws](http://ieeepcic.com/wp-content/uploads/2017/03/PCIC-Bylaws-Approved-09-2014.pdf) | PCIC About page |
| III B 2 | [Technical Subcommittee Guide - Generic Operating Manual R1](http://ieeepcic.com/wp-content/uploads/2017/03/GENERICOPMANUALR1.docx) | PCIC Exec web page |
| III B 4 | [Awards Nominating Subcommittee Procedures and Policies.doc](http://ieeepcic.com/operating-subcommittees/awards-nominating/) | PCIC Exec web page |
| III B 6 | [Emeritus Procedures from website](http://ieeepcic.com/wp-content/uploads/2017/03/Operating_Procedures-Emeritus_Subcommittee.doc) | Emeritus web page |
| III B 6 | [Read Me First - qualifications](http://ieeepcic.com/wp-content/uploads/2016/10/EMERITUS-READ-ME-FIRST.doc) | Emeritus Sub Page |
| III B 6 | [Emeritus Subcommittee Application](http://ieeepcic.com/wp-content/uploads/2016/10/PCIC-Emeritus-Subcommittee-Application-2014.doc) | Emeritus Sub Page |
| III B 7 | [Conference Attendance Statistics](http://ieeepcic.com/wp-content/uploads/2017/03/PCIC_Conf_Stats_2015_12Jan_r13.xlsx) | PCIC Exec web page |
| III B 7 | [Hotel Statistics](http://ieeepcic.com/wp-content/uploads/2017/03/PCIC_Hotel_Stats_12Jan2015_r13.xls) | PCIC Exec web page |
| III B 7 | [PCIC Conference and Local Committee Guide](http://ieeepcic.com/wp-content/uploads/2017/03/2010-Conference-Guide.doc) | PCIC Exec web page |
| III B 12 | [Papers Review 2006 operating manual](http://ieeepcic.com/wp-content/uploads/2017/03/Operating_Procedures-PaperReview_Subcommittee.doc) | PCIC Exec web page |
| III B 15 a 2 | [PCIC Standards Committee P&P's](http://standards.ieee.org/about/sasb/audcom/pnp/IAS_PCI.pdf) | IEEE Standards |
| III B 15 a 5 | [Working Group P&P's](http://ieeepcic.com/wp-content/uploads/2017/03/IAS-PCIC-WG-PP_17-March-2014.pdf) | Standards web page |
| III B 17 d | [MZSTP Application](http://ieeepcic.com/wp-content/uploads/2017/04/PCIC-MZSTP-Application-Form-2017-rev-1.doc) | PCIC YEDS page |
| III C 4 b | [PCIC Conference and Local Committee Guide](http://ieeepcic.com/wp-content/uploads/2017/03/2010-Conference-Guide.doc) | PCIC Exec web page |
| V H | [IEEE IAS Freedom From Commercialism](http://www.ewh.ieee.org/soc/ias/pub-dept/processing.html) | IEEE IAS pub dept |
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| V I | [Sponsorship Guidelines from our website (2008)](http://ieeepcic.com/wp-content/uploads/2017/03/Sponsorship-Guidelines-Sept-2008.doc) | PCIC Exec web page |
|  |  |  |
| Removed | [Awards Presentation Guide 9-6-06](file:///C:\Standards%20&%20Practices\A+%20PCIC\A+%20PCIC%20ExCom\A%20PCIC%20Sec'y\PCIC%20Operations%20Manual%20&%20By-Laws\Awards%20Presentation%20Guide%209-6-06.xls) | PCIC Exec web page |

Rev 0a

Adds carriage return before the History Committee section (9) to properly format it

Connects the links to the new website so much as possible.

Corrects paragraph references in the Table of Reference Documents

Appendix 1 Site Selection

