SPP Customer Training: System Operations Conference (SOC)  
Selection Process  
0820PCS000##

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<th>Signature</th>
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REVISION CHART

Modifications to this document will be documented in the following chart. There are no exceptions.

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<tr>
<td>1.0</td>
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OVERVIEW

Purpose

Southwest Power Pool’s (SPP’s) Customer Training group conducts System Operations Conferences (SOC) each year that are designed to provide power system operators with opportunities to receive continuing education training and to network with other industry employees. SPP solicits member companies to volunteer to host these conferences.

The purpose of this document is to outline the process for:

1. Selecting conference locations
2. Identifying requirements for hosting a conference
3. Determining conference dates

PROCESS

Selecting SOC Locations

The Operations Training Working Group (OTWG) will work with the SPP Customer Training staff to determine the number of conferences to be held each year. Following this determination, the SPP Customer Training staff will solicit volunteers to host upcoming conferences.

The OTWG and SPP Customer Training staff will seek to host the first SOC of each annual training season at Southwest Power Pool’s corporate facility in Little Rock, AR each year.

Identifying Hosting Requirements

Those who volunteer to serve as member hosts will be asked to complete a survey (located in the appendix) designed to help ensure potential host sites are equipped with the amenities necessary to support a successful conference. Potential member hosts will be asked to return the completed survey to SPP Customer Training staff in time for it to be presented and voted on at the next available OTWG meeting. Once host locations have been identified, SPP Customer Training staff will begin working with member hosts to determine conference dates.

Selecting SOC Meeting Dates

SPP Customer Training staff will work with host locations to determine potential conference dates, by location, to present to the OTWG for consideration. The SPP Training Staff will work with member hosts and the OTWG to attempt to resolve scheduling conflicts related to those SOC dates and locations that have been voted on and approved by the OTWG in previous meetings.
The SPP Customer Training staff will work with OTWG members and member hosts to reach a consensus before bringing the item to a vote. This vote must occur no later than the OTWG’s August teleconference meeting.

**APPENDIX**

System Operations Conferences require a great deal of logistical coordination to accommodate the large groups being hosted. To help ensure that member host locations are equipped to accommodate the needs of participants and facilitators, we ask that all potential hosts answer the following questions.

1. Does your organization propose to host the conference at their corporate facility or at an offsite location?
   a. If held at a corporate facility, what security measures need to be considered?

2. Please provide information related to the facility where you plan to host the System Operations Conference.
   a. Is the facility available during the proposed conference dates?
   b. What are the dimensions and maximum occupancy of the proposed space?
   c. Is the facility equipped to accommodate break-out sessions?
      i. What is the size (dimensions) of the break-out room(s) and how many students will each room seat?
   d. Please describe the power sources and internet access available for facilitators.
   e. Are audio and video resources available with the proposed space?
      i. Will the space accommodate SPP’s audio and video equipment if we need or choose to provide our own? (Laptops, projectors, ELMO, Speakers, etc.)
   f. Is parking available on site?
      i. Is parking free? If not, please provide rates for parking.

3. Is the proposed location accessible for travelers?
   a. How far is the nearest airport from the meeting facility?
   b. Please provide information on flight service into your local airport.
   c. Does the airport provide shuttle service?
   d. Is the location accessible by interstate travel?
4. Please provide a list of area hotels. Include:
   a. Available discounts
      i. Please provide details (minimum occupancy, etc)
   b. Proximity to meeting location
   c. Room rates
   d. Parking availability and rates
   e. Shuttle service availability

5. Please detail dining and entertainment options available for conference attendees.
   a. Are options available within walking distance?
   b. Are options serviced by the hotel shuttle?

6. Please provide an itemized estimate of the expenses that will be incurred by SPP.
   a. Conference room rental
   b. Meals and snacks
   c. Audio/Video equipment rental
   d. Other

7. Please describe any restrictions or limitations that may need to be considered before hosting at your facility.

8. Please provide any additional comments or considerations you would like the OTWG to consider in their selection process.