



Photovoltaic Performance Modeling Collaborative (PVPMC) Workshop Roles Overview

PVPMC workshops provide a neutral forum focused on advancing PV performance modeling and analytics without company-specific bias. They are organized on a non-profit basis with transparent operations, and registration fees are set to maximize accessibility and inclusivity while maintaining a high-quality participant experience. Any surplus funds are carried forward and applied to the following year's budget.

Technical Organizer (Sandia National Laboratories)

Focus: Content leadership and industry credibility ensuring PVPMC technical quality and independence

Core responsibilities:

- Leads technical direction, agenda, and session content
- Selects and coordinates speakers and defines workshop structure
- Selects the Logistics and Host Organizer(s)
- Ensures independence and absence of organizational bias
- Provides oversight and guidance to the Logistics Organizer
- Reports to US DOE/IESO

Notes:

- Pays standard registration fees
- Supported by the U.S. Department of Energy's Office of Critical Minerals and Energy Innovation (CMEI), Office of Energy Technology (E-Tech) under the Integrated Energy Systems Office

Logistics Organizer

Focus: End-to-end execution, financial/legal accountability, and venue management for a 3-day, ~300-person technical conference.

Core Responsibilities

- Owns conference logistics, execution, registration operations, sponsorship administration, and venue coordination; provides regular status and budget updates to the Technical Organizer.
- Serves as the legally and financially responsible entity for all event contracts, vendor agreements, accounts payable/receivable, and force majeure matters.
- Develops and manages the master event budget, including registration and sponsorship revenue, expense tracking, reconciliation, and post-event financial reporting.
- Leads venue selection process (12+ months in advance), including RFP development, site visits, contract negotiations, and final recommendations.
- Manages the conference registration platform, attendee database, registration reporting, badge production, and attendee data compliance.
- Oversees all venue logistics including room setup, A/V, poster sessions, sponsor spaces, catering, networking events, signage, and workshop materials/swag.
- Manages sponsorship lifecycle: sponsor outreach, agreements, invoicing, benefit fulfillment, logo placement, swag coordination, attendee list distribution, and sponsor communications.
- Directs on-site event operations, including logistics staff coordination, attendee check-in, vendor management, session transitions, poster setup.

Notes:

- High coordination effort across a 12+ month planning cycle plus ~6 on-site event days.
- Includes 4 complimentary registrations and a \$4,000 organizer operations budget.
- Logo included on badges, program, website, event backdrop, and splash screen.
- Includes brief workshop welcome remarks and optional social/activity coordination.

Host Organization

Must have been a Gold PVPMC sponsor at least once in the past 2 years

Focus: Location partner and local experience

Includes:

- Provides local presence and support to Logistics Organizer including site visits, on the ground presence and recommendations for local venues and vendors in the host city
- May coordinate or offer: Facility tours, local insights/recommendations

Notes:

- All costs of facility tours/site visits (shuttle buses, refreshments onsite, necessary rentals onsite) are to be borne by Host Organization
- Logo on the website, program and sponsorships guide
- Right of refusal to serve as the Logistics Organizer
- May act as a Sponsor, but sponsorship benefits are not automatic. Must still purchase current year sponsorship to receive:
 - Branding
 - Attendee lists
 - Marketing exposure
 - Complimentary registrations

Sponsors (subject to change)

Gold – \$20,000

- 4 registrations
- 5-min happy hour speaking slot
- Signature cocktail naming
- Attendee list 3 weeks in advance of workshop
- Logo on: Badges, Event backdrop, program, website, splash screen
- Dedicated meeting table
- Swag distribution
- Poster judging participation
- Social media promotion
- Future hosting consideration

Silver – \$15,000

- 2 registrations
- Attendee list 3 weeks in advance of workshop
- Logo on lanyards, event backdrop, website, splash screen
- Swag distribution
- Poster judging participation
- Social media promotion

Bronze – \$8,000

- 1 registration
- Attendee list 3 weeks in advance of workshop
- Website recognition
- Swag distribution
- Poster judging participation
- Social media promotion

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