

GUIDELINES

For the European Microwave Week

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European Microwave Week Guidelines

17th Edition, April 09

EUROPEAN MICROWAVE ASSOCIATION

European Microwave Week Guidelines

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Place du Levant 3
B-1348 Louvain-la-Neuve, Belgium

www.cumwa.org

17th Edition, April 09

EuMA Headquarters
Chemin du Cyclotron 6
B-1348 Louvain-la-Neuve, Belgium

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PREFACE

The information contained herein includes **European Microwave Association (EuMA)** requirements and recommendations for the organization of the European Microwave Week (EuMW) and related events, in collaboration with both the professional conference organizer (PCO) and the local organizer (LO). The selection of the LO is made by the PCO in agreement with the General Chairman (GC) and the EuMA President.

General information, financial and publication forms will be designed as needed, and completed by the EuMW GC according to the instructions provided.

Reference is made to the EuMA Statutes, as well as the Policies and Decisions document (1990-2002), which is subject to revision. Should any questions arise please contact the EuMA President who will interpret EuMA policy and furnish policy documents. This manual, as well as the forms reproduced herein, are available in electronic format from the EuMA website (www.eumwa.org). Comments and suggestions on this manual are welcome and should be sent to the EuMA President - E-mail: sorrentino@eumwa.org

1.0 The European Microwave Association (EuMA)

The European Microwave Association (**EuMA**) is an international non-profit association with a scientific, educational and technical purpose. The aim of the Association is to develop in an interdisciplinary way, education, training and research activities, including:

- Promoting European microwaves,
- Networking and uniting microwave scientists and engineers in Europe,
- Providing a single voice for European microwave scientists and engineers in Europe,
- Promoting public awareness and appreciation of microwaves,
- Attaining full recognition of microwaves by the European Union,
- Organizing European Microwave Symposia and, in particular, the European Microwave Conference (EuMC) and the European Microwave Week (EuMW), as well as all the associated events,
- Circulating information among European microwave scientists and engineers.

The Association is allowed to perform all actions directly or indirectly related to its object. In particular, it may organize any form of cooperation between its members, symposia, seminars, study schemes, and carry out and publish studies, magazines or books, etc.

EuMA® and European Microwave® are registered Trade Marks belonging to the European Microwave Association and are protected by the European Union.

The registered office of the Association is located at Place du Levant, 3, B-1348 Louvain-la-Neuve, Belgium. The Association operates under Belgian law. It is subject to VAT (BE 464 401 356).

The EuMA is governed by the General Assembly (GA), the Board of Directors (BoD) and by the President.

1.1 The General Assembly

1.1.1 Terms of reference.

The General Assembly is the sovereign power of the association.

The following are reserved for its competence:

1. General policy of the association;
2. Amendments to the Statutes of the association;
3. Appointment and removal of directors;
4. Approval of the Board of Director's report (including balance sheet, accounts and budget);
5. Willing winding-up of the association;
6. Appointment of the auditors mentioned in articles 16 and 26 of the *Statutes*;
7. Any decisions exceeding the powers legally or statutory granted to the Board of Directors.

1.1.2 Constitution

The General Assembly consists of:

- The Members of the Board of Directors
- The Founder members of EuMA: L. Ligthart, A. Madjar, H. Meinel, S. Nightingale, R. Sorrentino, A. Vander Vorst
- 1 member appointed by IEEE Region 8
- The Editor-in-Chief of the EuMA Proceedings
- The past, present, and next EuMW Chairmen
- Ordinary Members representing the following 17 Groups of Countries

Group 1	France, Monaco
Group 2	Germany
Group 3	Italy, San Marino, Vatican City
Group 4	United Kingdom, Ireland, Gibraltar, Malta
Group 5	Belgium, The Netherlands, Luxembourg
Group 6	Iceland, Norway, Sweden
Group 7	Finland, Denmark
Group 8	Bulgaria, Czech Republic, Hungary, Romania, Slovakia
Group 9	Poland, Estonia, Latvia, Lithuania
Group 10	Ukraine, Moldova, Georgia
Group 11	Albania, Bosnia-Herzegovina, Croatia, Cyprus, FYR Macedonia, Greece, Israel, Slovenia, Turkey, Yugoslavia
Group 12	Russia, Belarus
Group 13	Austria, Liechtenstein, Switzerland
Group 14	Spain, Portugal, Andorra
Group 15	North America
Group 16	Asia Pacific
Group 17	Africa and Middle East Countries

The GA is Chaired by the EuMA President.

1.2 The Board of Directors

1.2.1 Terms of reference

The Association is administered by a Board of eight Directors.

The Board of Directors is invested with the widest powers to perform any acts of administration and arrangement, which concern the association. The Board of

Directors shall administrate the association according to the general policy determined by the General Assembly, and shall particularly decide about the schemes related to education, training and research organized by the association; the Board shall also decide about publications.

1.2.2 Constitution

The Board of Directors consists of eight members elected by the GA according to the following recommendations:

- 5 members representing France, Germany, UK, Italy and Benelux
- 1 member from Belgium (*Statute*, art.18), as Secretary
- 1 member from any other EuMA country
- 1 member from industry

The election is for a three year term. Directors are eligible for re-election.

The Board of Directors elects a chairman, two vice-chairmen and a Secretary from among its members for a three-year term (*Statute*, art.19). They are eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

An observer appointed by IEEE MTT-S is invited to attend BoD meetings.

1.3 The President

The President of the EuMA is the Chairman of the BoD. He/She also chairs the GA. The President is elected by the BoD for a three year term. He is eligible for re-election, but cannot serve for more than three consecutive terms, except under special circumstances agreed by the General Assembly.

The President represents the Association.

1.4 Election Procedures

Directors are elected by the members of the General Assembly.

Each member of the General Assembly is entitled to nominate one candidate on each occasion that a election is held, from amongst those who have been exceptionally active in international activities furthering the well-being of the microwave community.

In accordance with the terms of reference of the Board, candidates must be resident in one of the countries represented on the GA.

Nominations should include

- (a) an indication from the candidates that they are willing to stand for election and that they will serve on the Board for three years if elected,
- (b) a short biographical statement
- (c) short statement of the candidates views concerning EuMA.

1.5 EuMA Standing Committees

1.5.1 Finance Committee

The Finance Committee is a standing committee of the EuMA. It is composed of at least 3 members who hold office for 3 years. The Chairman of the Finance Committee must be a member of the EuMA Board of Directors (BoD) appointed by the BoD. The other members are also appointed by the BoD. The EuMA Treasurer and the EuMA Internal Auditor are among the members.

The Finance Committee is a link between the EuMA officers and the BoD for financial matters of significant importance, more specifically by:

- evaluating the EuMA budget and forwarding remarks to the BoD,
- evaluating the EuMW budget and forwarding remarks to the EuMW team and to the BoD,
- evaluating the EuMW results and forwarding remarks to the EuMW team and to the BoD,
- reporting to the BoD on how the EuMA assets are invested.

1.5.2 Awards Committee

1.5.2.1 Constitution

The Awards Committee is a standing committee of the EuMA. It is composed of a minimum of 5 to a maximum of 7 members who hold office for 3 years. The Chairman of the Awards Committee must be a member of the EuMA Board of Directors (BoD) appointed by the BoD. The other members should widely represent both the geographical areas of the EuMA and the various specialties, and also be appointed by the BoD.

1.5.2.2 Terms of reference

The Awards Committee:

- proposes to establish and set the rules for awarding best paper prizes to be granted at EuMA conferences, both within and outside the EuMW.
- proposes to establish and sets the rules and procedures for other awards to be granted to individuals who have, in various ways, contributed to the EuMA, technology or education in the area of microwaves, *etc.*
- solicits the nomination of candidates for the Awards (*e.g.* Distinguished Service Award and Outstanding Career Award) from EuMA Members
- selects the recipients of the awards and proposes them to EuMA Board of Directors (BoD).

1.5.3 Industrial Liaison Committee

The Industrial Liaison Committee (ILC) provides a forum to link the activities of the EuMA to industry. A member of the Board of Directors, who works in close collaboration with the PCO, chairs the Committee. The Committee membership consists of senior members of industrial companies who are invited to join the

committee to represent the interests of industry, senior members of the Exhibition Organisation and members of EuMA. The Committee convenes at least one meeting per year at the EuMW, and may hold additional meetings at other times. The minutes of the meeting are circulated to all members of the committee and to the EuMA Board. A key role of the committee is to communicate the views of industry to the EuMA, TPCs, and the local organisers and to contribute to the development of the content of the conference.

1.5.4 Executive Committee

The Executive Committee (ExCom) consists of the President, the Secretary, the Treasurer (see 1.5.1)¹, the Honorary Secretary (appointed by the GA) plus the relevant EuMA staff (currently (2009) Assistant to the President, HQ Assistant, Vice Secretary-Treasurer). The ExCom deals with actions arising from the decisions taken at BoD meetings. It also meets before BoD or LRP in preparation of such meetings.

1.5.5 Long Range Planning Committee

The Long Range Planning Committee (LRP) consists of the members of the BoD. It usually meets before BoD meetings in order to discuss long-term issues and to plan future activities. When consensus is reached, issues are brought to the BoD who will take formal decisions.

1.5.6 Publications Committee

The Publications Committee (PC) oversees the EuMA publications and submit proposals to the BoD.

The Publications Committee consists of:

Chair: EuMA President

Vice Chair: a member appointed by the BoD

The Editor-in-Chief of EuMA Proceedings

The Editor(s) of the Newsletters

Three members appointed by the BoD

The Assistant to Editor-in-Chief of EuMA Proceedings and the EuMA Treasurer are invited to attend the PC meetings.

1.6 Insurances

To cover its activities and the persons involved, EuMA has contracted three insurances.

One is for covering the civil responsibility of EuMA, its bodies, its people, its co-workers, for damages caused to third parties, resulting from various activities in halls, rooms, and open air, for instance for transient installations, changing-rooms, fences, kiosks, *etc.*, at the occasion of EuMA activities. The insurance is for the duration of the events organized by EuMA, the duration of the preparation and the time needed for settling everything as well, including for damages caused to third parties by the presence

¹ Presently (2009) there is one member of the BoD acting as association Secretary-Treasurer

of substances within food and drinks. The insurance does not cover: societies, groups and individuals participating to the activities; the organization of pop- and rock-concerts, races, rallies; direct or indirect effect of asbestos; effects due to war, strike, lock-out, terrorism, rebellion, etc.; destruction, loss, etc., of computers, computer content, electronic equipment related to information transfer, *etc.* It covers EuMA for five events a year.

EuMA is also contracting an insurance covering benevolent associates in corporeal damage. This is valid for members of BoD and benevolent associates, which means 8 persons, for two periods of 3 days each per year and one period of 7 days per year.

There is also a contract for covering directors in civil responsibility against professional mistakes. The following are covered:

- directors *de jure*, which are the members of BoD,
- directors *de facto*, which means any person with responsibility engaged as stated by court, or for professional mistake done when directing, managing or supervising activities of the Association with or without formal delegation; this category certainly includes EuMW officers, in case.
- employees of EuMA if they are named.

Are covered: past, present or future such persons, as well as spouses and heirs, in case.

2.0 The European Microwave Week (EuMW)

The EuMW consists of the European Microwave Conference (EuMC) in addition to conferences on related subjects, workshops, etc., and the EuMW exhibition.

The EuMC is the core event of the EuMW; the exhibition is an essential part of the EuMW.

2.1 The General Chairman

The GC is appointed by the EuMA Board of Directors as the Chairman of the EuMW at least 4 years before the event. He has the task of co-ordinating the events taking place during the Week and can be considered as having final approval in, and taking care of, certain aspects of the organization, as well as liaison with both the PCO and the LO. He is also responsible for appointing the various EuMW Committees and chairs the local EuMW Co-ordinating Committee. The latter is composed of the Conference Chairs and TPC Chairs (see Sec. 2.2.2).

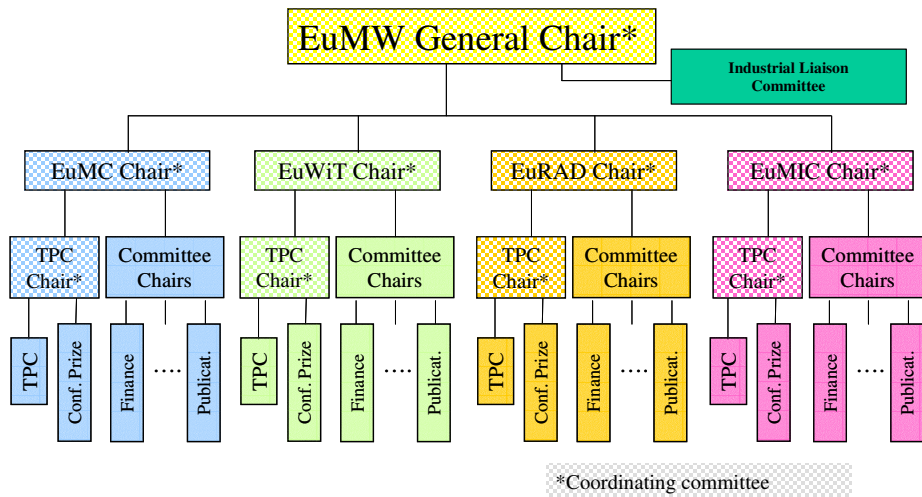
The GC may appoint a Vice-Chair at least 18 months prior to the event, and a EuMW Secretary.

The GC reports to the Board of Directors.

2.2 Organizational Structure of EuMW

Each Conference held within EuMW has a Conference Chair who is responsible for the event as a whole. Each Conference Chair is assisted by a number of Conference Committees as detailed in Chapter 3.

The organizational structure is schematized in the following diagram:



Committees: Technical Program, Conference Prize, Audit, Finance, Local Arrangements, Publications,

The Conference Chairs are nominated by the General Chair and appointed 3 years prior to the event by the current EuMW Steering Committee (see 2.2.1)

All Conference Committees report through the Conference Chairman to the GC. Co-ordination is ensured by the EuMW Co-ordinating Committee.

To help co-ordination and organization among EuMW conferences, the GC may decide to have joint conference committees (e.g. Local arrangements, Publication, etc.) or to organize joint meetings of corresponding committees.

2.2.1 The EuMW Steering Committee

A EuMW Steering Committee will oversee the various conference committees to assure consistency in operations from year to year.

The EuMW Steering Committee is composed by Official Members and Invited Members. Apart from the EuMA President, the former represent the various conferences held during the EuMW.

Official Members are:

- a) The EuMA President, who chairs the EuMW Steering Committee
- b) Three members representing EuMC, appointed by EuMA BoD;
- c) Two members representing EuMIC, one appointed by EuMA BoD, one by GAAS Association;
- d) Two members representing EuWiT, one appointed by EuMA BoD, one by IEEE MTT-S;
- e) One member representing EuRAD, appointed by EuMA BoD;

Invited Members are:

- f) The EuMA Treasurer;
- g) One invited appointed by IEEE MTT-S;
- h) The GAAS Treasurer
- i) The Chairs (5) of the current year EuMW: EuMC, EuMIC, EuWiT and EuRAD; EuMW Treasurer

- j) The General Chairs (3) of past and next two years EuMW

The term of StC Members a) through g) is three years.

The Steering Committee appoints the relevant Conference Chairs (see 3.1).

The StC meets at least twice a year, namely at the occasion of the TPC meetings and during the EuMW.

The EuMW StC has the following responsibilities:

- Upon proposal of the General Chair, appoints the Conference Chairs (see 3.1).
- Upon proposal of the General Chair, appoints the TPC Chairs (see 3.1)
- Upon proposal of the General Chair, appoints the Conference committees (see 3.2)
- Selects conference topics and coordinates conference programs (see Chapter 5).
- Publicizes and promotes the Conferences by issuing a Call for Papers and Final Program
- Upon proposal of the TPC awards the EuMW best paper Prizes (see Chapter 7).

2.2.2 EuMW Co-Ordinating Committee

The Co-ordinating Committee has the task of co-ordinating and harmonizing all the events held during the EuMW to ensure a successful EuMW. The committee will specifically coordinate the Technical Programs to avoid overlapping and competition between the conferences, and will look after the EuMW planning and organizational issues.

The Committee is composed of the Conference Chairs and TPC Chairs and is chaired by the GC; it is also attended by the EuMW Vice-Chair and Secretary, when appointed.

2.3 EuMW Finance Committee

The EuMW Finance Committee is responsible for collaborating with the Organizer for

- a) Bank accounts
- b) Budget
- c) Cash flow and handling
- d) Income
- e) Insurance and bonding
- f) Expenses
- g) Auditing (in collaboration with the Audit Committee)
- h) Records
- i) Financial reports
- j) Conference closing and final financial report

2.3.1 The EuMW Finance Committee Chair is the EuMW Treasurer. Additional members may be appointed with the task of dealing with the specific financial issues relevant to the various conferences of the EuMW.

2.3.2 A meeting between the EuMW Treasurer and the EuMA Treasurer should take place 12 months prior to the EuMW.

2.3.3 Conference Bank Account. It is the responsibility of the EuMW Treasurer to collaborate with the EuMA Treasurer to establish one or more EuMW bank accounts in the name of the EuMA for the purpose of receiving and disbursing funds. The procedures may vary from country to country.

2.3.4 Insurance and Bonding will vary amongst countries according to local laws and practice. Separate insurance forms must be submitted for each conference or separate function organized during the EuMW. One insurance form is needed for each budget submitted.

2.3.5 A Petty Cash fund may be maintained by the EuMW Treasurer for convenience in meeting small obligations. Replenishment of the petty cash fund may be made from depository funds following specific guidelines, as required by the external auditor. The person(s) responsible for petty cash funds must maintain an accurate record and keep receipts of all transactions.

2.3.6 The EuMW Treasurer is responsible for implementing the general rules concerning conference fee policy (see Chapter 4).

2.4 Local Arrangements Committee

Local arrangements Committee has the task of supervising and arranging meeting facilities and registration, organizing hospitality and social functions in coordination with the PCO and LO. Subcommittees may be appointed to carry out responsibilities in the following areas:

- a) Meeting facilities - signs, audio/visual arrangements, committee-meeting arrangements, operations and message centre, monitor co-ordination and communications.
- b) Registration - assist the PCO in: Designing the registration form – Registration information contact – Payment policy – Payment method and currency – Administrative responsibilities – Name badges – Assembly of registration packets – Layout of the registration area – VIP handling – Supplies – Registration hours – Staff and training – Reports – On-site registration operation and management – Security – Final report (with all other Committees) to the Conference Chair.
An account of all advance mail registration must be recorded in convenient form and remitted as regular sub-accounts (Advance Registration, Luncheons, Banquets, Inspection trips etc). A tally of each sub-account in terms of persons as well as Euros should be kept.
- c) Hospitality and guest activities – function planning, social program, hotel arrangements (including room assignment), airline and car rental agreements and security (with Exhibition and Industry Committee).
- d) Inspection trips and tours – hotel selection and negotiation.

It is highly desirable that the Local Arrangements Chair be recruited from the EuMW local geographic entity. That person could appoint various subcommittees, as necessary to assist in effectively co-ordinating the implementation of conference plans at the local level.

2.5 Visa Assistant

It is highly recommended that a person in EuMW team is identified as to be responsible

for Visa affairs. The name of the Visa Assistant with full contact info (i.e. email address, postal address, fax and phone numbers) should be published in both Conference Programme and EuMW website.

The Visa Assistant will receive and follow up Visa Requests by EuMW attendees and will be the addressee of any question regarding Visa. The Assistant may require authors of papers to state whether the presentation of their paper at EuMW was conditional on obtaining a visa to attend the conference.

Letters sent in support of visa requests should always be sent on behalf of EuMW, and not on behalf of the employer of the EuMW chairman.

2.6 Publicity

2.6.1 Copies of all publicity material for EuMW, including Calls for Papers, conference programs and exhibition prospectuses, should be distributed to all members of the Board of Directors as a matter of course.

2.6.2 The full program for the EuMW should appear on the EuMW website each year.

2.6.3 The EuMW call for papers or program should be distributed at other conferences of similar scope wherever possible, using ‘contra’ arrangements where appropriate.

2.6.4 All publicity material for EuMW should state the ownership by EuMA of EuMW as well as EuMC, EuWiT and EuRAD and the joint ownership of EuMIC by EuMA and GAAS Association.

2.6.5 An abbreviated ‘initial program’ for EuMW is not usually printed or distributed. However, in the event that the date of the IEEE MTT-S International Microwave Symposium is such that it would be impossible to print the EuMW program in time for distribution at that event, a 2 or 4 page flyer should be prepared instead, giving reference to the EuMW website.

2.6.6 A separate call for papers should be published for each of the conferences held during the EuMW, in addition to a sheet promoting the entire EuMW.

2.7 Planning Schedule for the EuMW

2.7.1 The EuMW GC should follow the planning schedule as defined in *Appendix A* “Checklist for EuMW Chairman” for organization and reporting.

2.7.2 The website for centralized information access is <http://eumwa.org>. The GC should co-ordinate with the other affiliated Conference Chairs to define different Calls for Papers and one page for the promotion of the whole EuMW containing the general description of each conference.

2.7.3 The GC should consult with the past General Chairs regarding drafts of the first announcement, preliminary program, setting up of Technical Program Committees (TPCs), Conference Services (rooms, seats, audiovisual aids), document reproduction services, computer (IT) services, seating plan, sponsors, security (passes, access control), registration, delegates’ bags, proceedings, hotel links, social events, opening and closing addresses *etc.* See *Appendix A*.

2.8 Selection of EuMW venues

2.8.1 The EuMA President and Board of Directors, together with the PCO, are to attest the adequacy of the proposed site and negotiate favourable costs for facilities and services (*see Agreement with Horizon House, HH*). The selection has to be made four years before each relevant EuMW.

2.8.2 The negotiation and booking of room blocks at the most favourable rates in the headquarters and auxiliary hotels should be carried out according to the Agreement with the PCO.

3.0 Conference Chairman and Committees

This Chapter introduces the various Committees of the conferences held within the EuMW along with descriptions of their main tasks. Although the committees belonging to different conferences have different functions, for practical reasons some of them, e.g. the Local Arrangements Committee, may coincide; similarly, one person could be Chair of more than one Committee.

As a general rule, each conference committee reports to the General Chair through the relevant Conference Chairman.

3.1 Conference Chairman

The Conference Chairman has the overall responsibility of the conference organization and operation. He coordinates the activities of the various committees and performs any additional task necessary for the successful progress of the conference, not included among those of specific committees.

In particular, the Conference Chairman is responsible for the Publicity and Public Relations. He will arrange for mailing of the Calls for Papers and publicity mailing lists, as well as placement of the Conference on the calendars of various publications and through news media. He will arrange for local publicity of the advance program and advertising in related conferences (with Publications Committee).

Conference Chairmen are nominated by the EuMW GC and appointed by the EuMW Steering Committee three years in advance (see 2.2.1).

3.1.1 Recommendations for publicity and public relation activity:

- a. Local publicity could include meetings at a university, governmental facility or local Institute.
- b. Conference calendar listing in appropriate publications requires the name of the city, hotel, dates, and contact name/address/Tel-fax numbers/e-mail.
- c. Contacts with local officials, politicians, industrialists and academics are necessary for the Welcome address, e.g. The Mayor, local Alderman, University Rector.
- d. A Conference Preview should be written/approved by the Publicity

Committee and includes a brief highlight of the Conference about three months it is to take place.

- e. Prepare Press kits and arrangements at the Conference. It is important to define policy early on regarding attendees who represent the press. Invitations to the press may be selective or open.
- f. A toll free number is convenient for prospective attendees and is another outlet for publicity. A digit format that is easy to cognize and remember could be useful.
- g. Promotion of local industry attendance could carry an offer for a discount on multiple registrations (with Exhibition and Industry Committee).
- h. Exhibit at other conferences and trade shows with presentation of the calls for Papers and Advance programme. A video or slides of the conference city, give away items and novelties with the conference logo (e.g. a lapel pin).
- i. A Post-Conference article could be written highlighting the events, speakers, special announcements etc for publication in journals, magazines and on the Internet (with Publications Committee).
- j. A professional photographer is recommended to insure usable photos and timely turnaround. The photographs could be used to produce a Conference Newsletter that is distributed free each morning with an update of events, programme changes.
- k. Production of sound bites for distribution in real-time via satellite news programmes could be considered.

3.2 Technical Programme Committee

The primary objective of the Technical Programme Committee (TPC) of each conference is to ensure that a well-balanced, high quality program is organized and presented at the Conference. This objective should influence every facet of its activities, ranging from the completeness of the Calls for Papers to the selection and review of every paper, and even to assisting in the scheduling of session rooms and helping with local arrangements.

The TPC is appointed by EuMW Steering Committee 18 months prior to the conference. TPC members are normally appointed for three years.

TPC meetings are held over a weekend to reduce costs.

TPC duties include:

- a) Prepare Calls for Papers
- b) Receive and track submitted papers
- c) Review papers for presentation
- d) Select papers to be presented
- e) Organise sessions and select session chairs
- f) Plan and organise workshops, focused sessions, short courses, etc.
- g) Complete conference program
- h) Correspond with authors on acceptance/rejection
- i) Determine content of authors' kits (with Publications Committee)

- j) Make room assignments (with Local Arrangements Committee)
- k) Work on advance program and conference proceedings (with Publications Committee)
- l) Provide instructions to speakers and session chairs
- m) Work on key content of program for publicity (with Publicity Committee)
- n) Co-ordinate exhibits with program content (with Exhibits and Industry Committee)
- o) Provide last minute instructions to speakers and session chairs
- p) Recommend Conference Prizes

Specific sub-committees such as “**Workshops and Special Sessions sub-Committee**” and “**Conference Award sub-Committee**” may be appointed for f) and p).

3.2.1 Composition of TPC

3.2.1.1 The TPC of the EuMW is the union of four TPCs that are in charge of the duties described in Section 3.2 a-p for each of the Conferences held during EuMW, respectively. The total number of TPC members is typically 100, including the Chairmen and Secretaries of each Conference. In order to ensure a reasonable workload for each TP sub-Committee (SC), and to create a well-balanced team suitable for the needs of each Conference, the total of 100 members is normally divided between the four TPCs as listed in Table 3.1.

Conference	TPC Members
EuMC	50
EuRAD	15
EuMIC	20
EuWIT	15

Table 3.1 Composition of TPCs of Conferences in EuMW

- 3.2.1.2 The number of TPC members from the same country may not exceed 25% of the total number. The number of TPC members from outside Europe should not exceed 20% of the total number. The TPC membership should represent as many countries as possible of the geographical area of the EuMA General Assembly.
- 3.2.1.3 To ensure continuity from year to year operation, the past and future TPC Chairs and Secretaries are appointed as members of the next TPC and 50% of the members should continue from one year to the next.

3.2.2 Recommendations for TPC

3.2.2.1 There are three main types of papers – “open call” in response to the Calls for Papers, “key-note” requested by the TPCs from well-known authorities who will present them to the plenary session of a

conference and “solicited” requested by the TPCs for focused sessions.

- 3.2.2.2 The deadline for abstracts or summaries of papers should be set sufficiently in advance of the date of the deadline to allow for proper review. A schedule showing dates for the different tasks, deadlines and dependencies should be established to help all TPC members as well as the authors (*see timetable, to be produced*).
- 3.2.2.3 The paper review process is probably the most important part of developing a strong program. It may include the review of solicited and invited papers. The process can be summarized by the following steps (some may not be pertinent to EuMC): Receipt of all papers by the TPC – logging into TPC data base – Review by TPC officers – Assignment of most logical reviewers – Simultaneous mailing (or downloading from the Internet) to all identified reviewers – Co-ordination of actual reviewers and receipt of comments by TPC officers – Constant update of review process from TPC Secretary to all reviewers on the status of the review process – TPC meets at the earliest six months before the EuMW to select as many high quality papers as possible for presentation at the conference along with selection of Special Sessions, Workshops, Short Courses, etc. Authors are notified of acceptance or rejection.

3.3 Finance Committee

The Conference Finance Committee is normally not necessary, as its functions are carried out by the EuMW Finance Committee (see 2.3). The latter may comprise one member for each conference within EuMW.

3.4 Audit Committee

Audits should be conducted for each conference by individuals who have no direct or indirect responsibility for the financial transactions of the conference. Since the primary purpose of the audit is to insure that proper procedures are being followed, a representative sampling of at least 5% (preferably 10%) of the conference financial data is suggested. *See 10.0 A Guide to conference planning – IEEE Meetings Organizational Manual* – or contact www.ieee.org

3.5 Local Arrangements Committee

The Conference Local Arrangements Committee is normally not necessary, as its functions are carried out by the corresponding EuMW Committee (see 2.4). The latter may comprise one member for each conference within EuMW.

3.6 Publications Committee

3.6.1 Definitions of the Conference Publications

- Call for Papers is a public announcement of a meeting(s) and contains all relevant information for contact with and participation in the conference.
- Abstracts are a collection of statements that comprise the essential points of the papers. The length is determined by the Technical Programme Committees (TPCs).
- The First Announcement provides advance information such as names, sponsors, location, date, list of sessions, and may contain the registration form. Final Call for Papers provides all updated and detailed information.
- The Advance program contains detailed information on the sessions.
- The Proceedings is a collection of papers presented at the conference. They could be produced in both paper and electronic form (CDROM).

3.6.2 The duties of the Publications Committee comprise overseeing the production of all material that is published in relation to the conference:

Conference logo – Letterhead and envelopes – Calls for papers — Advance program - Conference proceedings – CDROM - Final program – Session signs and other signage – Luncheon and banquet menus – Committee handbook – Billing and Final report (with the Finance Committee).

3.6.3 Conference proceedings production and sales is the responsibility of the PCO who will deal with a book broker. (See Agreement with HH).

3.6.4 Approximately 12 months prior to the conference (*check general schedule*) the Chair of the Publications Committee should complete the Conference Publication Form (where applicable, see IEEE Broker program)

3.6.5 Guidelines with a checklist should be compiled for the Publications Committee to follow in assembling and printing the Conference Proceedings.

Note: Parts of the Sections in Chapter 3 have been extracted from “A Guide to Conference Planning – IEEE Meetings Organization Manual.

4.0 Financial Policies for EuMW Conferences

The financial policy illustrated in this Chapter applies to all EuMA (owned or co-sponsored) conferences held within the EuMW.

4.1 Fee Policy

The following criteria are to be followed in determining the fee structure of EuMA Conferences.

4.1.1 General criteria

Conference fees should be established in such a way as to budget a surplus of 20% (not considering the exhibition). Actions, such as inexpensive accommodation options, low-cost travel options etc. should be taken in order to increase attendance, rather than to increase income.

4.1.2 Academic and non-academic delegates

The same fee will be applied to both academic and non-academic delegates.

4.1.3 Late, member and multiple registrations

As summarized in the Table 4.1, a system of penalties/discount is applied with respect to the basic fee (early registration for EuMA members).

Percentage increase for Late Registration	30%
Percentage increase for Non-Members	30%
Reduction for 2 Conferences registered	10%
Reduction for 3 Conferences registered	20%
Reduction for 4 Conferences registered	30%

Table 4.1. Penalties/Discounts Overview

4.1.4 Reduced fees and free registrations

- Reduced fees are implemented for students (aged 30 or younger at the time of the Conference and undergraduate or PhD students providing a supervisor email) to include also senior persons aged 65 years or more. Reduced fees are also implemented for special categories (i.e. grantees) as detailed below.
- Basic fee is applied for EUREL and IEEE society members.
- Complimentary registration fee is offered to the recipients of Distinguished Service Award and Outstanding Career Award.
- Session Chairmen are not entitled to complimentary registration.
- Authors of solicited papers presented in a focused session are not entitled to complimentary registration.
- TPC members are not entitled to reduced fee.

As summarized in the Table 4.2, the following discounted or complimentary fees are allowed (the General Chair having discretion in dealing with cases of hardship) :

- The EuMA Board of Directors as well as EuMA Headquarters People (Honorary Secretary, Assistant to the President, Headquarter Assistant, EuMA Booth Assistants) would be entitled to a “Access all Areas” badge.
- EuMW General Chair , Co-Chair, if appointed, and Treasurer would be entitled to complimentary fee for all four Conferences
- The EuMA General Assembly (GA) would be entitled to reduced fee registration for all EuMA conferences.
- Members of the EuMW Steering Committee are entitled to reduced fee registration for the Conference they are appointed for.
- Individual Conference Chairs and TPC Chairs would be entitled to complimentary fee for the Conference they are associated with.
- The key-note speakers at a EuMW conference should receive free registration (one per paper) for the conference at which their paper is presented.

4.1.5 Workshops and Short Courses

Free registration to workshops and short courses is granted to:

- Conference Chairman;
- Conference Secretary;
- Up to two organizer of the workshop or short course;
- Workshop speaker (one per paper)

	EuMC	EuWiT	EuRAD	EuMIC	EuMC WS	EuWiT WS	EuRAD WS	EuMIC WS
EuMA BoD, EuMA Staff	‘Access All Area Badge’							
EuMW GC, VC, Secr..	Free	Free	Free	Free				
EUMW StC(+)	Red.	Red.	Red.	Red.				
EuMA GA	Red.	Red.	Red.	Red.				
EuMC Chair and TPC Chair	Free							
EuWiT Chair and TPC Chair		Free						
EuRAD Chair and TPC Chair			Free					
EuMIC Chair and TPC Chair				Free				
Dist. Service Award Rec.	Free	Free	Free	Free				
Outst. Career Award Rec.	Free	Free	Free	Free				
Senior /student	Red.	Red.	Red.	Red.	Red.	Red.	Red.	Red.
EuMC Key- note Speaker	Free (max6)							
EuWiT Key- note Speaker		Free (max4)						
EuRAD Key- note Speaker			Free (max2)					
EuMIC Key- note Speaker				Free (max4)				
EuMC WS					Free			
Org. (2)					Free (1 p.p.)			
EuMC WS Speaker						Free		
EuWiT WS						Free (1 p.p.)		
Org. (2)							Free	
EuWiT WS Speaker							Free (1 p.p.)	
EuRAD WS								
Org. (2)								
EuRAD WS Speaker								
EuMIC WS								Free
Org. (2)								
EuMIC WS Speaker								Free (1 p.p.)

Table 4.2. Reduced fees and complimentary registrations

+Fee Reduction is applicable only for the Conference the StC Member is appointed for.

4.2 Seed Money

The EuMW GC receives seed money of 15 k€ from the EuMA Treasurer one year in advance. Larger amounts may be given upon motivated request subject to EuMA Chair and Treasurer approvals. The seed money will be budgeted in the EuMW accounts. Detailed procedure for the local bookkeeping is described in appendix C.

4.3 Grants and Funds to help Attendance

Grants are established by *EuMA* to promote participation in the *EuMW*.

4.3.1 EuMC Student Grants

Fourteen Student Grants per year are established to promote student participation in the *EuMC*. The value of the grants is € 500 plus a voucher for complimentary attendance at the conference. The grants are decided by the *EuMC* Chair.

4.3.2 EuMIC Student Grants

Six Student Grants per year are established to promote student participation in the *EuMIC*. The value of the grants is € 500 plus a voucher for complimentary attendance at the conference. The grants are decided by the *EuMIC* Chair.

4.3.3 EuWiT Student Grants

Five Student Grants per year are established to promote student participation in the *EuWiT*. The value of the grants is € 500 plus a voucher for complimentary attendance at the conference. The grants are decided by the *EuWiT* Chair.

4.3.4 EuRAD Student Grants

Five Student Grants per year are established to promote student participation in the *EuRAD*. The value of the grants is € 500 plus a voucher for complimentary attendance at the conference. The grants are decided by the *EuRAD* Chair.

4.3.5. Grants for NIS , Africa and Middle East Countries

Thirty Grants per year are established to promote participation in the *EuMW* of delegates coming from those countries entitled to *CEM* (Complimentary *EuMA* Membership) , namely NIS , Africa and Middle East Countries. The value of the grants is € 500 plus a voucher for complimentary attendance at the conference. The grants are decided by the *EuMW* General Chair.

4.3.6. The *EuMW* GC may dispense up to 2.5 k€ at his discretion for helping attendance to *EuMW*. The funds will be budgeted within *EuMW* accounts and its use documented in the financial report.

4.3.7 The *EuMA* President may dispense up to 2.5 k€ at his discretion for helping attendance to General Assembly or *EuMW*. The funds will be budgeted within *EuMA* accounts.

4.3.8 Sharing the total 30 Student Grants as described in Sec. 4.3.1-4.3.4 is recommended. The *EuMW* GC may however decide to distribute these grants differently among the various Conferences, according to requests from Conference Chairs.

4.3.9 Applicants for a Student Grant must be aged 30 or younger at the time of the European Microwave Week, be full time student (i.e. undergraduate or PhD student) and they will be asked to provide a supervisor email.

4.4 Meeting Expenses

The BoD normally meets 3 times a year, in January, April and September/October.

The EuMW StC normally meets twice a year, namely in April and September/October.

The EuMW TPCs meet twice a year, namely in April and September/October.

The GA meets twice a year, namely in April and September/October.

Committee members receive financial support for travel expenses and for accommodation, as specified in this Section.

Concerning accommodation, the BoD determines the number of nights paid. Accommodation expenses cover the cost of a one-person room. Possible extra-costs are considered as private expenses and will not be paid by EuMA.

4.4.1 Sharing meeting Expenses

Expenses related to the organization of such meetings and for supporting the participation of committee members are shared among EuMA, EuMW's, and Related Associations as detailed in the following Table 4.3.

	Paid by
January Meeting (BoD Meeting)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms	EuMA
Travel expenses for BoD members, and attendees invited by EuMA President, except members of current EuMW not members of BoD	EuMA
Travel expenses and individual rooms of members of current EuMW not members of BoD.	EuMW
April meetings (TPC meetings, GA, BoD and StC meetings)	
Meeting rooms, refreshments, meals	EuMW
Individual hotel rooms	EuMW
Travel expenses of TPC members specifically invited by EuMW General Chair under EuMA rules	EuMW
Travel expenses for members of BoD and attendees invited by EuMA President	EuMA
Travel expenses of EuMA-appointed StC members who are not members of a TPC, charged to EuMA share of the surplus of the relevant Conference	EuMW
Extra cost due to GA meeting: one individual hotel night, one-day meeting room, refreshment and lunch for GA and StC members, and invitees	EuMA
Travel expenses of StC members appointed by an Association other than EuMA, not members of a TPC	Association
September-October meetings (GA, BoD, and StC meetings)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms for BoD, StC, and GA	EuMA

Table 4.3 Sharing meeting expenses

4.4.2 BoD Meetings

EuMA Board of Directors are entitled to be reimbursed for travel expenses+ 2 night accommodation per person for the January and April meetings.
For the September meeting, they are entitled to 3 nights of accommodation.

4.4.3 GA meetings

EuMA GA members attending the April meeting are entitled to be reimbursed for travel expenses + 2 night accommodation.
EuMA GA members attending the September/October meeting are entitled to 2 night accommodation.

4.4.4 StC Meetings

EuMW Steering Committee Members are entitled to be reimbursed for travel expenses+ 2 night accommodation per person for the April meetings..
For the September meeting, they are entitled to 2 nights of accommodation.

4.4.5 TPC meetings

The EuMA provides a sum to subsidize accommodation and travel expenses for TPC members attending the annual TPC meeting. The total amount for all TPC meetings will be of the order of 10.000 € and is determined by the EuMA President.

Refundable air travel expenses of a TPC member should not exceed the cost of the economy class ticket.

4.5 EuMW BOOKKEEPING PROCEDURES

EuMW bookkeeping procedures are based on recommendations established by the EuMA professional auditor in 2005, and used with success for Paris'05. They are also based on experience acquired since Munich 2003.

- a. A **EuMW bank account** is to be opened in the name of: the

**European Microwave Association
Place du Levant 3
B-1348 Louvain-la-Neuve
BELGIUM**

The procedure for opening a EuMW account should start well in advance: experience shows it may take up six months to have the account operational.

- b. In order to facilitates the clerical work of EuMA bookkeeping unit by avoiding reporting transactions over more that one calendar year, the local EuMW account is to be opened early in the year of the event and closed before the end of the same calendar year.

- c. The EuMW account should have two signatories: the EuMW treasurer and the EuMA Treasurer, acting independently. The EuMW Treasurer is the operational officer. It should be noted that having EuMA Treasurer as a signatory can be a time-consuming difficulty, depending on the country.
- d. The EuMW local bookkeeping is part of legal EuMA bookkeeping.
- e. Registration fees for EuMW Conferences are deposited in the **EuMA Registrations account** in Belgium. Both Professional Conference Organizer (PCO) and EuMA have access to this account. There is a MoU between EuMA and the PCO (presently (2009) the PCO is Horizon House, HH) by which HH is the only partner to transfer funds out of this account while running the EuMW. Once EuMA receives the Final Settlement, the Secretary Treasurer transfers the money to the appropriate accounts.
- f. All EuMW-related invoices to be paid by EuMA must be addressed to:
European Microwave Association
Place du Levant 3
B-1348 Louvain-la-Neuve
BELGIUM

They must mention the EuMA VAT number:
BE 464 401 356
If estimated to be useful, an other name may be added to the EuMA name.
- g. An elementary cash-flow bookkeeping of the local EuMW account recording all transactions should be maintained by the EuMW Treasurer and reported to the EuMW treasurer. Such financial report is to be audited both by the EuMA internal auditor, as a part of the **budgetary bookkeeping**, and by the EuMA professional auditor, as a part of the **legal bookkeeping**.
- h. This local bookkeeping is held in one single currency, euro or GBP.
- i. Every single transaction however small it may be is to be recorded separately. Transactions are numbered one by one. With the exception described in (j.), transactions must never be grouped together nor recorded as one single transaction. Original documents for justifications should accompany every transaction. They are numbered according to the transaction number.
- j. EuMW local account can be used for registrations received during the EuMW. Such registrations are to be recorded in a separate document along with original documents whenever necessary. After the closing of the EuMW, the final amount is to be transferred to EuMA Registrations account [see (e)], EuMA, IBAN: BE95 0014 3969 9258, BIC: GEBABEBB.

- k. A monthly bank statement should be requested for the EuMW local account. To facilitate the clerical work to be done by EuMA accounting unit, the transactions made on EuMW local account have to be reconciled with such statement, month by month.
- l. Every four months, the monthly bank statements along with the listing of numbered transactions and corresponding original justifications, are sent by te EuMW treasurer to the EuMA Treasurer.
- m. The cash flow between EuMW treasurer and HH during the EuMW should be reported.
- n. The EuMW treasurer is strongly recommended to request assistance on local VAT issues from a local advisor.

There is a consensus that VAT, when due, is due in the country where the event is organised.

EuMA has received advice from VAT experts for several years. EuMA treasurer is available for some more information on this.

5.0 Conferences in EuMW

5.1 The European Microwave Conference (EuMC)

5.1.1 Scope of EuMC

EuMC deals with a broad range of high frequency related topics, from materials and technologies to integrated circuits, systems and applications, addressed in all their aspects: theory, simulation, design and measurement. This includes the latest developments for passive components, modelling and design of high frequency and high data rate photonics, highly stable and noiseless microwave and millimetre-wave sources, new linearisation techniques and the impact of new packaging technologies on development applications. Special emphasis will be placed on emerging technologies. The scope also includes electromagnetic field theory, theoretical and experimental developments in wave propagation and antenna systems, and advanced simulation techniques.

EuMC should give emphasis to industrial applications and this should be highlighted in publicity.

5.1.2 EuMC sessions and workshops schedule

The EuMC will occupy not less than three days, typically from Tuesday to Thursday, while Monday and/or Friday will be devoted to EuMC Workshops. If it is necessary to accommodate more sessions, Monday could be used as a 4th day for EuMC sessions. In this case workshops will be only on Friday, or some of them could be put on the prior Sunday.

5.2 The European Conference on Wireless Technologies(EuWiT)

5.2.1 Scope of EuWiT

EuWiT deals with all RF and microwave aspects of wireless communications. It encompasses system design, antennas, propagation, analog and digital processing techniques and high frequency circuits for wireless systems. EuWiT also includes application-specific integrated circuits and modules.

EuWiT emphasizes commercial applications of microwaves in all areas of wireless communications.

EuWiT is technically sponsored by the IEEE MTT-Society. Respective duties and responsibilities of EuMA and MTT-S are specified in a Memorandum of Understanding, appended at the end of this Chapter. In particular, in recognition of its role in co-establishing EuWiT and support of EuMA and EuMW, EuMA agrees to hold separate the equivalent of 40% of the conference surplus of EuWiT. These funds will be administered by the EuMA, and will be dispersed in support of MTT-S chapter activities in IEEE Region 8.

5.2.2 EuWiT session and workshop schedule

The EuWiT will occupy not less than two days, typically from Monday to Tuesday while Sunday and Wednesday will be devoted to EuWiT Workshops.

5.3 The European Radar Conference (EuRAD)

5.3.1 Scope of EuRAD

EuRAD is dedicated to a broad range of radar related topics, ranging from multi-modal configurations and associate signal processing methods to radar system design and target and natural environment observation.

The objective of the EuRAD conference is to provide an open forum for the presentation and discussion of current advances in radar technology, associate antenna and RF devices, target tracking and multi-source radar data processing, ground penetrating radars, environmental remote sensing systems and typical hazard prevention or monitoring applications, SAR related techniques including emerging applications in the domain of polarimetry, interferometry and differential interferometry.

EuRAD emphasises civil and military microwave electronics in all areas of radar.

5.3.2 EuRAD session and workshop schedule

The EuRAD will occupy two half days, typically the Thursday afternoon and Friday morning. Friday afternoon will be devoted to EuRAD workshops.

5.4 The European Microwave Integrated Circuits Conference (EuMIC)

5.4.1 Scope of EuMIC

EuMIC deals with physical fundamentals, material technology, process development and technology, physic-based and empirical-behavioural modelling of microwave and opto-electronic active devices, design of monolithic ICs based on GaAs, InP, SiGe, GaN, SiC and other semiconductor materials.

Special emphasis will be given to applications covering the field of telecommunications (RF, microwave and optical), automotive, sensors, MEMS, military and space, as well as emerging technologies such as wide band gap semiconductors.

EuMIC® is a registered Trade Mark belonging to the European Microwave Association and is protected by the European Union

5.4.2 EuMIC session and workshop schedule

The EuMIC will occupy two days, typically Monday and Tuesday. Sunday and Wednesday will be devoted to EuMIC workshops.

5.5 EuMW Workshops

The local national engineering society should, each year, be invited to arrange one of the EuMW Workshops in return for a royalty.

5.6 Trade Marks

European Microwave®, EuMIC®, and Wireless Technologies® are registered Trade Marks belonging to the European Microwave Association and are protected by the European Union.

5.7 Publicity

Publicity for the EuMW should be done in compliance with Sec. 2.3.

5.8 No-Show Authors

Conference Chairmen should pass on to their successors a list of persistent no-show authors.

6.0 Other Conferences within EuMW

Other conferences not belonging to *EuMA* may be held within *EuMW*. This could be either on a permanent or occasional basis. In both cases an agreement must be signed in advance. Correspondingly, the agreement with the *PCO* should be approved by *EuMA*.

7.0 Awards and Prizes

Awards and prizes are presented during the EuMW in order to recognize the most significant scientific contributions in various technical areas as well as outstanding contributions to the microwave community. Prizes and awards are funded by the EuMA or by sponsors, as detailed in the following sections. Rules for establishing and awarding the prizes are proposed by the Awards Committee (see 1.5.2) and approved by the BoD.

7.1 The Distinguished Service Award

7.1.1 Terms of reference

The award is given each year to recognize an individual who has given outstanding service for the benefit of the European microwave community and, in particular, for the advancement of the European Microwave Association. The award is presented during the European Microwave Week opening session. The award consists of a bronze medal carrying the name of the awardee.

7.1.2 Deadline for nominations

Nominations should be submitted by 31 March each year and they will be considered by the Awards Committee in April.

7.2 The Outstanding Career Award

7.2.1 Terms of reference

The award is given each year to recognize an individual whose career has exemplified outstanding achievements in the field of Microwaves. The award is presented during the European Microwave Week opening session. The award consists of a bronze medal carrying the name of the awardee.

7.2.2 Deadline for nominations

Nominations should be submitted by 31 March each year and they will be

considered by the Awards Committee in April.

7.3 Conference Prizes

- 7.3.1 Conference Prizes are awarded for the best paper contributed to each Conference held during the EuMW in the opinion of its TPC and of the EuMW StC.
- 7.3.2 The Prize shall be awarded at each Conference.
- 7.3.3 Selection shall be based entirely on the material submitted - abstract, full paper and presentation.
- 7.3.4 Criteria for selection shall be the same as those used by the reviewers - originality, value and method.
- 7.3.5 Papers already presented at other Conferences shall not be eligible unless substantially revised before re-presentation.
- 7.3.6 The Prize is an international award with no restriction as to age or nationality. Members of the TPC, excluding the Conference Chairman and Conference Secretary, are eligible provided they are not party to the decision making.
- 7.3.7 To ensure the neutrality of the procedure no Chairman or Co-Chairman of an EuMW Conference may be author or co-author of a paper selected for a Prize at that Conference.
- 7.3.8 The value of each Conference Prize can be found in Table 7.1. Each prize winner will be also entitled to complimentary EuMA membership for the following year.
- 7.3.9 A Certificate will be presented to each prize winner.
- 7.3.10 Presentation of the Prize will usually take place at the closing session of the relevant Conference.
- 7.3.11 The Prizes are funded by either EuMA or a sponsor and shall exist as long as this funding is provided.

7.4 Young Engineers Prizes

- 7.4.1 “Young Engineers Prizes” are awarded annually to young engineers who submit and present the most outstanding paper at each Conference held during EuMW in the opinion of its TPC and EuMW StC.
- 7.4.2 The “Young Engineers Prize” is considered an international award. Members of the TPC, excluding the Conference Chairman and Conference Secretary, shall be eligible provided they are not party to the decision making
- 7.4.3 Eligible candidates must be aged 30 or younger at date of award; be the first author of a paper accepted for inclusion in the programme of the Relevant Conference and published in the volume of conference proceedings; be the presenter of the paper during the Conference in either an oral or a poster session. The number of authors of the paper(s) considered for the prize should not exceed 4.
- 7.4.4 Papers already presented at other Conferences shall not be eligible

- unless substantially revised before re-presentation.
- 7.4.5 Selection shall be based entirely on the material submitted - abstract, full paper and presentation.
- 7.4.6 Criteria for selection shall be the same as those used by the reviewers - originality, value and method.
- 7.4.7 Each Prize is valued at 2.000,00 Euros plus complimentary EuMA membership for the following year.
- 7.4.8 The “Young Engineers Prizes” shall be awarded at each Conference. A certificate will be presented to each prize winner. Presentation of the Prize shall take place at the closing session of the relevant Conference.
- 7.4.9 The “Young Engineers Prizes” are funded by either EuMA or a sponsor and shall exist as long as this funding is provided.

7.5 Prize selection procedure

The following procedure is to be followed for the selection of the various Prizes. The selection procedure starts in April at the time of the TPC meetings and ends at Conference time.

- 7.5.1 During the spring TPC meeting, a Conference Prize Committee (CPC) composed of at least five members is appointed and chaired by the relevant Conference Chairman. Members of the CPC are selected from among the TPC and StC members of the relevant Conference. Whenever applicable, a representative of the sponsor is appointed, too.
- 7.5.2 A Secretary of all the CPCs is appointed by the GC. The tasks of the Secretary are:
- Monitor the over-all process of Prize Awarding (including the timing of Conference Chairs’ activities related to their Conference Prize Committees).
 - Prepare the list of nominees to be sent to the Conference Chairpersons at the various stage of the Prize Selection Procedure
 - Prepare the Prize Certificates (based on the EuMA template) to be printed on site EuMW.
 - Complete the set of documents (Certificate, Letter of the EuMA Secretary-Treasurer, any EuMA gift, if applicable, any other document that may be edited by the EuMW team) for the Conference Closing Session.
- 7.5.3 During the paper review process, reviewers shall be asked to indicate whether a paper is considered worthy of a prize in a special box on the reviewers’ form.
- 7.5.4 (First evaluation step). At the end of TPC meetings, each Sub-Committee should make two nominations (one for the Conference Prize, one for the Conference YEP). For each nominated paper, the SC shall fill in the first part of Paper Evaluation Form that will be available for each SC table. The SC shall provide in the form the following data:

- paper identification data (paper number, authors, full title)
- SC identification
- the score assigned by reviewers (available to SC members through the review software).
- the score assigned by the SC (on behalf of TPC).

7.5.5 Forms shall be collected at the end of TPC. Data (subtotal of assigned scores) shall be recorded and a “long list” of nominated papers shall be edited as a result of the first evaluation step and made available to each CPC. This task will be completed by the Secretary of the CPCs (see 7.5.2).

7.5.6 (Intermediate evaluation step). Full versions of papers nominated after TPC shall be distributed to all CPC members of the relevant Conference as soon as possible. A score shall be assigned to the full version and recorded in the Paper Evaluation Form.

7.5.7 (Final evaluation step.) The Conference Chairs shall arrange well in time for two CPC Meetings during the EuMW. The first meeting is to inform the members about the procedure in more detail. The “long list” of nominated papers will be considered and a “short list” of no more than five will be selected for final evaluation. Adequate attendance of CPC members at the various nominee presentations will be ensured (at least three people for each oral presentation or poster session). A score will be assigned after the presentation and recorded in the Paper Evaluation Form.

The second (and final) meeting is to decide about the winners. During the Final Meeting of the CPC the motivation for prize awarding to the individual winners are formulated. If two papers are deemed to be so good that no decision can be reached as to which is the better (i.e. they have the same total score), the Prize shall be shared between the two.

7.5.8 Nominees are informed about their nomination directly after their presentation (not before) by one of the Prize Committee members attending the presentation. During this informative meeting, it is checked whether (or not) the first author of a paper nominated for the Conference Young Engineers Prize (YEP) is aged 30 or younger (according to Sec. 7.4.3). The nominees specifically are invited to attend the Conference Closing Session. The Conference Prizes are awarded even if none of the authors are present during the Conference Closing Session.

7.6 EuMW Best Paper Prizes

Prize names and amounts for each Conference are listed in Table 7.1. Note that two Young Engineers Prizes are awarded at EuMC.

<i>Prize</i>	<i>Amount</i>
EuMC Microwave Prize	5.000 €
EuMC Young Engineers Prizes (2)	2.000€ each
EuWIT Prize	3.000 €
EuWIT Young Engineers Prize	2.000 €
EuRAD Prize	3.000 €
EuRAD Young Engineers Prize	2.000 €
EuMIC	3.000 €
EuMIC Young Engineers Prize	2.000 €

Table 7.1 Prize Names and Amounts

7.7 Student Challenge Prize

The EuMW Student Challenge is a competition running through all the EuMW. It aims at stimulating in students and young researchers technical and application-oriented innovation; moreover it promotes active participation, team working, and networking, key elements in all working environments.

The value of the prize is of 1.500 Euro. Teams of participating students aim at achieving a novel application oriented concept from oral presentations and posters contributed to the conferences belonging to the current EuMW. All participants are invited to a student evening event. The final stage and result of the competition includes the preparation and defence of a poster by each team to explain and clarify the novel concept developed during the EuMW by each team. The posters are presented to the technical jury and audience in a Poster Session. The technical jury, composed by eminent members of academia and industry, evaluates the posters and selects the winning team that will receive the EuMW Student Challenge Prize. All PhD and Master students registered to any of the EuMW Conferences are eligible for participating to the Student Challenge.

A Student Challenge Organizing Team is appointed for each EuMW. It shall be responsible of all the procedures and actions related to the Student Challenge Prize (including registrations, meetings preparation, procedure implementation, etc.).

Detailed schedule, participation rules, and winning criteria are distributed in advance to the participants by email, and available at the registration desk of the EuMW.

7.8 Transfer of EuMW Prize Money

7.8.1 Channels of Sponsorships and Money Transfer

Some EuMW Prizes are sponsored. The sponsorship may be obtained through direct solicitation from EuMA or, more usually, through direct solicitation from the local EuMW team.

Both EuMA and EuMW have a bank account at their disposal where sponsors

can transfer the money related to the Prize they are funding. Whether Prize money is to be transferred to the *EuMA* account or to the local *EuMW* account is left to the discretion of the *EuMW* General Chair, or to the preferences of an established Sponsor.

The corresponding account has to integrate these amounts adequately in its bookkeeping. In other words, the account where Prize money has been transferred initially - *EuMW* or *EuMA* - is considered as a question of bookkeeping only, and not as an operational matter and it does not affect the procedure for paying Prize Money to the Winners.

7.8.2 Payment to Winners and Procedure

The procedure has always been straightforward: *EuMA* handles this, by providing a letter to the winner, through the Chair of Awards Committee, indicating how to proceed, asking for appropriate bank account details, and transferring the money from the *EuMA* account, even when the corresponding Prize money is in the local *EuMW* bank account.

During the Award Ceremony, the Chair of *EuMA* Awards Committee provides each winner with a letter written by the *EuMA* Secretary-Treasurer. The letter contains a request for Winner's personal data and account details as well as the instructions in order to get free *EuMA* one-year membership.

Once bank and account information is available, that is the filled form is mailed back to *EuMA* HQ, the *EuMA* Secretary-Treasurer transfers the Prize money. The reconciliation between *EuMA* and *EuMW* accounts, including funds that have been an income and not an expense, is made later as a pure bookkeeping matter, when the *EuMW* local team comes to the end of the process.

8.0 Post Conference Recommendations

There is a need to collect information regarding attendance and comments on a survey form for continuous improvement.

8.1 Post Conference Responsibilities

Each TPC Chair will prepare a report for the EuMW GC. Such report will be included into or used to prepare the GC report.

The post conference activities of the GC include collaborating with the PCO for the completion of the financial and administrative commitments of the Conference, production of the Financial Report and notification to the EuMA Board of Directors within the contractual time.

The post-conference duties include a Wrap-up session – Preparation of Final report – Financial accounting – including Return of loans, surplus and audit – Letters of appreciation and Thank you's – Conference article and statistics.

8.2 Final Report

The GC will give a full report to the BoD the following January and make specific proposals for continuous improvement.
The final report will be passed over to the next GC.

Appendix A – CHECKLIST FOR EuMW GENERAL CHAIRMAN

Mark as appropriate

		Months bef. Conf.	Planned	Actual Date
1.	Proposals of venue to EuMA President	60-48		
2.	Appointment of General Chair	48		
3.	Appointment of Conference Chairs	36		
4.	EuMA agreement with Exhibit Manager. Meeting of the EuMA conference committee for the final selection of conference location, date, venue, etc.	36		
5.	EuMA agreement with other sponsoring organizations	36-24		
6.	Organization of conference committees; coordinate with Exhibit Manager.	24-18		
7.	Prepare EuMW Planning Schedule. Establish Conference theme. Attend EuMA January meeting	21	Jan	
8.	EuMW General Chairman Prepare Preliminary Budget forms: Submit to EuMA. Summary of finances, income and expenses, social functions, grants, etc	18	Apr	
9.	Submit TPC proposal to BoD/StC	18	Apr	
10.	First announcements; Exhibit Manager promotion.	16	June	
11.	Prepare, review and distribute First Calls for Papers	12	Oct	
12.	Conference Committee/Exhibit Manager meeting at prior year conference location.	12	Oct	
13.	Initial Exhibits/Conference Promotion, Publicity to Trade Magazines, Transactions and News Releases	12-10	Oct-Dec	
14.	Check no. of seats, audiovisual aids, pointers, boards, flags, stationery, water, hotels, etc	12-6	Oct.-Apr	
15.	Print and mail final Calls for Papers	12	Oct	
16.	Final list of Reviewers	10	Dec	
17.	Detailed budget of EuMW	9	Jan	
18.	TPC select invited speakers, special sessions, define session Chairmen, etc	6	Apr	
19.	TPC Meeting to select paper titles, abstracts and summaries. Notify authors	6	Apr	
20.	Second Promotion/Publicity material to trade magazines, and news releases.	6-4	Apr-June	
21.	Layout detailed program with session titles, paper titles, authors, session chairs and special sessions.	5	May	
22.	Detailed guidelines for preparation of papers	5	May	
23.	General Chair review composition. Printing of advance program.	5-4	May-Jun	
24.	Mailing of advance programs and registration information	4-3	June-July	
25.	Receive final text from the authors – decision re editing/revision	3	July	
26.	Final Publicity to all trade journals, etc (including titles of all sessions)	3	July	
27.	Proceedings to printer and available at Conference	2-1	Aug-Sept	
28.	Deadline for advance registration	2-1	Aug-Sept	
29.	Final check with organizer: registration procedure, hotel bookings and transport links, technical services, special requirements, electric plugs etc.	2-1	Aug-Sept	
30.	Pre-conference instructions to/from organiser, staff, secretary, Chairman	1	Sept	
31.	Prepare Session Chair feedback sheet	1	Sept	
32.	On-site – Registration, Exhibition, session timing, workshops, IT facilities, press	-	Oct	
33.	Compile feedback/lessons learnt	+2	Dec	
34.	Report to the EuMA Board of Directors	+3	Jan	

Appendix B – COMMITTEES

B.1 EuMA COMMITTEES (year 2009)

EuMA Board of Directors

R. Sorrentino (Chair, 2009) H. Daembkes (2009), W. Heinrich (2011), R. Quéré (2011), A. Räisänen (2011), R. Ranson (2010), A. Vander Vorst (2009), A. Yarovoy (2010).
Invited: R. Snyder (IEEE MITT-S)

EuMA Executive Committee

EuMA President (R. Sorrentino), Secretary Treasurer (A. Vander Vorst), Vice Secretary Treasurer (D. Vanhoenacker-Janvier), Honorary Secretary (A. F. Wilson), Assistants to the President (E. Fratticcioli) and to EuMA Headquarters (A. van Nieuwerburgh).

EuMA General Assembly

- Members Board of Directors
- Founder members: L. Lighthart, A. Madjar, H. Meinel, S. Nightingale, R. Sorrentino, A. Vander Vorst
- 1 member appointed by IEEE Region 8 (V. Fouad Hanna, 2009)
- EuMA Proceedings Editor (R. Quéré)
- EuMW Chairmen (past, present, and next) (F. L. M. van den Bogaart, P. Lampariello, G. Dambrine)
- Ordinary Members:

R. Plana (2009)	Group 1	France, Monaco
L.-P. Schmidt (2010)	Group 2	Germany
A. Massa (2010)	Group 3	Italy, San Marino, Vatican City
T. Brazil (2009)	Group 4	United Kingdom, Ireland, Gibraltar, Malta
W. A. Hol (2011)	Group 5 S	Belgium, The Netherlands, Luxembourg
S. Gevorgian (2009)	Group 6	Iceland, Norway, Sweden
V. Krozer (2009)	Group 7	Finland, Denmark
K. Kazi (2010)	Group 8	Bulgaria, Czech Republic, Hungary, Romania, Slovakia
A. Kucharski (2009)	Group 9	Poland, Estonia, Latvia, Lithuania
D. M. Vavriv (2009)	Group 10	Ukraine, Moldova, Georgia
V. Crnojevic-Bengin (2011)	Group 11	Albania, Bosnia-Herzegovina, Croatia, Cyprus, FYR Macedonia, Greece, Israel, Slovenia, Turkey, Yugoslavia
Y. Kuznetsov (2010)	Group 12	Russia, Belarus
G. Magerl (2009)	Group 13	Austria, Liechtenstein, Switzerland
F. Medina Mena (2010)	Group 14	Spain, Portugal, Andorra
T. Itoh (2010)	Group 15	North America
B. Kim (2010)	Group 16	Asia - Pacific
H. El Hennawy (2011)	Group 17	Africa and Middle East Countries

Awards

A. Räisänen (2011, Chair), K. Beilenhoff (2010), A. Madjar (2010), J. Modelski (2010), T. Ohira (2010).

Finance

A. Vander Vorst (2009, Chair), A. Räisänen (2011), A. Yarovoy (2010).

Industrial Liaison

The Industrial Liaison Committee is chaired by the BoD member representing industry. (H. Daembkes).

Long Range Planning

Board of Directors

Publications

Chair: EuMA President (R. Sorrentino) (2009)

Vice Chair from the BoD: W. Heinrich (2011)

Members: - Editor of EuMA Proc.: R. Quéré (2011)
- Editors of Newsletters: A F Wilson(2011)
- P.A. Rolland (2011)
- P. Russer (2011)
- D. Vanhoenacker (2011)

B.2 EuMW COMMITTEES

EuMW Steering Committee 2009

Official Members:

- a) EuMA President : R. Sorrentino
- b) Three members representing EuMC, appointed by EuMA BoD: A. Madjar (2010), D. Vanhoenacker (2011), T. Brazil (2011);
- c) Two members representing EuMIC: R. Quéré (2011), F. Giannini (GAAS) (2011);
- d) Two members representing EuWiT: D. Belot (EuMA) (2011). R Snyder (IEEE MTT-S) (2011);
- e) One member representing EuRAD: A. Yarovoy (2010);

Invited Members:

- f) EuMA Treasurer (A. Vander Vorst)
- g) GAAS Treasurer (M. Comparini)
- h) S. Auster (IEEE MTT-S) (2011)
- i) The Chairs (5) of the current year EuMW (P. Lampariello), EuMC (M. Cicolani) , EuMIC (M. Comparini), EuWiT (G. Falciasacca) and EuRAD (G. Galati) ; EuMW Treasurer (A. Galli)
- j) The General Chairs (3) of past and next two years EuMW (F. Van den Bogaart, G. Dambrine, I. Hunter)

EuMW Coordinating Committee (Chairman of the Conferences held during EuMW + TPC Chairmen and representatives of the PCO)

EuMC Technical Program Committee

EuMIC Technical Program Committee

EuWiT Technical Program Committee

EuRAD Technical Program Committee

Appendix C – LIST OF ABBREVIATIONS

BoD	Board of Directors of <i>EuMA</i>
CPC	Conference Prize Committee
EAC	<i>EuMA</i> Award Committee
<i>EuMA</i>	European Microwave Association
EuMC	European Microwave Conference
EuMIC	European Microwave Integrated Circuit Conference
EuMW	European Microwave Week
EuRAD	European Radar Conference
EuWiT	European Conference on Wireless Technologies
ExCom	Executive Committee of <i>EuMA</i>
GA	General Assembly of <i>EuMA</i>
GC	General Chairman
LO	Local Organizer
LRP	Long Range Planning Committee of <i>EuMA</i>
PCO	Professional Conference Organizer
StC	Steering Committee