

EuMA

GUIDELINES

For the European Microwave Week

32nd BIS Edition, 2023

© EuMA

32nd BIS Edition, 2023

Responsible Editor Lorenz-Peter Schmidt

Registered Office Place du Levant, 3
1348 Louvain-la-Neuve
Belgium

Headquarters Office Rue Louis de Geer, 6
1348 Louvain-la-Neuve
Belgium

www.eumwa.org

TABLE OF CONTENTS

Table of Contents	2
Preface	7
1.0 The European Microwave Week	8
1.1 General Chair	8
1.2 Selection of EuMW Venues	8
1.3 Organizational Structure of EuMW	8
1.4 EuMW Steering Committee.....	9
1.5 Planning Schedule for the EuMW	10
1.6 EuMW Finances	10
1.6.1 EuMW Finance Committee	11
1.6.2 VAT	11
1.6.3 EuMW Treasurer Handover Meeting	11
1.6.4 Conference Bank Account.	11
1.6.5 Insurance and Bonding.....	11
1.6.6 Petty Cash Fund.....	11
1.6.7 Duties of the EuMW Treasurer.....	11
1.7 Local Arrangements Committee.....	11
1.8 Grants and Visa Chair.....	12
1.9 Publicity.....	12
1.10 Photography at EuMW/EuMA	13
1.10.1 General Policy for Attendees	13
1.10.2 Official Photographer on Main Events	13
1.10.3 Official Videos on Interviews and Main Events.....	13
1.10.4 Selected Poster Videos.....	13
1.11 EuMA's registration as association that offers vocational training.....	14
1.12 Complaints procedure EuMW.....	14
2.0 Conference Chairs and Committees	16
2.1 Conference Chair.....	16
2.2 Paper Review Process and Technical Programme Committee	16
2.2.1 Reviewers Panel	16
2.2.2 Technical Program Committee	17
2.2.3 Composition of TPC	17
2.2.4 Paper Review and Session Definitions	18
2.2.5 Paper Handling Software.....	19
2.3 Publications Chair.....	19
2.3.1 Definitions of the Conference Publications.....	19

2.3.2 Duties of the Publications Chair	19
2.3.3 Social media.....	19
2.3.4 Programme Booklet, and Smartphone App	20
2.3.5 ISBN Numbers.....	20
2.4 IEEE Technical Co-sponsorships	20
3.0 Financial Policies for EuMW Conferences	22
3.1 Fee Policy	22
3.1.1 General Criteria	22
3.1.2 Academic and non-academic delegates.....	22
3.1.3 Late, member and multiple registrations.....	22
3.1.4 Reduced fees and free registrations	22
3.1.5 Cancellation Policy	23
3.1.6 Substitution Policy	23
3.1.7 Workshops and Short Courses	23
3.2 Seed Money	25
3.3 Grants and Funds to help Attendance	25
3.3.1 EuMC Student Grants.....	25
3.3.2 EuMIC Student Grants.....	25
3.3.3 EuRAD Student Grants.....	25
3.3.4 Grants for NIS, Africa and Middle East Countries	25
3.3.5 Budget at the Discretion of the General Chair	25
3.3.6 Budget at the Discretion of the EuMA President	26
3.3.7 Sharing of the Student Grants.....	26
3.3.8 Applications for Student Grants	26
3.4 Meeting Expenses	26
3.4.1 Invitations of EuMW teams to EuMA meetings.....	26
3.4.2 Sharing meeting Expenses.....	27
3.4.3 Board of Directors Meetings	27
3.4.4 General Assembly Meetings.....	27
3.4.5 Steering Committee Meetings	27
3.4.6 Technical Program Committee Meeting	27
3.4.7 Handover Meeting Expenses.....	27
3.5 Duties of EuMW Treasurer	28
3.6 EuMW Bookkeeping Procedures.....	29
4.0 Conferences in EuMW.....	31
4.1 Proceedings of Conferences and workshops.....	31

4.1.1 Proceedings of Conferences	31
4.1.2 Proceedings of Workshops	31
4.2 The European Microwave Conference (EuMC)	31
4.2.1 Scope of EuMC	31
4.2.2 EuMC sessions and workshops schedule	31
4.2.3 APMC – EuMC speakers exchange	31
4.3 The European Radar Conference (EuRAD)	32
4.3.1 Scope of EuRAD	32
4.3.2 EuRAD sessions and workshops schedule	32
4.4 The European Microwave Integrated Circuits Conference (EuMIC)	32
4.4.1 Scope of EuMIC	32
4.4.2 EuMIC sessions and workshops schedule	32
4.5 The Defence, Security and Space Forum	32
4.5.1 Scope	32
4.5.2. The yearly topic	33
4.5.3 The format	33
4.5.4 The team	34
4.5.5 The fee	34
4.5.6 Sponsors	34
4.6 The Automotive Forum	35
4.6.1 Scope	35
4.6.2. Advisory board	35
4.6.3 The format and topics	35
4.6.4 The team	35
4.6.5 The fee	36
4.7 5G/6G Forum	36
4.7.1 Scope	36
4.7.2 Advisory board	36
4.7.3 The format and topics	36
4.7.4 The team	37
4.7.5 The fee	37
4.8 Trade Marks	37
4.9 No-Show Authors	37
5.0 EuMA Mou’s	38
5.1 Mou between EuMA and Euraap	38
5.2 Mou between EuMA and Mikon	38

5.3 MOU between EuMA and Estec.....	38
6.0 Other Conferences within EuMW	39
7.0 Awards and Prizes.....	40
7.1 The Distinguished Service Award.....	40
7.1.1 Terms of reference	40
7.1.2 Deadline for nominations.....	40
7.2 The Outstanding Career Award	40
7.2.1 Terms of reference	40
7.2.2 Deadline for nominations.....	40
7.3 The Pioneer Award	41
7.3.1 Terms of reference	41
7.3.2 Deadline for nominations.....	41
7.4 The Distinguished Leadership Award.....	41
7.4.1 Terms of reference	41
7.4.2 Deadline for nominations.....	41
7.5 The Roberto Sorrentino Prize.....	41
7.5.1 Terms of Reference	41
7.5.2 deadline for nominations	41
7.6 Certificate of Appreciation for EuMW General Chair.....	42
7.7 Best Paper Prize of the Microwave Journal.....	42
7.8 Conference Prizes	42
7.8.1. Selection Process.....	42
7.8.2 Originality	42
7.8.3 Exclusions	42
7.8.4 Prize Values and Certificates	42
7.8.5 Certificates.....	42
7.8.6 Prize Presentation	43
7.8.7 Sponsorship of Prizes	43
7.9 Young Engineer Prizes.....	43
7.9.1 Definition	43
7.9.2 Exclusions	43
7.9.3 Eligibility	43
7.9.4 Originality	43
7.9.5 Selection Process.....	43
7.9.6 Selection Criteria	43
7.9.7 Prize Value	44

7.9.8 Prize Presentation	44
7.9.9 Certificates.....	44
7.9.10 Sponsorship of Prizes	44
7.10 Prize Selection Procedure.....	44
7.10.1 Composition of Conference Prize Committee (CPC)	44
7.10.2 Tasks of CPC Chair/Secretary	44
7.10.3 Paper Selection Process at TPC Meeting.....	44
7.10.4 Paper Selection Process at the TPC Meeting	45
7.10.5 Long List of Nominated Papers	45
7.10.6 Intermediate Evaluation Step.....	45
7.10.7 Final evaluation step; Short Lists.....	45
7.10.8 Information of Prize Candidates.....	45
7.11 EuMW Best Paper Prizes.....	46
7.12 Student Prizes.....	46
7.13 GAAS Association fellowship Award.....	46
7.14 Transfer of EuMW Prize Money.....	46
7.14.1 Channels of sponsorships and money transfer	46
7.14.2 Payment to winners and procedure.....	46
8.0 Post Conference Recommendations	48
8.1 Post Conference Responsibilities	48
8.2 Final Report.....	48
8.3 Handover Meetings.....	48
9.0 Data Protection.....	50
Appendix A – Checklist for EuMW	50
Appendix B – Handover Meetings.....	54
Appendix C – IEEE Technical Co-sponsorships	55
Appendix D – Exchange of APMC-EUMC Speakers.....	57
Appendix E – MoU between EuMA and EurAAP	58
1.1 Objective.....	58
1.2 Organization	58
1.3 Activities	58
Appendix F-MoU between EuMA and MIKON.....	59
1 Technical Collaboration	59
2 Promotion.....	59
Appendix G- MoU between EuMA and ESTEC.....	60
Appendix H – List of Abbreviations.....	61

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 the Contracted Exhibition Organizer.

EuMA and the Contracted Exhibition Organizer have signed a comprehensive contract with a considerable number of details which are vital for the EuMW organisation. Access to the contract is granted to the EuMW core team via EuMA Headquarters.

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

Should any question arise please contact the EuMA President or the EuMW Officer, 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: frank.vandenbogaart@eumwa.org

An independent document briefly describes the European Microwave Association and the way it operates.

1.0 THE EUROPEAN MICROWAVE WEEK

The European Microwave Week (EuMW) consists of 3 Conferences, namely

- the European Microwave Conference (EuMC), which is the core event
- the European Microwave Integrated Circuits Conference (EuMIC)
- the European Radar Conference (EuRAD)

In addition, a considerable number of Workshops, Short Courses, and student activities as well as

- the Defence, Security and Space Forum
- the Automotive Forum
- the 5G/6G Forum

are substantial parts of the EuMW.

Student activities, like Student and Doctoral Schools, Student Design Competitions, Women in Microwaves Events and a Career Platform have been added by the EuMW teams in the last years, but are not mandatory.

The 3-day Exhibition with associated exhibitor workshops, is an essential part of the EuMW.

1.1 GENERAL CHAIR

The General Chair (GC) is appointed by the EuMA Board of Directors as the Chair of the EuMW at least 4 years before the event. He has the task of coordinating 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 the Contracted Exhibition Organizer. He appoints the Treasurer at least three years in advance. He is also responsible for appointing the various EuMW Committees. The GC may appoint a Vice-Chair at least 18 months prior to the event, and a EuMW Operational Officer.

The GC reports to the Board of Directors.

1.2 SELECTION OF EUMW VENUES

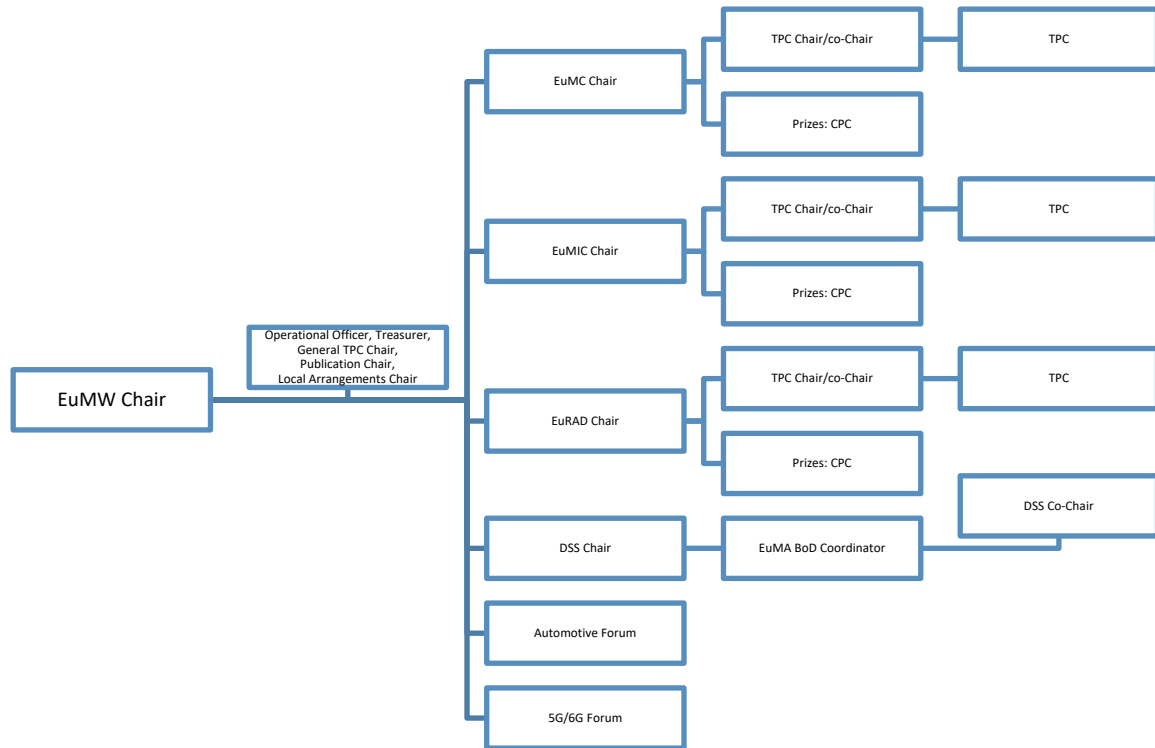
a) The EuMA President and Board of Directors, together with the Contracted Exhibition Organizer, are to attest the adequacy of the proposed site and negotiate favourable costs for facilities and services. The selection has to be made at least four years before each relevant EuMW.

b) 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 Contracted Exhibition Organizer.

1.3 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 2.

The organizational structure is schematized in the following diagram (instead of TPC chairs, also Co-chairs can be appointed for each of the conferences):



The Conference Chairs are proposed by the General Chair and appointed 3 years prior to the event by the current EuMW Steering Committee (see 1.4).

The GAAS representative in the Steering Committee (see 1.4) should be contacted before proposing the EuMIC Conference Chairs.

All Conference Committees report through the Conference Chair to the GC. To help co-ordination and organization among EuMW conferences, cross-sectional tasks should be handled by joint conference committees (e.g. Local arrangements, Publications, etc.). It is advisable to appoint a local social media editor to coordinate promotion in public media who will also be appointed in the EuMA Social Media Committee.

1.4 EUMW STEERING COMMITTEE

A EuMW Steering Committee (StC) oversees the various conference committees to assure consistency in operations from year to year.

The EuMW Steering Committee is composed by Voting Members and Non-Voting Members.

Voting Members are:

- the EuMA President, who chairs the EuMW Steering Committee
- the EuMA BoD and EuMW Officer
- the GAAS representative
- the EuMW GCs of past, current and next year

Non-Voting Members are:

- the IEEE MTT-S delegate
- the APMC delegate

- the EuMA Conference Software Officers
- the EuMW Conference Chairs (3), TPC Chairs, and Treasurers of current and next year
- the EuMW General Chairs of year 2 and 3 after the current event
- the EuMW Operational officers of current, past, and next 2 years

The Steering Committee appoints the relevant Conference Chairs (see 2.1)

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

The EuMW StC has the following responsibilities:

- upon proposal of the General Chair, approves the appointment of the Conference Chairs (see 2.1)
- upon proposal of the General Chair, approves the appointment of the TPC Chairs / co- Chairs (see 2.1)
- upon proposal of the General Chair, approves the appointment of the Technical Program Committee (see 2.2)
- approves the selection of conference topics and the outline of conference programs (see Chapter 4)
- approves the Call for Papers and Final Program

1.5 PLANNING SCHEDULE FOR THE EUMW

- a) The EuMW GC should follow the planning schedules defined in Appendix A “Checklist for EuMW Chair” for organization and reporting.
- b) The website for centralized information access is www.eumwa.org for EuMA and www.eumweek.com for the EuMW. The GC should co-ordinate with the other affiliated Conference Chairs to define different Calls for Papers and additional pages for the promotion of the whole EuMW containing the general description of each conference.
- c) The GC should consult with the past General Chairs regarding drafts of the first announcement, preliminary program, setting up to Technical Program Committees (TPDS), Conference Services (rooms, seats, audio-visual 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.)

1.6 EUMW FINANCES

The EuMW Finances is about

- a) Bank accounts
- b) Budget
- c) Cash flow and handling
- d) Income
- e) Insurance and bonding
- f) Expenses
- g) VAT
- h) Auditing
- i) Records

j) Financial reports

k) Conference closing and final financial report

1.6.1 EUMW FINANCE COMMITTEE

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

1.6.2 VAT

Over the years VAT on registration fees has been due in certain cases. When VAT is due, the EuMW Finance Committee should pay a very special attention to the various aspects involved, in cooperation with the EuMA Treasurer and the EuMW Officer. The filing of VAT declarations to the VAT administration is subcontracted to a local VAT company.

1.6.3 EUMW TREASURER HANDOVER MEETING

A EuMW Treasurer Handover meeting is organized by the EuMW Officer together with the EuMA Treasurer, about 8 – 9 months prior to the EuMW.

1.6.4 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.

1.6.5 INSURANCE AND BONDING

This 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.

1.6.6 PETTY CASH FUND

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.

1.6.7 DUTIES OF THE EUMW TREASURER

The EuMW Treasurer is responsible for implementing the general rules concerning the conference fee policy (see Chapter 3)

1.7 LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee has the task of supervising and arranging meeting facilities and registration, organizing hospitality and social functions in coordination with the Contracted Exhibition Organizer. 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) 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).

c) Inspection trips and tours, hotel selection and negotiation (with the Contracted Exhibition Organizer).

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 coordinating the implementation of conference plans at the local level.

1.8 GRANTS AND VISA CHAIR

It is highly recommended that a person in the EuMW team is identified as to be responsible for Visa affairs. The name of the Grants and Visa Chair 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 Grants and Visa Chair will receive and follow up Visa Requests by EuMW attendees and will be the addressee of any question regarding Visa. The Chair 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 Chair.

1.9 PUBLICITY

a) 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.

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

c) The EuMW call for papers should be distributed at other conferences of similar scope wherever possible, using “contra” arrangements where appropriate.

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

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) Promotion of local industry attendance could carry an offer for a discount on multiple registrations (with Exhibition and Industry Committee)

g) 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.

h) 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).

1.10 PHOTOGRAPHY AT EUMW/EUMA

1.10.1 GENERAL POLICY FOR ATTENDEES

a) The same rules apply for photographs and videos.

b) EuMW attendees are permitted to take photographs during the EuMW for their personal use only.

c) Photographers must be unobtrusive and not disturb or disrupt the events that they photograph.

d) In particular, photography during sessions should not disturb speakers, chair, or audience.

e) The visuals presented by speakers are considered as private information and taking pictures of these is only allowed with the prior agreement of the speaker and session chair.

f) Similarly, taking pictures of posters is only allowed with the prior agreement of the speaker.

g) Photographers must not intrude between speakers of Prize and Awards recipients and the audience during events such as opening and closing sessions.

h) Photography during EuMA meetings should not disturb or disrupt the meetings.

1.10.2 OFFICIAL PHOTOGRAPHER ON MAIN EVENTS

a) It is recommended to the EuMW team to hire a local professional photographer.

b) He / She must operate with the utmost discretion.

c) The cost will be introduced in the EuMW Budget but EuMA will be charged for this cost.

d) A contract will determine the rights and obligation of this photographer.

e) The photographer will cover the important events during the EuMW, which are: opening and closing sessions of all four conferences; awards and prizes ceremonies; welcome reception; general overview of conference activities; general view of the exhibition.

f) No professional photographer should be hired for taking pictures at the TPC meeting.

1.10.3 OFFICIAL VIDEOS ON INTERVIEWS AND MAIN EVENTS

a) EuMA and the Contracted Exhibition Organizer agree on the details

b) The cost is to be shared 50 – 50 between EuMA and the Contracted Exhibition Organizer

c) The videos are put on the EuMA website.

1.10.4 SELECTED POSTER VIDEOS

A video team is appointed to issue guidelines on how poster videos should be made.

There should be about 10 such videos and each one should last about 3 minutes. The presenters have to be told about this well in advance.

They can use the printed poster to emphasize some points and the video operator can zoom in on the adequate part of the poster.

During the EuMW there should be a meeting of the video team in order to edit the videos (some cuts, inclusion of conference and EuMA logos, title of the presentation, name of the presenter, ...). Sample of previous poster videos can be found on the EuMA website, more specifically in the Knowledge Centre.

The cost of these videos is entirely covered by EuMA.

1.11 EUMA'S REGISTRATION AS ASSOCIATION THAT OFFERS VOCATIONAL TRAINING

EuMA is officially registered with CRKBO (Centraal Register Kort Beroepsonderwijs) as a Dutch Educational Association. The advantage of this is that EuMW is exempt from VAT in the Netherlands. The first registration was given to EuMA on 18 February 2020. The registration must be renewed every four years. CRKBO conducts an audit for this purpose a couple of months before the renewal date.

The November 2023 audit revealed two non-conformities:

1. The Compliance Procedure should be amended so that only complaints that the petitioner believes are not adequately handled by the organizers of an EuMW can be redirected to an independent Complaints Committee for their binding decision.
2. To comply with European legislation, delegates of EuMW have the right to cancel their purchase within 14 days of the day their purchase was agreed without giving any reason.

EuMA must comply to these non-conformities to continue registration in the CRKBO register.

To comply, the amended Compliance Procedure is described in section 1.12 below.

To comply with EU legislation, the EuMW General Terms and Conditions under the conditions for refunds and the EuMW website under Cancellation Policy will contain from EuMW2024 on the following clause:

Withdrawal / Dissolution Rights

Under EU law, you have the right to cancel your purchase within 14 days of the day your purchase was agreed without giving any reason. To exercise this right, inform us in writing to the address below and costs will be fully refunded.

1.12 COMPLAINTS PROCEDURE EUMW

Complaints regarding the governance of the European Microwave Week (EuMW) which, according to the submitters, have not been adequately settled by the organizers of an EuMW, can be filed by e-mail through complaints@eumwa.org for a binding decision by an independent Complaints Committee. Anonymously submitted complaints will not be considered and proof of identity may be requested. The Complaint will be treated confidential. Records of the Complaint and its handling will be kept on file for five (5) years.

The Association will within four (4) weeks of receiving the Complaint decide whether the Complaint is declared admissible, acknowledge the receipt of the Complaint to Complainer and in case of a Complaint that is declared admissible appoint the Complaints Committee. The acknowledgement of receiving the Complaint will include the time period within which it expects to come to a conclusion. If this time period exceeds six (6) weeks, the reason(s) for this will be indicated.

The Complaints Committee will consist of Mr. D.W. Harms (Chair, independent from EuMA) and two members from the following list, such that there is no involvement in matters related to submitted Complaint:

- Prof. L. Perregrini (University of Pavia, Italy)
- Mr. N. Ridler (NPL, United Kingdom)
- Prof. F. van Vliet (TNO, the Netherlands)
- Prof. D. Barataud (XLIM, France)

The Complaints Committee will act independent from the Association, and can seek additional information relevant to the Complaint both within as well as outside the Association. The Complaints Committee will handle the Complaint, investigate its validity and consequences, and indicate corrective actions (if needed) in its concise, written verdict. These corrective actions will be within the limits of the responsibilities of the General Chair of the European Microwave Week, and will be binding on the Association, but will not commit the Association beyond carrying out the actions. The verdict will be communicated to the Complainer and to the President of the Association.

2.0 CONFERENCE CHAIRS 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 Chair.

2.1 CONFERENCE CHAIR

The Conference Chair 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.

Conference Chairs are nominated by the EuMW GC and appointed by the EuMW Steering Committee three years in advance (see 1.4).

2.2 PAPER REVIEW PROCESS AND TECHNICAL PROGRAMME COMMITTEE

The paper review process is probably the most important part of developing a strong program. The review involves 2 EuMW groups/committees: the Reviewer Panel and the Technical Program Committee (TPC), the latter consisting of different subcommittees within each conference, which are devoted to certain technical areas.

The review process can be summarized by the following steps

- Authors submit a summary of their papers to a central EuMW database
- The submitted papers are allocated to technical fields and the respective committees by the TPC chairs (or the conference chair/ vice-chair)
- Each member of the reviewer panel is assigned to one or more TPC subcommittee according to his/her technical expertise. He/she reviews the papers and feeds back scores and comments to the TPC subcommittee.
- A TPC meeting is held. Based on the reviewers' results, the TPC selects the papers to be presented at the conferences. This is usually performed within the subcommittees. TPC meets at the earliest six months before the EuMW.
- Authors are notified of acceptance or rejection.
- Authors of accepted papers submit final version for inclusion in the proceedings and submit copyright statements (handled through a web-based database)
- Proceedings are made available as electronically downloadable files (produced by Causal)

2.2.1 REVIEWERS PANEL

The members of the Reviewers Panel should be experts in one of the conference topics. Also, they must be prepared to handle a workload of 10 ... 30 papers within the given time slot. Typically, a minimum of 300 reviewers is needed to cover the entire set of conference topics and

GC should pass on to their successors their Panels of Reviewers for all conferences with the relevant information (name, e-mail, and speciality) so that this list only needs to be updated every year. The GC indicates which reviewers among the Panel have effectively reviewed papers.

The EuMW team should set up a web-based procedure in order to check availability of the reviewers from last year and new reviewers and update the relevant information.

Reviewers may be offered a one-year free EuMA membership (the procedure has to be checked in advance with EuMA Headquarters).

2.2.2 TECHNICAL PROGRAM COMMITTEE

The primary objective of the Technical Program Committee (TPC) is to ensure that a well-balanced, high quality program is organized and presented at the Conferences. 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 the EuMW Steering Committee 12 months prior to the conference.

TPC meetings are held over a weekend and are organized as virtual meetings. Early contacts to the EuMA Software Officers are mandatory to tailor the paper handling software system to the actual conference needs, see 2.2.5. Ample material of former years like instructions for reviewers and TPC members is available and should be used in order to guarantee continuity from year to year.

TPC duties include:

- a) Review papers for presentation (with the Reviewers Panel)
- b) Select papers to be presented
- c) Organize sessions and select session chairs
- d) Plan and organize workshops, focus sessions, short courses, etc.
- e) Complete conference program
- f) Correspond with authors on acceptance/ rejection
- g) Provide instructions to speakers and session chairs
- h) Select elements of program for publicity (with Publicity Committee & the Contracted Exhibition Organizer)
- i) Recommend Conference Prizes

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

Beyond this the TPC chair is responsible for the following actions (in cooperation with the Publication Chair):

- Organize the TPC meeting: prepare the software for a virtual TPC meeting in close cooperation with the EuMA Software Officers
- Soliciting the final version of the accepted papers to be included in the conference proceedings together with the relevant copyright statements
- Compile the conference proceedings

2.2.3 COMPOSITION OF TPC

The TPC of the EuMW is the union of 3 TPCs that are in charge of the duties described in Section 2.2.2 a-i for each of the Conferences held during EuMW, respectively. The TPC of each conference is again subdivided into Subcommittees, which are devoted to technical fields. These fields

typically are related to the technical areas mentioned in the Call for Papers, the authors are required to allocate to upon submission.

The total number of TPC members is typically 101, including the Chairs 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 101 members is normally divided between the three TPCs as listed in Table 2.1.

Conference	TPC Members
EuMC	63
EuRAD	19
EuMIC	19

Table 2.1 Composition of TPCs of Conferences in EuMW

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. The TPC should include 2 members from the Asia-Pacific region representing the links with APMC conference.

To ensure continuity from year to year operation, the future General TPC Chair and Conference TPC Chairs should be included appropriately as members of the TPC and 50% of the members should continue from one year to the next.

In addition to the TPC composition described in the preceding subsections (see Table 2.1), the GAAS Association may propose extra TPC members for EuMIC, according to the MoU between EuMA and GAAS Association. The number of extra members is typically 2 and must not exceed 6. Expenses for these extra members are kept separately and charged to GAAS Association.

2.2.4 PAPER REVIEW AND SESSION DEFINITIONS

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 focus sessions. Both open call and solicited papers should pass the regular review process described above, only the key-note presentations and those for Special Sessions should be handled separately, as detailed in the following paragraphs.

The definitions for Focus and Special Sessions are:

- Focus Sessions: are reserved for a group of technical/scientific papers that highlight specific new or emerging topics that are gaining importance in the Microwave Community. The topic in these sessions can encompass multiple ideas to illustrate a particular theme and, while not normally in the program, do broaden the scope or advance general understanding. Papers in a Focus Session may be invited and can include introductory or overview material to illustrate the whole picture. All papers in a Focus Session undergo the normal review procedure with suitable allowances for overview or introductory material. They are subject to the normal publication limits and timetables and are expected to be included in the published conference proceedings and IEEEExplore.
- Special Sessions: are reserved for a group of non-scientific papers on a topic of broad interest to the microwave community. These sessions include but are not restricted to, regional overviews, personal or technical anniversaries, significant historical and political milestones. All the papers in a Special Session are invited, not reviewed in the

normal way, but are organised and reviewed by a recognised competent team approved by the EuMW Chair. These papers can be published in the conference proceedings at the discretion of the EuMW chair. Publication in IEEExplore requires a suitable review.

The deadline for submitting 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.

2.2.5 PAPER HANDLING SOFTWARE

As of 2017, a new software is used, covering the entire paper handling process from paper submission to conference program and proceedings compilation.

The modules provided by the software are extended and/or adapted to EuMA needs.

EuMW teams are advised to take into account the software capabilities and limitations early in their planning.

All software-related issues are coordinated by the EuMA Conference Software Officers Matthias Rudolph, Marc van Heijningen, and Cristina Andrei (papermanagement@eumwa.org).

2.3 PUBLICATIONS CHAIR

2.3.1 DEFINITIONS OF THE CONFERENCE PUBLICATIONS

- Call for Papers is a public announcement of a conference 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 Program 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 Programme contains detailed information on the sessions
- The Proceedings are collections of the papers presented at the conference. They are made available as electronically downloadable files (produced by Causal)

2.3.2 DUTIES OF THE PUBLICATIONS CHAIR

The duties of the Publications Chair comprise overseeing the production of all material that is published in relation to the Conference: Conference logo, letterhead and envelopes, Calls for Papers, Programme Booklet, and Smartphone App, Conference Proceedings, Final Program, Session signs and other signage, and Final report.

2.3.3 SOCIAL MEDIA

The Social Media Officer, possibly assisted by the Publication Chair coordinates the Social Media activities of the EuMW team. It is very important to make extensive use of Social Media in order to advertise the event online and get into contact with young professionals especially.

The Social Media Officer is responsible to be in close cooperation with the rest of the team for gathering information to be placed on social media and for alignment of social media posts with overall event planning and goals ensured by chairs and operational officers.

A [report on EuMW2020 Social Media](#) coverage serves as guide for future EuMW social media officers, as it provides details of the entire social media campaign.

Tight cooperation with the EuMA Social Media Editor, Daryna Pesina, will allow for high efficiency of all Social Media activities, including:

- Tailoring social media posts design to the graphical identity of each conference edition. For the latter, original files with the logos and other EuMW designs are needed
- Documenting all texts for possible future use
- Covering EuMW updates via EuMA social media channels.

Please contact Daryna Pesina for more information (darynapesina@eumwa.org) and access to the above mentioned EuMW report.

2.3.4 PROGRAMME BOOKLET, AND SMARTPHONE APP

The Full-Programme and Smartphone App are produced under the supervision of the EuMW Publications Chair. Printing and shipping of the Full-programme is done by Horizon House. Upload of the App to the app stores is done by the App development company. Production schedules for the Full-programme are to be agreed upon with Horizon House. The deployment of the smartphone app commonly takes place 1 ½ months prior to the EuMW.

Program Booklet and Smartphone App contain the following information:

Provided by the EuMW organizing committee members: General information, welcome messages, technical sessions and workshops (downloaded from the paper management system), social events, special events like Women in Microwaves, student events, doctoral school, Automotive and Defence, Security and Space Forum, 5G/6G Forum, etc.

Provided by Horizon House: Housing and registration information, exhibitor floorplans, exhibition information, exhibitor list, exhibitor workshops. In addition, the app contains detailed exhibitor information and a detailed exhibition floorplan.

The EuMW Publications Chair gathers the information to be published from the EuMW team and Horizon House. This information is shared with the graphics designers for the booklets (currently Otani) and with the providers of the smartphone app (currently Eyeled), and negotiates the respective general layouts.

Eyeled has direct online access to the technical session information from the paper management system. Otani is provided with a downloaded file of the detailed programme information.

The EuMW Publications Chair is responsible for proofreading and correction of typos within the EuMW paper database, and for keeping the process to schedule.

Late changes to the programme, like no-show papers can be communicated to the attendees through overnight updates of the App database during the EuMW.

2.3.5 ISBN NUMBERS

The Conference Proceedings need to be identified by an ISBN number (each conference separately). EuMA has available a stock of such numbers. They are available at EuMA Headquarters.

2.4 IEEE TECHNICAL CO-SPONSORSHIPS

EuMA has a multi-year MoU with IEEE societies on technical co-sponsorships for the 3 EuMW conferences, which forms a framework simplifying the application procedure with IEEE and establishing special conditions between EuMA and the IEEE societies. The present MoU covers the years 2021 to 2025. The co-sponsoring IEEE societies are as follows:

- EuMC: MTT and AP
- EuMIC: MTT and ED
- EuRAD: MTT and AP

Note that the MoU does not waive the necessity to submit conference applications for each of the 3 conferences early enough. Before completing the forms please consult the MTT liaison, presently the EuMA Past President, Wolfgang Heinrich. Do not submit any form before having the form checked by him.

The MoU includes certain rules on how to use the IEEE logos, branding and participation of IEEE society representatives to EuMW. For details see Appendix C .

Also, IEEE Intellectual Property Rights (IPR) agrees to give 2021 -2025 EuMIC, EuMC and EuRAD permission to utilize IEEE plagiarism tool (CrossCheck) to ensure the quality of conference papers and review for plagiarism. The costs for the use of the tool is 50 cents (\$0.50 USD) per run.

3.0 FINANCIAL POLICIES FOR EUMW CONFERENCES

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

3.1 FEE POLICY

The following criteria are to be followed in determining the fee structure of EuMW conferences.

3.1.1 GENERAL CRITERIA

Conference fees should be established in such a way as to budget a surplus of 100.000 € (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. To be more specific: EuMA allows the EuMW teams to reduce the expected surplus from 100.000€ to 60.000€, if they use these 40.000€ for delegated benefits like lunch boxes, better coffee, water (bottles), transportation

3.1.2 ACADEMIC AND NON-ACADEMIC DELEGATES

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

3.1.3 LATE, MEMBER AND MULTIPLE REGISTRATIONS

As summarized in the Table 3.1, a system of penalties/ discount is applied with respect to the basic fee (early registration for EuMA members)

Percentage increase for Late Registration	40%
Percentage increase for Non-Members	40%
Reduction for 2 Conferences registered	20%
Reduction for 3 Conferences registered	30%

Table 3.1 Penalties/Discounts Overview

3.1.4 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 address) to include also senior persons aged 65 years of more. Reduced fees are also implemented for special categories (i.e. grantees) as detailed below.
- Basic fee is applied for GAAS, IET, and IEEE society members.
- Free registration is offered to the recipients of Distinguished Service Award, Outstanding Career Award, and Pioneer Award.
- Session Chairs are not entitled to free registration.
- Authors of solicited papers presented in a focus session are not entitled to free registration.
- TPC members are not entitled to reduced fee.

As summarized in the Table 3.2, the following discounted or complimentary fees are allowed (the General Chair having discretion in dealing with cases of hardship):

- The EuMA BoD (10) and Affiliates to the BoD (9) (Past President, the Publication Officer, the EuMW Officer and the Software Officers, as well as EuMA Headquarters People (Honorary Secretary, Secretary Emeritus, Assistant to the President, Headquarters Assistant, EuMA Booth Assistants) would be entitled to an "Access all Areas" badge.
- EuMW Core Team (11) would be entitled to an 'Access all Areas" badge.
- The EuMA GA would be entitled to reduced fee registration for all EuMA Conferences

- Members of the EuMW Steering Committee would be entitled to reduced fee registration for the Conference they are appointed for.
- Individual Conference Chairs and TPC Chairs/ co-Chairs would be entitled to free registration 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.

3.1.5 CANCELLATION POLICY

- Full refund 60 days before start of event
- 50% refund 30 days before start of event
- No refund less than 30 days before start of event

3.1.6 SUBSTITUTION POLICY

Substituting the name of a registered employee of a given company by another name of the same company can be allowed.

3.1.7 WORKSHOPS AND SHORT COURSES

Free registration to workshops and short courses is granted to:

- Conference Chair
- Conference Operational Officer
- Up to two organizers of the workshop or short course
- Workshop speaker (one per paper)

	EuMC	EuRAD	EuMIC	EuMC WS	EuRAD WS	EuMIC WS	DSS Forum	Autom. Forum	5G/6 G
EuMA BoD (10), Affiliates to the BoD (9)	Free	Free	Free	Free	Free	Free	Free		
EuMW Core Team (11)	Free	Free	Free	Free	Free	Free	Free		
EuMA General Assembly	Reduc.	Reduc.	Reduc.						
EuMW Steering Committee	Reduc.	Reduc.	Reduc.						
EuMC Chair and TPC Chair / co-Chair	Free						Free		
EuRAD Chair and TPC Chair / co-Chair		Free					Free		
EuMIC Chair and TPC			Free				Free		

Chair / co-Chair									
Distinguished Service Awardee	Free	Free	Free	Free	Free	Free	Free		
Outstanding Career/ Pioneer Awardee	Free	Free	Free	Free	Free	Free	Free		
APMC Speaker (3)	Free								
Senior and Student	Reduc.	Reduc.	Reduc.	Reduc.	Reduc.	Reduc.	Free		
EuMC Plenary Speaker (max 6)	Free								
EuRAD Plenary Speaker (max 4)		Free							
EuMIC Plenary Speaker (max 4)			Free						
EuMC Work Shop Organizer (2)				Free					
EuMC Work Shop Speaker (1/p)				Free					
EuRAD Work Shop Organizer (2)					Free				
EuRAD Work Shop Speaker (1/p)					Free				
EuMIC Work Shop Organizer (2)						Free			
EuMIC Work Shop Speaker (1/p)						Free			
DSS Forum invited speakers		Free					Free		

Automotive Forum Org.								Up to 4 Free	
5G/6G									Up to 2 free

Table 3.2 Reduced fees and free registrations

3.2 SEED MONEY

The EuMW GC may receive seed money from the EuMA Treasurer well in advance. Larger amounts may be given upon motivated request subject to EuMA Treasurer approval. The seed money will be budgeted in the EuMW accounts. The detailed procedure for the EuMW bookkeeping is described in 3.6 'EuMW Bookkeeping Procedure'.

3.3 GRANTS AND FUNDS TO HELP ATTENDANCE

Grants are established by EuMA to promote participation in the EuMW

3.3.1 EUMC STUDENT GRANTS

Fourteen Student Grants per year established to promote student participation in the EuMC. The value of the grants is €750 plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMC Chair.

3.3.2 EUMIC STUDENT GRANTS

Six Student Grants per year established to promote student participation in the EuMIC. The value of the grants is €750 plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMIC Chair.

3.3.3 EURAD STUDENT GRANTS

Five Student Grants per year are established to promote student participation in the EuRAD. The value of the grants is €750 plus a voucher for complimentary attendance at the conference. The grants are decided by the EuRAD Chair.

3.3.4 GRANTS FOR NIS, AFRICA AND MIDDLE EAST COUNTRIES

Twenty five 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 €750 plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMW General Chair.

The NIS, Africa and Middle East Countries are: Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Algeria, Egypt, Jordan, Lebanon, Libya, Mauritania, Morocco, Syria, and Tunisia.

3.3.5 BUDGET AT THE DISCRETION OF THE GENERAL CHAIR

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

3.3.6 BUDGET AT THE DISCRETION OF THE EUMA PRESIDENT

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

3.3.7 SHARING OF THE STUDENT GRANTS

Sharing the total 25 Student Grants as described in Sec. 3.3.1 – 3.3.4 is recommended. The EuMW GC may however decide to distribute these grants differently among the various Conferences, according to requests from Conference Chairs.

3.3.8 APPLICATIONS FOR STUDENT GRANTS

Applicants for a Student Grant must be aged 30 years or younger at the first day of the EuMW, be full time student (i.e. undergraduate or PhD student) and they will be asked to provide a supervisor email address.

3.4 MEETING EXPENSES

The EuMA BoD normally meets three times a year, namely in March/April, June/July and September/October. In addition, virtual meetings will be organized roughly every 6 weeks. The procedure for reimbursing expenses to BoD members and equivalent can be found as an annex in the EuMA Booklet

The EuMA GA meets twice a year, namely in March/April (virtual meeting) and September/October (in person).

The EuMW StC normally meets twice a year, namely in March/April (virtual meeting) and September/October (in person).

The EuMW TPCs meet once a year, namely in April/May. The TPC meeting is organized as a virtual meeting.

Committee members receive financial support for travel expenses upon request 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.

Sharing Meeting Expenses between EuMA, EuMW, and Associations:

1. The procedure is such that one single EuMA/EuMW officer checks the validity of a given invoice. The EuMA or EuMW treasurer keeps originals, respectively.
2. The procedure is intended to be unambiguous about how to share.
3. Paying the cost of hotel room expenses in general implies the cost of a one-person room. The extra-cost for a guest room and breakfast, if any, is a private expense, not paid by EuMA/EuMW.
4. Individual attendees pay private expenses before leaving the hotel.

3.4.1 INVITATIONS OF EUMW TEAMS TO EUMA MEETINGS.

Starting 2 years before their EuMW and in the year of their EuMW, the full team of a EuMW is invited to attend the April/May StC/GA Meeting (virtual), and the September/October StC/GA Meeting (in-person). The full team is considered to be the General Chair, EuMC Chair, EuMIC Chair, EuRAD Chair, Workshop Chair, TPC Chair, Treasurer, and Operational Officer. The General Chairs are invited to present a high-level summary to the GA and StC members at these occasions.

In addition, the General Chair and the Operational Officer of a EuMW are also invited to attend the March/April BoD Meeting, starting 3 years before their EuMW takes place. Further, the General Chair and the Operational Officer of the previous EuMW are invited to the March/April BoD meeting to present a final report on their EuMW.

3.4.2 SHARING MEETING EXPENSES

Expenses related to the organization of such meetings and for supporting the participation of committee members are shared among EuMA, EuMW, and Related Associations as detailed in Table 3.3

3.4.3 BOARD OF DIRECTORS MEETINGS

EuMA BoD members are entitled to be reimbursed for travel expenses + 2 nights of accommodation per person for the March/April, June/July meetings. For the September meeting, they are entitled to 3 nights of accommodation.

3.4.4 GENERAL ASSEMBLY MEETINGS

EuMA GA members attending the September/October meeting are entitled to 2 nights of accommodation per meeting, while travel expenses are generally not covered.

3.4.5 STEERING COMMITTEE MEETINGS

EuMW StC members are entitled to be reimbursed for travel expenses plus 2 nights of accommodation per person for September/October meetings.

3.4.6 TECHNICAL PROGRAM COMMITTEE MEETING

For the virtual TPC meetingweekend, the TPC Chairs, the Software Officers and selected team members usually join in a common location in order to organize and control the TPC Subcommittees activities tightly. The travel, meeting and accommodations expenses are covered by the EuMW budget.

3.4.7 HANDOVER MEETING EXPENSES

A EuMW Treasurer Handover meeting is organized every year by the EuMW Officer together with the EuMA Treasurer, about 8 – 9-months prior to the EuMW. This meeting will be organized as a virtual meeting.

More general EuMW Handover meetings are held over the year, please see Appendix B for all details. The BoD decides about these meetings: number of meetings, invitations, and payment of expenses.

	Paid by
March/April Meeting (BoD Meeting, EuMW teams, Handover Meeting)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms, including BoD, EuMA observer(s), Publication-, EuMWeek-, and Software- Officers: 2 or 3 nights EuMW Teams: 2 nights	EuMA
Travel expenses for BoD members, and special guests invited by EuMA President	EuMA
Travel expenses for Publication-, EuMWeek-, and Software- Officers	EuMA
Travel expenses for invited General Chairs and Operational Officers	EuMA

September / October Meetings (GA, BoD, StC, EuMW teams & Handover Meeting)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms for BoD, EuMA observer(s), Publication-, EuMWeek- Officer: 3 nights GA, StC: 2 nights EuMW teams and Software Officers: 2 nights	EuMA
Travel expenses and extra nights for BoD members, Publication-, EuMW-, and Software Officers, if requested	EuMA

European Microwave Week	
EuMA Awardees (2): free registration to EuMW invitation (2 pers.) at Welcome Reception personal travel expenses accommodation for up to three nights (double room if requested)	EuMA
APMC Speaker (3): free registration to EuMC invitation (2 pers.) at Welcome Reception accommodation for up to 3 nights (double room if requested)	EuMA

Table 3.3 Sharing Meeting Expenses

3.5 DUTIES OF EUMW TREASURER

The EuMW treasurer is submitted to the authority of the GC, who appointed him. He/she is also submitted to the authority of the EuMA Secretary, in particular to comply with the EuMA constraints for fulfilling its legal obligations in Belgium, and also of the EuMW Officer, in particular for establishing the EuMW Budget and Final Results together with the GC and the EuMA Secretary.

For transferring funds to an individual person (e.g. student helpers, ...), the treasurer shall use a specific form and not the EuMA expense form. This form requires the full postal address and the email address of the individual, which are mandatory for the Belgian administration, in particular for individuals receiving a EuMW/EuMA Prize, like for instance a Student Prize. They are mandatory also for student helpers. EuMA indeed has to establish in all those cases a fiscal file, requiring full postal address, sent to both the individual and the Belgian administration. Local legal obligations have to be investigated before transferring money to an individual person in any case.

Specific duties are the following:

- a) An elementary cash-flow bookkeeping of the local EuMW account recording all transactions should be maintained by the EuMW Treasurer and reported to the EuMA 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.
- b) This local bookkeeping is held in one single currency, EUR or GBP.
- c) Every single transaction however small it may be, is to be recorded separately. Transactions are numbered one by one. 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.

d) The 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 the EuMA current account (see 3.6.e).

e) A detailed “Cash Account” (xls file) should record all cash transactions (e.g. poster printing, cash transfer from HH, etc.), with the corresponding original justification (receipt, invoices, etc.). The final cash result should be transferred to the local account and the document sent to EuMA.

f) A monthly bank statement should be requested from 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.

g) Every four months, the monthly bank statements, along with the listing of numbered transactions and corresponding original justifications, are sent by the EuMW Treasurer to the EuMA Treasurer.

h) Furthermore, a monthly bank statement, along with the listing of numbered transactions and corresponding original justifications, will be sent by the EuMW Treasurer to the EuMA Treasurer, at the end of the month of September, October, and November of the EuMW year, to avoid EuMA HQ receiving too many documents in January which is its busiest month of the year.

3.6 EUMW BOOKKEEPING PROCEDURES

EuMW bookkeeping procedures are based on recommendations established by the EuMA professional auditor in 2005, and used with success since then.

They are also based on experience.

a) A EuMW bank account is to be opened in the name of
European Microwave Association aisbl

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) The local EuMW account is to be opened the year before the conference and closed as soon as possible after the end of the conference to avoid extension over more than two calendar years.

c) The EuMW account should have two signatories: the EuMW Treasurer and the EuMA Treasurer or his/her representative designated by BoD, acting independently. The EuMW Treasurer manages the account.

d) The EuMW local bookkeeping is part of the legal EuMA bookkeeping and is subject to Belgian law.

e) Registration fees for EuMW Conferences are deposited in the EuMA Registrations account in Belgium. Both Contracted Exhibition Organizer and EuMA have access to this account. There is a MoU between EuMA and the Contracted Exhibition Organizer (presently 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 aisbl

Rue Louis de Geer 6
B-1348 Louvain-la-Neuve
Belgium

VAT number: BE 0464 401 356

If estimated to be useful, another name may be added to the *EuMA* name

g) *EuMA* requests assistance on local VAT issues from a professional tax advisor. There is a consensus that VAT, when due, is due in the country where the event is organized. *EuMA* has received advice from VAT experts for several years. The *EuMA* Treasurer is available for some more information on this. If the registration fees of the conference are subject to VAT, a local accounting company has to be hired for local VAT declaration.

h) Each *EuMW* Treasurer who disposes of a *EuMA* local account must forward to the *EuMA* Treasurer, a yearly bank statement as of 31 December of every year, along with the listing of numbered transactions and corresponding original justifications.

4.0 CONFERENCES IN EUMW

4.1 PROCEEDINGS OF CONFERENCES AND WORKSHOPS

4.1.1 PROCEEDINGS OF CONFERENCES

By “TPC Chair” is here understood either the General TPC Chair, if any, or a Publication Officer especially appointed by the General Chair to be the contact with Causal, that presently produces the EuMW Proceedings.

The TPC Chair collects any author change request and the list of no-show papers, and sends these to Causal, which accommodates the changes.

Causal finalizes the IEEE Xplore file set and ensures that the no-show papers are marked, so that they can be suppressed on IEEE Xplore as recommended by IEEE policy.

Causal obtains the approval of the file set from the local TPC Chair before sending it to IEEE, on the basis of a short summary report generated by Causal.

The TPC Chair ensures that papers of “Common Sessions” are listed only once in the IEEE Xplore file.

Causal sends the file set directly to IEEE, with a backup copy to EuMA Headquarters. Causal copies to the Chair of the Publication Committee any correspondence it may have with IEEE.

The TPC Chair sends to Causal the IEEE Letter of Acquisition for each of the Conferences as soon as he/she receives them.

4.1.2 PROCEEDINGS OF WORKSHOPS

All Workshop materials are made available as electronically downloadable files.

4.2 THE EUROPEAN MICROWAVE CONFERENCE (EUMC)

4.2.1 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 linearization 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.

4.2.2 EUMC SESSIONS AND WORKSHOPS SCHEDULE

The EuMC will occupy not less than three days, typically from Tuesday through Thursday, while Sunday, Monday, and/or Friday will be devoted to EuMW Workshops. If it is necessary to accommodate more sessions, Monday afternoon can be used as a 4th day for EuMC sessions. In this case workshops will be only on Sunday, Monday morning, and Friday.

4.2.3 APMC – EUMC SPEAKERS EXCHANGE

According to the agreements with APMC, a special session with invited speakers proposed by APMC is to be included in the program. Prof. Luca Perregrini is the point of contact for the EuMW

team.

The approved procedures for APMC – EuMC Speakers Exchange can be found in Appendix D

4.3 THE EUROPEAN RADAR CONFERENCE (EURAD)

4.3.1 SCOPE OF EURAD

EuRAD is dedicated to a broad range of radar related topics, ranging from target and natural environment observation and radar-specific analogue/digital microwave technologies to radar system design and applications.

The objective of the EuRAD conference is to provide an open forum for the presentation and discussion of current advances in radar technology, associated 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.

4.3.2 EURAD SESSIONS AND WORKSHOPS SCHEDULE

EuRAD will occupy two full days, typically from Wednesday morning till Friday noon. Wednesday morning and Friday afternoon will be devoted to EuRAD workshops.

4.4 THE EUROPEAN MICROWAVE INTEGRATED CIRCUITS CONFERENCE (EUMIC)

4.4.1 SCOPE OF EUMIC

EUMIC focuses on semiconductor devices and integrated circuits for RF, microwave, millimetre-wave and THz frequencies, including but not limited to physical fundamentals, advances in material technology, process development and technology, device fabrication, testing and reliability, physic-based and empirical-behavioural modelling of microwave and optoelectronic devices, thermal simulation and packaging of high power devices, integrated solid-state circuits, characterization methodologies and high volume manufacturing.

EUMIC deals in particular with the design of devices and monolithic ICs based on GaN, RF CMOS and SiGe, GaAs, InP, SiC, SOI, graphene and other semiconductor materials. Other topics are MEMS fabrication technology and other emerging semiconductor technologies.

Special emphasis will be given to applications covering the field of wireless, telecommunications (RF, microwave and optical), automotive, sensors, military and space.

EUMIC is driven by solutions for volume manufacturing in the semiconductor industry.

4.4.2 EUMIC SESSIONS AND WORKSHOPS SCHEDULE

The EUMIC will occupy two days, typically Monday and Tuesday. Sunday and, if necessary, Wednesday morning will be devoted to EUMIC workshops.

4.5 THE DEFENCE, SECURITY AND SPACE FORUM

4.5.1 SCOPE

The Defence, Security and Space (DSS) Forum is a one-day forum, focusing on a special topic and has become an essential part of the EuMWeek including its high industrial participation. The forum will typically be on Wednesday, in the middle of the Week, in order to have maximum synergy with the exposition and the related conferences.

The Defence, Security and Space Forum is jointly organised by EuMA and by Horizon House / Microwave Journal (HH/MWJ).

The Forum addresses Safety, Security and Defence issues in a broad sense and features the EuMW Defence/ Security Executive Forum. Every year will be dedicated to a new “hot” and appealing topic.

Regarding the format, the DSS Forum typically consists of dedicated sessions and a plenary forum discussion with executives from governmental agencies, from science institutes and from leading industries. The dedicated sessions are complementary to scientific conference papers and will therefore feature tutorial-like presentations by recognised speakers.

The goal of the DSS Forum is to attract new (local) industry and participants that did not come before; to attract new (local) exhibitors by giving them exposure; and to provide new exclusive information that attendees “cannot get anywhere else”. Additional goals are to create a link between industry – policy makers – science; to improve the external profile of the EuMW; and to increase the impact and quality of the EuMW.

4.5.2. THE YEARLY TOPIC

For reasons of consistency and recognisability the title of the event is the Defence, Security and Space Forum. However, every year is dedicated to a special “hot” topic. This topic should be appealing for industry and sponsors and should particularly reflect local industrial activity.

The yearly subtitle of the event should reflect the yearly topic.

The topic will be presented to and agreed with the ILC (Industrial Liaison Committee) 1 year before the event.

4.5.3 THE FORMAT

Lessons learned from the start of the Forum in 2010 indicate that the most appreciated outline for the program is:

- Early Morning session – EuRAD Opening Session, organised by EuRAD
- Late Morning session – First Special session with invited speakers, organised by DSS team
 - The late morning session has a tutorial flavour and typically consists of 2-4 recognised speakers.
- Lunch & Learn Session – Funded session including box lunch, organised by HH/MWJ
- Early Afternoon Session – Microwave Journal Industry Panel Session, funded and organized by HH/MWJ
- Late Afternoon Session – the Executive Forum Panel Session, organised by DSS team
 - The forum discussion consists of 4-5 executive speakers by preference from industry and government, each with a 15-20 minute challenging presentation, followed by a panel discussion
 - This session needs by preference a well-known external moderator.
- Cocktail Reception – funded drinks and snacks organised by HH/MWJ

Time slots of the sessions are in line with the regular paper sessions and coffee breaks. The individual presentations are not synchronized with the time slots of the papers in the regular sessions.

All presentations are by invited authors. The costs of travel and hotel accommodation of invited authors will in principle not be reimbursed. A call for abstracts/papers shall not be distributed to guarantee the high quality and a line-up of professional speakers. Authors will be offered a

free registration to EuRAD and the exhibition. Additional incentives to the authors could be considered, like a dinner by invitation only, or a free entrance to another EuMW social event.

All sessions throughout the day will be in the same room, which is in principle the room allocated for the EuRAD opening.

Signage outside the room and banners inside this room are organised by HH/MWJ.

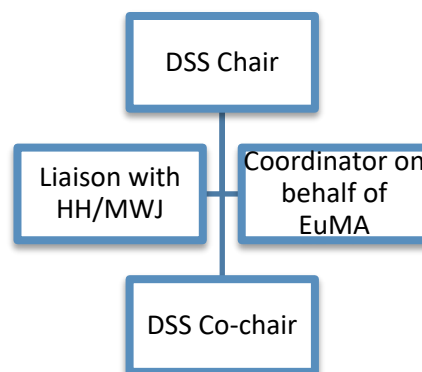
The line-up of speakers shall be announced in the Programme book (if possible). Other requirements for the Programme book are:

- A 1-page summary with a detailed programme overview; and
- The Forum shall appear in all time tables (detailed daily time schedule and the summary time tables at the end)

All presentations will be made available after the event in the Knowledge Centre on the EuMA website and on the Microwave Journal website.

4.5.4 THE TEAM

The organisational structure of the DSS team is shown in the following diagram:



The DSS Chair and DSS co-chair are proposed by the General Chair and appointed at least 2 years prior to the event. A coordinator will be appointed on behalf of EuMA BoD to guarantee consistency from year to year. HH/MWJ will appoint a liaison officer on their behalf.

4.5.5 THE FEE

The DSS Forum is considered as a gift to the participants of the EuMW, therefore a small token registration fee, which should be kept fairly low, will be asked from all attendees. A different fee between paid registered attendees from the conferences and attendees from the exhibition/exhibitors may be considered. Visitors and other external guests are welcome, at an appropriate fee, however, which may be subject to preregistrations.

4.5.6 SPONSORS

The additional costs for the DSS like signage, banners, flyers, interviews, video recordings, advertisements, lunch boxes and cocktail reception are covered by sponsors. Sponsorship is the responsibility of Horizon House / Microwave Journal.

4.6 THE AUTOMOTIVE FORUM

4.6.1 SCOPE

The Automotive Forum is an exclusive one-day forum. It provides an open platform for industrial experts to discuss technical aspects and market issues in the area of microwaves in automotive industry. The forum consists of a good mix of technical presentations, panel discussions as well as networking time. The forum mainly addresses technical experts from automotive industry throughout the whole supply chain. The speakers will present their views on special technical solutions as well as regulatory or strategic issues.

4.6.2. ADVISORY BOARD

The advisory board consists of about 5-10 experts (mainly from industry) in the area of microwaves in automotive applications and has the responsibility to decide on the topics and speakers of every years' automotive forum. Members of the advisory board are selected for two-year terms by the BoD based on recommendations e.g. by the advisory board.

4.6.3 THE FORMAT AND TOPICS

The topics are decided by the advisory board according to whatever is most actual in automotive industry. The first 2 forums in 2019 and 2020 were solely on automotive radar but in a long term other topics should be covered to adjust to what the industry needs. The format is not fixed but time slots of the sessions should be in line with the regular paper sessions and coffee breaks. The individual presentations are not synchronized with the time slots of the papers in the regular sessions.

Most or all presentations are by invited authors. The costs of travel and hotel accommodation as well as the fee of invited authors will in principle not be reimbursed. The event includes a networking dinner for all participants. The forum should take on Tuesday to provide an optimal connection to EuRAD since this is the most interesting EuMW conference for participants of the forum. The networking dinner should take place on Monday evening.

Signage outside the room and banners inside this room are organised by HH/MWJ.

The line-up of speakers shall be announced in the Programme book (if possible). Other requirements for the Programme book are:

- A 1-page summary with a detailed programme overview; and
- The automotive forum shall appear in all time tables (detailed daily time schedule and the summary time tables at the end)

All presentations will be made available after the event to all participants of the automotive forum. There are no papers.

4.6.4 THE TEAM

The automotive forum is mainly a networking event which requires continuity and a strong network. Therefore, the organizational team should not be completely replaced every year. The organizational team consists of a chair, a EuMA coordinator (who could be one of the chairs) and as many co-chairs as required. One co-chair should be from the local EuMW team to ensure a good link to the local organization. The AF chair and the co-chairs are appointed by the advisory committee in coordination with the General Chair. Typically, 1-2 members of the Advisory Board will be chairs of the forum. The local co-chair is proposed by the General Chair. All chairs are

appointed at least 2 years prior to the event. The EuMA coordinator will be appointed on behalf of EuMA BoD on a rather long-term basis to guarantee consistency from year to year.

4.6.5 THE FEE

The automotive forum is considered as an exclusive networking event for automotive industry, therefore a rather high registration fee will be asked from all attendees without student reduction. A reduced fee in connection with a conference registration should be offered.

4.7 5G/6G FORUM

4.7.1 SCOPE

The Forum is organized as a one-day forum and aims to provide an open platform for industrial and academic experts to discuss technical aspects and market issues in the area of wireless communications, which at this moment is focused on 5G/6G, but will move towards 6G. The agenda of this day includes several presentations ranging from system/application level, standardization, spectrum management towards more specific presentations on microwave and antenna components and concepts.

4.7.2 ADVISORY BOARD

The advisory board consists of about five experts (from industry and academia) in the area wireless communications. The expertise of the advisory board should cover both system- as well as component-level expertise. Members of the advisory board are selected per EuMW edition.

4.7.3 THE FORMAT AND TOPICS

The 5G/6G Forum consists of a mix of technical presentations, posters, demo sessions and a panel discussion. In the technical presentations industrial experts will address 5G/6G strategic and market needs and they will explain how these are addressed with technology solutions. A poster and demo session during the lunch allows research projects to show their advances in trials with new 5G/6G technology and it will form an excellent opportunity for networking.

Programme template

- 9:00 – 11:30 Presentations, part I (invited)
- 11:30-12:00 Pitches of posters and demo sessions that will be given during lunch
- 12:15-13:45 Lunch combined with posters and demo session.
- 13:45-15:15 Presentations, part II (invited)
- 15:15-15:45 Panel discussion with the speakers of the day
- 15:45-16:00 Chairman closing remarks

The topics and speakers are proposed by the advisory board and should include fresh material as compared to previous versions. The lunch break is used to increase the interaction by including a poster session in which (mainly) young PhD students present relevant on-going research within the area of wireless communications focused on the scope of EuMW. Next to this we have several demo's available, for example about new test equipment and live demonstrations of 5G/6G prototypes. All presentations are by invited authors. The costs of travel and hotel accommodation as well as the fee of invited authors will in principle not be reimbursed. The event includes a networking dinner for all participants, organized on the evening before the actual 5G/6G Forum takes place. The forum could take place on Friday.

Signage outside the room and banners inside this room are organised by HH/MWJ.

The line-up of speakers shall be announced in the Programme book (if possible). Other requirements for the Programme book are:

- A 1-page summary with a detailed programme overview; and
- The 5G/6G forum shall appear in all time tables (detailed daily time schedule and the summary time tables at the end)

All presentations will be made available after the event to all participants of the forum. There are no papers.

4.7.4 THE TEAM

The organizing team should include a mixture of industrial and academic experts. One co-chair should be from the local EuMW team to ensure a good link to the local organization. The Forum chair and the co-chairs are appointed by the advisory committee in coordination with the General Chair. Typically, 1-2 members of the Advisory Board will be chairs of the forum. The local co-chair is proposed by the General Chair. The EuMA coordinator will be appointed on behalf of EuMA BoD on a rather long-term basis to guarantee consistency from year to year.

4.7.5 THE FEE

The fee for the forum should be limited to max 100 Euro. A reduced fee in connection with a conference registration should be offered.

4.8 TRADE MARKS

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

4.9 NO-SHOW AUTHORS

The GC should pass on to his/her successors a list of persistent no-show authors.

5.0 EUMA MOU'S

5.1 MOU BETWEEN EUMA AND EURAAP

EuMA and EurAAP have signed a MoU on technical collaboration and mutual promotion of their conferences and have founded a Joint EuMA and EurAAP Committee on Active Array Antennas.

The EuMW teams should contact the EuMA BoD representatives in this committee 12 months prior to their EuMW event and discuss possible EurAAP contributions, like TPC members representing the EurAAP Community, selected Invited Speakers or Special Sessions. Details are listed in Appendix E.

EuMA representatives and points of contact are currently Prof. Renato Lombardi and Prof. Thomas Zwick.

5.2 MOU BETWEEN EUMA AND MIKON

Details of the MoU between EuMA and MIKON are listed in Appendix F

5.3 MOU BETWEEN EUMA AND ESTEC

Details of the MoU between EuMA and ESTEC are listed in Appendix G

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 Contracted Exhibition Organizer 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 sponsors, as detailed in the following sections. Rules for establishing and awarding the Prizes are proposed by the Awards Committee (see EuMA booklet) and approved by the BoD.

In order to coordinate the different activities, the EuMA President should have the final responsibility for obtaining sponsorship of awards, grants and prizes, and also for maintaining relations with the companies that sponsored awards, grants, and prizes. This applies mainly to the conference-related prizes and awards described in the following subsections 6.3 to 6.7. The role of the President is to align the different activities, to avoid double efforts and to allow for long-term relationships with the sponsors. It should not at all prevent conference chairs and others from activities to raise sponsorships.

The Awards are announced in the Programme Book of the same year, prior to the Awards Ceremony.

The EuMA medals are produced in Warsaw, Poland. As soon as the names of the Award winners are known, the Award Committee Chair orders the medals, and pictures of the medals, to use during the Opening Ceremony.

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 can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its virtual January meeting.

7.2 THE OUTSTANDING CAREER AWARD

7.2.1 TERMS OF REFERENCE

The Award is given in alternate years 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 can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its January meeting

7.3 THE PIONEER AWARD

7.3.1 TERMS OF REFERENCE

The Award is given in alternate years to recognize an individual who is responsible for a noteworthy advance in the field of microwaves which has had a lasting and significant effect on the microwave community. The Award is presented during the European Microwave Week opening session. The Award consists of a bronze medal carrying the name of the Awardee.

7.3.2 DEADLINE FOR NOMINATIONS

Nominations can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its January meeting.

7.4 THE DISTINGUISHED LEADERSHIP AWARD

7.4.1 TERMS OF REFERENCE

The Distinguished Leadership Award is to recognize an individual who has demonstrated outstanding leadership for the benefit of the microwave community and, in particular, for the transformative benefit of the EuMA or European microwave industry’.

The DSA and DLA become biennial awards alternating in the same way as the OCA and Pioneer Award. The DLA will be awarded during EuMW2022 in Milan, Italy, for the first time.

7.4.2 DEADLINE FOR NOMINATIONS

Nominations can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its January meeting.

7.5 THE ROBERTO SORRENTINO PRIZE

7.5.1 TERMS OF REFERENCE

This annual Prize recognizes an outstanding young professional who has distinguished technical microwave achievements (not on a single paper), which may include technical papers in Journals and Events, sponsored by companies or centres. The technical achievements may include services as a committee member for these Journals and/or Events. A nominee must be a member of the EuMA and no more than 38 years of age at the time of nomination deadline (i.e. not having reached their 39th birthday). To help bridge the gender gap in the microwave community however, this deadline is postponed by one year per child for women that have had children.

7.5.2 DEADLINE FOR NOMINATIONS

A nomination must be made by a EuMA member (not a student member) who has known the nominee for more than 2 years. Self-nomination is not allowed.

Nomination deadline is 15 June. The Roberto Sorrentino Prize will be presented at the Opening Session of the subsequent European Microwave Week.

7.6 CERTIFICATE OF APPRECIATION FOR EUMW GENERAL CHAIR

A simple Certificate of appreciation is presented to each General Chair in recognition of Distinguished Service as General Chair of the European Microwave Week in the Awards ceremony of the next European Microwave Week. The template is prepared at HQ.

7.7 BEST PAPER PRIZE OF THE MICROWAVE JOURNAL

The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies presents a certificate to the Best Paper winner(s) in the Awards ceremony of the European Microwave Week.

7.8 CONFERENCE PRIZES

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.

7.8.1. SELECTION PROCESS

Selection is based entirely on the material submitted – abstract, full paper and presentation. Criteria for selection are the same as those used by the reviewers – originality, value, clarity/quality, and interest to Community.

7.8.2 ORIGINALITY

Papers already presented at other Conferences are not eligible unless substantially revised before re-presentation.

7.8.3 EXCLUSIONS

The Prize is an international award with no restriction as to age or nationality. Members of the TPC, excluding the Conference Chair, the co-Chair, TPC Chair, and Conference Operational Officer, are eligible provided they are not party to the decision making.

7.8.4 PRIZE VALUES AND CERTIFICATES

The value of each Conference Prize can be found in Table 7.1. Each prize winner will also be entitled to a one-year free EuMA membership.

7.8.5 CERTIFICATES

A Certificate is presented to each Prize Winner. The Certificate templates are prepared by EuMA Headquarters and brought to the EuMW. Each Prize Committee adds the names and the Chair signature to complete the Certificate. It is recommended that someone with a nice writing hand print the names neatly and clearly.

7.8.6 PRIZE PRESENTATION

Presentation of the Prize usually takes place at the closing session of the relevant Conference.

7.8.7 SPONSORSHIP OF PRIZES

The Prizes are funded by either EuMA or a sponsor and shall exist as long as this funding is provided.

7.9 YOUNG ENGINEER PRIZES

7.9.1 DEFINITION

“Young Engineer Prizes” (YEP) 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.

7.9.2 EXCLUSIONS

The YEP is an international award. Members of the TPC, excluding the Conference Chair, co-Chair, TPC Chair and Conference Operational Officer, is eligible provided they are not party to the decision making.

7.9.3 ELIGIBILITY

Eligible candidates must be aged 30 years or younger at the first day of the EuMW; be the first author of a paper accepted for inclusion in the program 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 first author must have a major contribution in the work reported. The number of co-authors of the paper is not limited.

The YEP eligibility is handled via electronic statements (check boxes) during paper submission. No paper forms are submitted for the YEP eligibility, anymore, and therefore also no signatures of co-authors. However, in case of reasonable doubt, written and signed statements regarding the YEP eligibility may be requested.

7.9.4 ORIGINALITY

Papers already presented at other Conferences are not eligible unless substantially revised before re-presentation.

7.9.5 SELECTION PROCESS

Selection is based entirely on the material submitted- abstract, full paper and presentation.

7.9.6 SELECTION CRITERIA

Criteria for selection is the same as those used by the reviewers – originality, value and method.

7.9.7 PRIZE VALUE

Each Prize is valued at 2.000 € plus a one-year free EuMA membership.

7.9.8 PRIZE PRESENTATION

The YEP is awarded at each Conference. A Certificate is presented to each Prize Winner. Presentation of the Prize usually takes place at the closing session of the relevant Conference.

7.9.9 CERTIFICATES

The Certificate templates are prepared by EuMA Headquarters and brought to the EuMW. Each Prize Committee adds the names, and the Chair signature to complete the Certificate. It is recommended that someone with a nice writing hand print the names neatly and clearly.

7.9.10 SPONSORSHIP OF PRIZES

The YEPs are funded by either EuMA or a sponsor and will exist as long as this funding is provided.

7.10 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.

7.10.1 COMPOSITION OF CONFERENCE PRIZE COMMITTEE (CPC)

During the TPC meeting, Conference Prize Committees for each Conference are composed of at least 5 members, selected from among the TPC and StC members, and chaired by the relevant Conference Chair.

7.10.2 TASKS OF CPC CHAIR/SECRETARY

The GC appoints a Prize Chair/Secretary for all the CPCs. The tasks of the Chair/Secretary are:

- a) Coordinate the actions of the three CPCs during the TPC meeting.
- b) Monitor the over-all process of Prize Awarding (including the timing of conference Chairs' activities related to their Conference Prize Committees).
- c) Organize and prepare the list of nominees to be sent to the Conference Chairs at the various stage of the Prize Selection procedure.
- d) Complete the set of documents (Certificate –template EuMA HQ, Letter of the EuMA Secretary-Treasurer, any EuMA gift, if applicable, and any other document that may be edited by the EuMW team) for the Conference closing session.
- e) If requested by the GC, moderate the Prize ceremonies.

7.10.3 PAPER SELECTION PROCESS AT TPC MEETING

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.

7.10.4 PAPER SELECTION PROCESS AT THE TPC MEETING

First evaluation step. At the end of the TPC meetings, each sub-Committee (SC) should make two nominations (one for the Conference Prize, one for the Conference YEP). If the number of nominations per prize resulting from this procedure is below 10, the procedure is to be modified in a suitable way. 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).

7.10.5 LONG LIST OF NOMINATED PAPERS

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 7.9.2).

7.10.6 INTERMEDIATE EVALUATION STEP

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.

7.10.7 FINAL EVALUATION STEP; SHORT LISTS.

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 (Form available upon request to EuMA Headquarter). 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.

7.10.8 INFORMATION OF PRIZE CANDIDATES

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 YEP fulfils the conditions according to Sec. 7.8.3. The nominees specifically are invited to attend the Conference Closing Session.

7.11 EUMW BEST PAPER PRIZES

Prize names and amounts for each Conference are listed in Table 7.1

Note that two Young Engineer Prizes are awarded at EuMC.

<i>Prize</i>	<i>Amount</i>
EuMC Microwave Prize	5.000 €
EuMC Young Engineer Prize (x2)	2.000 € each
EuRAD Prize	3.000 €
EuRAD Young Engineer Prize	2.000 €
EuMIC Prize	3.000 €
EuMIC Young Engineer Prize	2.000 €

Table 7.1 Prize Names and Amounts.

7.12 STUDENT PRIZES

Student competitions may take place in a given EuMW, for instance a Student Design competition, for which there is much flexibility. When this is the case, it might be wise for the Local Team to set up a Student Activities Committee. As incentive, Student Competition Prizes may be offered. The money transfer procedure is the same as the one described in the next section (7.14.2)

7.13 GAAS ASSOCIATION FELLOWSHIP AWARD

The EuMIC Chair or a member of his team stays in contact with the GAAS Association regarding inputs to the CfP and Programme Book on the “GAAS Association Fellowship Award” (or temporarily the “Tom Brazil Fellowship Award”) and related issues.

7.14 TRANSFER OF EUMW PRIZE MONEY

7.14.1 CHANNELS OF SPONSORSHIPS AND MONEY TRANSFER

Some EuMW Prizes are sponsored. The sponsorship may be obtained through direct solicitation either by EuMA or by the local EuMW team. The EuMA President coordinates these actions.

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.

7.14.2 PAYMENT TO WINNERS AND PROCEDURE

The procedure has always been straightforward: EuMA handles this for the Best Paper Prizes, by providing a .pdf document to the winner asking for appropriate personal data and bank account details. The transfer of the money is made from the EuMA account, even when the corresponding Prize money is in the local EuMW bank account.

The email- address of the Winners is sent to EuMA by the Prize/ Conference Chair.

Once bank and account information is available, then 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.

The members of the Local Team responsible for student activities mentioned in 7.11 handle the payment of the Student Prizes in the same way.

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/ co-Chair prepares a report for the EuMW GC. Such report is included into or used to prepare the GC report.

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

The Contracted Exhibition Organizer provides a *Unique Delegate List*. The formula for calculating the unique delegate number for a EuMW is the following:

- number of delegates paying for any registration (including workshop – only, Defence, Security and Space Forum – only, Automotive Forum – only, 5G/6G Forum – only, and Student Competition – only attendees)
- EuMA Awards recipients (2)
- BoD Members (10)
- affiliates of the BoD (9) (Past President, HQ Assistant, Secretary Emeritus, Honorary Secretary, Publication Officer, EuMW Officer, and Software Officers (3))
- 11 members of the EuMW core – team (General and Conference Chairs (4), TPC Chairs (4), Treasurer, Operational Officer, Workshop Chair)

Adding up the above-listed numbers yields the total unique delegate number which is published and used in the statistics. It amounts to the number of paying delegates (1st bullet) plus 32.

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, Conference article and statistics.

8.2 FINAL REPORT

The Final Report of EuMW is established by the GC and the Treasurer. It is presented

1. At the March/April BoD meeting of Year N+1: detailed report with all necessary items to be followed up by the Year N's team and the financial results, presented by the General Chair.
2. At the April/May StC / GA meeting: high level summary presented by the General Chair, in order to inform the GA.

The final report will be passed over to the next GC.

8.3 HANDOVER MEETINGS

Transfer of information and experience from year to year is essential to preserve the high quality standards of the conference week and to satisfy delegate and visitor needs and interests.

Handover Meetings have proven to be an efficient and useful tool for systematic knowledge transfer and, hence, have to be routinely organized by the respective conference teams. A scheme of Handover Meetings is attached in APPENDIX B, and the relevant activities are also indicated in the Checklist in APPENDIX A. Modifications may be required from year to year and should be harmonized in advance with the EuMW Officer.

All the presentations of Handover Meetings, including specific forms and helpful tables, are permanently available via the EuMA Cloud. Access to be granted to EuMW team members on request by EuMA Headquarters

9.0 DATA PROTECTION

More details on this subject are given in the EuMA Booklet, Section 11. The last version of the Privacy Policy established by EuMA can be found at the bottom of each page of the EuMA website (www.eumwa.org).

The General Data Protection Regulation (GDPR) introduced new regulations on privacy for all individuals within the European Union and the European Economic Area, affecting any organization (even outside of the EU) that holds personal data on EU/EEA citizens as well as giving individuals more rights over their own data.

Personal data in this context include information such as: name; postal and email addresses; phone number; photograph; fingerprint; career or employment details, including affiliations; date of birth; financial information such as bank details, etc.

EuMA as data controller is entitled to use such data for a justified reason like for instance fulfilling its duties, legal or not. In the absence of such a reason EuMA needs to ask permission from the individuals to use their data. If individuals make a request to see or rectify their data, the Data Controller has one month to respond.

EuMA has contracts with five subcontractors that can be processing data provided to EuMA and /or a subcontractor by individuals. These Data Processors have furnished to EuMA documents specifying that they use these data exclusively for fulfilling their obligations, with details on how they proceed.

One of them is Horizon House Ltd (HH), UK, processing data of individuals registering to scientific and technical events organized by EuMA, in particular the European Microwave Week (EuMW). HH established a Report describing in detail the flow of data related to the EuMW regarding: Exhibitor Lead business contacts; Exhibiting Booth Staff; Delegates; Visitors; AAA badges, and Press.

It illustrates that HH outsources mailings to a mailing house, Asendia, while emails are broadcast by Horizon House Publications or Microwave Journal Magazine on behalf of its owner, Horizon House Publications Inc.

Delegate, visitor and exhibitor booth data is subject to processing by ITN, their mailing house Asendia and their Microwave Journal team coordinating email broadcasts. In the case of mailing data, it is combined with other sources of data and duplications are removed.

Otherwise, limited processing is done internally by the Marketing & Event Manager. Any analysis of the data is limited and done via their registration company, ITN.

Exhibitors and Press data are business-to-business and hence GDPR requirements do not strictly apply.

The HH Report also covers the important question of Data Protection Impact Assessment (DPIA). It lists in particular possible breaches that could result in using the data in a way that was not intended for instance by EuMA and the possible problem in terms of consent when using Barcode Scanners.

Data will still be stored up to 7 years. In the case of visitors, HH can delete data within 30 days of a request as required. In the case of delegates, Her Majesty's Revenue and Customs (HMRC) stipulates "you must keep records for 6 years from the end of the last company financial year to relate to".

APPENDIX A – CHECKLIST FOR EUMW

		Months prior Conf.	Planned	Actual date
1	Proposals of venue to EuMA President	60-48		
2	Appointment of General Chair	48		
3	Appointment of Conference Chairs, TPC Chair(s) and Treasurer (approval by BoD/StC)	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	Block hotel rooms (through Contracted Exhibition Organizer or other hotel reservation agency)	36		
6	EuMA agreement with other sponsoring organizations	36-24		
7	Attend Handover Meetings at Conference Week	24		
8	Organization of conference committees; coordinate with Exhibit Manager	24-18		
9	Prepare EuMW Planning Schedule. Establish Conference theme.	18	Apr	
10	EuMW General Chair Prepare Preliminary Budget forms: submit to EuMA. Summary of finances, income and expenses, social functions, grants, etc.	18	Apr	
11	Start procedure on IEEE society cosponsoring	18	Apr	
12	List of topics for Call for Papers ready to be presented to the BoD/StC for review (distribute 2 weeks in advance)	18	Apr	
13	First announcements; Exhibit Manager promotion. Start working on Forums and Sponsorship, harmonize with Contracted Exhibition Organizer. Start working on Social Activities	16	Jun	
14	Distribute Call for Papers	12	Oct	
15	Establish website for reviewers, send email to reviewers	12	Oct	
16	Submit TPC proposal to BoD / StC	12	Oct	
17	Conference Committee / Exhibit Manager meeting at prior year conference location.	12	Oct	
18	Initial Exhibits / Conference Promotion, Publicity to Trade Magazines, Transactions and News Releases. Start promotion in Social Media	12-10	Oct-Dec	
19	Check details of rooms in conference centre for the different sessions and events (n° of seats, etc.)	12	Oct	
20	Print and mail Final Call for Papers	12	Oct	
21	Assist in organizing Handover Meetings	14	Aug	
22	Contact BoD representatives in "Joint EuMA and EurAAP Committee on Active Array Antennas"	12	Oct	
23	Submit final list of TPC members and SC Chairs to BoD / StC	11	Nov	
24	Detailed budget of EuMW	9	Jan	

25	Mail out invitations for TPC meeting	10	Dec	
26	TPC select invited speakers, special sessions, define Session Chairs, etc.	5	May	
27	TPC Meeting to select paper titles, abstracts and summaries. Notify authors.	6	Apr	
28	Organize TPC reward event (lunch or dinner); inform TPC members	6	Apr	
29	Update of detailed budget	5	May	
30	Second Promotion / Publicity material to trade magazines, and news releases	6-4	Apr-Jun	
31	Layout detailed program with session titles, paper titles, authors, session chairs and special sessions, initialize app	5	May	
32	Detailed guidelines for preparation of papers	5	May	
33	Set up list with those entitled for reduced registration to conferences and workshops, to be used for the online registration software	5	May	
34	General Chair reviews composition of full Programme Booklet for the Conference Week, approval by BoD/StC.	5-4	May-Jun	
35	Mailing of advance programs and registration information	4-3	Jun-Jul	
36	Update Conference Program as displayed on Website after printing, to remove errors, account for withdrawals, etc.; Support / Update Application for Smartphone	4-0	Jun - Oct	
37	Receive final text from the authors –decision re-editing/ revision	3	Jul	
38	Final Publicity to all trade journals, etc. (including titles of all sessions)	3	Jul	
39	Electronically downloadable Proceedings files available and checked	2-1	Aug-Sept	
40	Deadline for advance registration	2-1	Aug-Sept	
41	Final check with organizer: registration procedure, hotel bookings and transport links, technical services, special requirements, electric plugs etc.	2-1	Aug-Sept	
42	Check details of conference centre (audio-visual aids, pointers, boards, flags, stationery, water)	2-1	Aug-Sept	
43	Pre-conference instructions to/from organizer, staff, Operational Officer, Chair	1	Sept	
44	Prepare Session Chair feedback sheet	1	Sept	
45	On-site Registration, Exhibition, session timing, workshops, IT facilities, press	-	Oct	
46	Organize Handover Meeting(s)	-	Oct	
47	Compile feedback/lessons learned	+2	Dec	
48	Report to the EuMA BoD / StC	+6	Apr	

49	Final Report to the EuMA GA / StC	+7	May	
----	-----------------------------------	----	-----	--

APPENDIX B – HANDOVER MEETINGS

	Meeting	Topics	Attendees	Organizers
1	January	General Bookkeeping Issues, VAT N-1: Final Balance N: Budget and Registration Fees N+1: Preliminary Budget, HH relations, Financial Venue Issues, Sponsoring	N-1, N, N+1, N+2: Treasurer, G.C., O.O. EuMW Officer EuMA Treasurer	EuMW Team N
2	February	N-1: General Overview of Lessons Learned and Suggestions N: CfP Issues, Sponsoring, Workshops, Visa Affairs, Grants, Web Page, Invited Speakers N+1: Status, Team Building	N-1 G.C. and O.O. N, N+1, N+2 Teams EuMW Officer	EuMW Team N
3	May (after TPC)	N + Software Officers: TPC and SC Composition, Paper Handling, Org. of Virtual TPC Meeting, Software Issues, Conference Session Composition, Programme Book, App, Prizes	N, N+1, N+2 Teams Software Officers EuMW Officer	EuMW Team N
4	Sep/Oct	Dedicated Meetings in Small Groups on: EuMW & Invited Speakers & Forums & Sponsoring, EuMC, EuMIC, EuRAD, WS/SC, Budget & Bookkeeping, TPC & Posters, Grants & VISA, Publications & Social Media, Student & Doctoral Activities, Prizes/Awards	N, N+1, N+2, N+3 Teams Software Officers EuMW Officer EuMA Treasurer	EuMW Team N and N+1

Definition year N: Full year, when the EuMW takes place (Jan-Dec of that year)

APPENDIX C – IEEE TECHNICAL CO-SPONSORSHIPS

Details on IEEE, MTT, and AP Branding, Logos, etc. according to EuMW Conference MOUs 2021-2025 (EuMC, EuMIC and EuRAD)

Excerpts from the full text of the MoUs

....

VISUAL IDENTITY: The Sponsor(s) (the IEEE societies) shall ensure that all IEEE-branded, end-user facing, materials (including, but not limited to, Web sites, print collateral, and promotional items such as pens and shirts) for IEEE publications, products, services, conferences, and the like adheres to the guidelines established in the IEEE Visual Identity Guidelines (https://www.ieee.org/go/visual_guidelines).

The non-IEEE Sponsor(s) agree(s) to obtain written approval of any such materials by IEEE before final utilization and production of the same. The non-IEEE Sponsor(s) shall bear any expenses of reproduction of materials not approved by IEEE as well as materials that do not conform with the pre-approved materials.

.....

EXHIBITS BOOTH: If requested by the IEEE Sponsor, the Conference shall provide, at no cost, exhibit booth, exhibit table or other means of promoting IEEE membership and activities during the conference.

....

MTT-S TECHNICAL MOU CLAUSES: As a technical sponsor of 2021-2025 EuMC/EuMIC/EuRAD hereafter referred to as conference,

MTT will provide the following to the conference:

- IEEE/MTT members to serve on the organizing and technical program committees of the conference
- Encouragement to its members to submit papers and attend the conference
- Assist in publicity
 - Conference will be placed on the MTT Meetings Calendar
 - Provide MTT logo, which is to be included on all promotional and marketing materials which includes but is not limited to website, call for papers, programme books, proceedings, web and print ads, emails, mailings and any social media related to the conference per IEEE Policy 10.1.17- Use of IEEE logo
 - Inclusion of the conference in the MTT monthly e-newsletter (pending organizers submission and compliance) (MTT manages the overall content schedule so submittal does not guarantee inclusion in every e-newsletter as it is based on overall schedules and each conferences deadlines/dates)
 - Items to be provided: Logo, 100 word description, and URL for linking
 - Please send to MTT-S M&S Administrator, m_s@mtt.org
 - Please provide a high resolution PDF of the CFP as soon as its available to MTT-S M&S Administrator, m_s@mtt.org
 - Promotion of key events and deadlines for the conference on the MTT social media channels (twitter, facebook, and linkedin)
 - All materials should be sent to MTT-S M&S Administrator, m_s@mtt.org

The conference will provide the following to MTT:

- Inclusion of the MTT logo on all promotional and marketing materials which includes but is not limited to website, call for papers, programme books, proceedings, web and print ads, emails, mailings and any social media related to the conference per IEEE Policy 10.1.17- Use of IEEE logo
 - Logo on website should be linked back to MTT website or if this is not possible a stand alone link on the homepage should be created (URL: www.mtt.org)
- Inclusion of MTT materials in delegate bags, pubs bins, etc. at the conference
 - Due dates for materials should be sent to MTT-S M&S Administrator, m_s@mtt.org
- Option to provide a welcome on behalf of the society in person at the conference plenary or opening event
- The Conference will waive the registration fee to the Representative of the MTT Society who may be either the president or his/her representative at the conference
- Option to have an MTT-S membership booth at the conference (space free of charge)

AP-S (for EuMC and EuRAD only)

An IEEE AP-S member shall serve as the AP Representative for the Conference. (AP shall provide name of their Representative at a later date). The Conference will not charge any registration fee to the Representative of the AP society which may be either the president or his/her representative at the conference.

IEEE PLAGIARISM TOOL: IEEE Intellectual Property Rights (IPR) agrees to give 2021 -2025 EuRAD permission to utilize IEEE plagiarism tool (CrossCheck) to ensure the quality of conference papers and review for plagiarism. The conference will be charged for the use of the tool, at the rate of 50 cents (\$0.50 USD) per run.

APPENDIX D – EXCHANGE OF APMC-EUMC SPEAKERS

1. The MoU between *EuMA* and APMC establishes that each party organizes a Special Session, respectively at EuMC and APMC of the same year (usually in October and December, respectively).
2. Each Session typically consists of 3 invited papers representing the research activities in the respective geographical area.
3. The MoU should be in place at least 12 months before the EuMC.
4. The EuMC TPC Chair is responsible for organizing the APMC Special Session at the EuMC and for selecting the three invited speakers from Europe for the EuMC Special Session at the APMC.
5. The APMC TPC Chair is responsible for organizing the EuMC Special Session at the APMC and for selecting the three invited speakers from Asia Pacific for the APMC Special Session at the EuMC.
6. The selection of the *EuMA* speakers should be completed three months before the paper submission to the APMC. Selected Speakers need to submit their paper by the APMC deadline.
7. The selection of the APMC speakers should be completed three months before the paper submission to the EuMW. Selected speakers need to submit their paper by the EuMW deadline.
8. Invited papers are subject to review.
9. The final invited papers are selected at the individual TPC meetings.
10. Prof Luca Perregrini and Prof Wenquan “Cherry” Che (eewqche@scut.edu.cn) are currently the liaison officers for the *EuMA* and APMC respectively.

APPENDIX E – MOU BETWEEN EUMA AND EURAAP

The EuMA and the EurAAP have expressed their intention to collaborate by creating a joint committee that will be named “Joint EuMA and EurAAP Committee on Active Array Antennas”.

1.1 OBJECTIVE

The general objective of the EuMA-EurAAP joint committee is to increase the interactions and collaborative actions between EuMA and EurAAP. The joint committee has the mission to evaluate, refine and propose for implementation the ideas for activities originated by the EurAAP and by the EuMA actors in the field.

1.2 ORGANIZATION

The committee consists of three representatives nominated by EurAAP Board of Directors and three representatives nominated by EuMA Board of Directors. Current EuMA representatives are Renato Lombardi and Thomas Zwick. They are the points of contact for the EuMW teams.

1.3 ACTIVITIES

Possible activities include, but are not limited to

- Inviting mutual representatives to participate in the TPC or Invited Speaker Committee
- Selecting Invited Speakers
- Organising Special Sessions in areas of common interest.

Activities with broader scope can be proposed by the joint committee EurAAP and EuMA members.

APPENDIX F-MOU BETWEEN EUMA AND MIKON

EuMA and MIKON have common areas of interest in serving the respective technical and scientific communities. This Memorandum of Understanding is to establish a common ground for cooperative relationships between the EuMA and MIKON on a permanent basis and to detail the areas where they intend to cooperate.

1 TECHNICAL COLLABORATION

- 1.1 EuMA and MIKON intend to collaborate in organising initiatives such as: Topical/Working Groups, Joint Committees, Schools, Courses, Workshops, and Conferences in areas of common interest.
- 1.2 EuMA and MIKON intend to invite each other to propose suitably qualified persons to join the Technical Programme Committee for their major events, to help organise special events including workshops, short courses, and focussed sessions.
- 1.3 EuMA agrees to provide Technical Co-sponsorship to MIKON. For each MIKON event a Technical Co-sponsorship Agreement will be drafted.
- 1.4 MIKON agrees to provide Technical Co-sponsorship to EuMIC, EuMC and EuRAD.

2 PROMOTION

- 2.1 EuMA and MIKON intend to provide each other with reciprocal advertising for their major events through newsletters and the distribution of promotional material in delegate bags.
- 2.2 EuMA and MIKON intend to provide each other with a desk at their major events.
- 2.3 EuMA and MIKON provide a free exhibitor registration for the person attending the booth
- 2.4 EuMA and MIKON offer reciprocally one free registration for the respective MIKON Chair and the EuMA President, or their representatives.
- 2.5 EuMA and Mikon offer reciprocal discounted registration fees for their major events, i.e., EuMC (European Microwave Conference), EuRAD (European Radar Conference), and EuMCE (European Conference in Central Europe) on the EuMA side; and MIKON and IRS (International Radar Symposium) on the MIKON side

APPENDIX G- MOU BETWEEN EUMA AND ESTEC

EuMA has approved the technical sponsorship for Space Microwave Week in 2023.

EuMA will provide as technical sponsor the following to Space Microwave Week:

- To consider a special session at EuMW2024 with selected papers of Space Microwave Week; or consider inviting selected papers to provide keynote talks within EuMW2024, in coordination and upon approval of EuMW2024 TPC chairs.

Further common activities to be defined.

Dr. F.E. van Vliet will act as EuMA's liaison.

APPENDIX H – LIST OF ABBREVIATIONS

BoD	Board of Directors of <i>EuMA</i>
CPC	Conference Prize Committee
EAC	<i>EuMA</i> Awards Committee
<i>EuMA</i>	European Microwave Association
EuMC	European Microwave Conference
EuMW	European Microwave Week
EuMIC	European Microwave Integrated Circuit Conference
EuRAD	European Radar Conference
ExCom	Executive Committee of <i>EuMA</i>
FinCom	Financial Committee of <i>EuMA</i>
GA	General Assembly of <i>EuMA</i>
GC	General Chair
SC	Sub Committees of TPC
StC	Steering Committee
TPC	Technical Program Committee
OO	Operational Officer