



GUIDELINES FOR
THE EUROPEAN
CONFERENCE
ON ANTENNAS
AND
PROPAGATION

**PART A – PROPOSAL
PREPARATION &
CONFERENCE
REQUIREMENTS**

2016 Edition

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Acronyms

AMTA:	Antenna Measurement Techniques Association
AP:	Antennas and Propagation
AP2000:	Millennium Conference on Antennas and Propagation
CFP:	Call For Papers
COC:	Conference Organising Committee
COST:	CO-operation Scientifique et Technique
BoD:	Board of Directors
EDAS	EDitor's ASsistant
ESoA:	European School of Antennas
EuCAP:	European Conference on Antennas and Propagation
EurAAP:	European Association on Antennas and Propagation
ICAP:	International Conference on Antennas and Propagation
IEEE:	Institute of Electrical and Electronics Engineers
IEEE-AP S:	IEEE Antennas and Propagation Society
IET:	Institution of Engineering and Technology
ISAP:	International Symposium on Antennas and Propagation
ITG:	Information Technology Society (VDE)
JINA:	Journées Internationales de Nice sur les Antennes
PCO:	Professional Conference Organiser
StC:	EuCAP Steering Committee
TPC	Technical Programme Committee
URSI:	Union Radio Scientifique Internationale
VDE:	Verband der Elektrotechnik Elektronik Informationstechnik

1. Introduction and objectives

The European Association on Antennas and Propagation (EurAAP) <http://www.euraap.org/>, provides the legal frame as well as the contractual and financial support to organise the European Conference on Antennas and Propagation (EuCAP) overseen by the EuCAP Steering Committee (StC).

The mission of the conference is to provide a forum for Antennas and Propagation experts from academia, industry, research institutes, agencies, and providers for high quality exchanges covering all development aspects and including measurements. Expected benefits are intensified collaborations in Europe and beyond.

The conference includes an exhibit to display the state-of-the-art on technology, instrumentation, test facilities, software tools, and documentation available in the field of the conference. Over the last 10 past editions, EuCAP attracted between 1000 to 1300 delegates and 40 to 65 exhibitors. So far, an almost constant grow of these figures has been experienced year after year.

EuCAP roots go back to the British ICAP with oral sessions, good beer and whisky; the Mediterranean JINA, with plenary and poster sessions and its famous food and wine; and the more continental AP2000, in Davos, combining them, with a pinch of European salt. EuCAP editions can be found at <http://www.euraap.org/Activities/eucap> and are summarized in the table below.

EuCAP year	Place	Time	PCO
2006	Nice	November	CONGREX
2007	Edinburgh	November	IET
2009	Berlin	March	VDE-ITG
2010	Barcelona	April	CONGREX + REALIZE
2011	Rome	April	REALIZE
2012	Prague	March	GUARANT + REALIZE
2013	Göteborg	March	REALIZE
2014	The Hague	April	CONGREX
2015	Lisbon	April	REALIZE
2016	Davos	April	CIM-GLOBAL

To secure the quality and consistency of the EuCAP format, planning, organisation, and publications, as well as the best interactions with participants, exhibitors, and sponsors, a EuCAP Steering Committee has been created from the early days.

The general objective of the EuCAP Steering Committee (StC) is to ensure that EuCAP be successful and convivial, serves best the Antennas and Propagation Community, and brings a profit to the EurAAP Association for furthering its aims.

The EuCAP StC is in charge of:

- ❖ Selecting the best EuCAP conference organisation proposal according to the criteria defined in chapter 5.
- ❖ Selecting a reliable Professional Conference Organiser (PCO) for the conference and for the exhibition services.
- ❖ Making available and ensuring the best use of the EuCAP past conference edition heritage. This includes the settings of the software for the conference Web site, abstract/paper handling (EDAS®), and past registration/administrative management data, but as well past conference reports, lessons learnt, and standard models for programs and budgets.

- ❖ Assessing the compliance to EurAAP guidelines and requirements for the preparation of proposals (part A: this document) for future EuCAPs, and for further planning and development of the conference (part B) by the selected organisers.
- ❖ Monitoring of the conference development with due consideration to lessons learnt from previous editions.

With the heritage from AP 2000 and previous EuCAPs, the EuCAP StC decided to make available for the next editions the present set of guidelines and requirements, as well as a document and data repository available on demand.

The guidelines include two main parts.

This Part A covers the preparation and expected content of proposals for hosting EuCAP. It includes annexes I and II, covering EuCAP key requirements and giving more details on its organisation and schedule.

It is expected that proposals for organising a EuCAP will essentially comply with these requirements, and that any proposed deviations will be clearly indicated and justified.

The second part B covers the tasks for the organization of the conference.

One key aim of these guidelines is to make maximum re-use of past conference heritage, i.e., format, planning, budget, Web site, distribution lists, publicity, announcements, topics, calls, forms, letters, programme and proceedings format, post conference report....

Keeping the structure in place, it is nevertheless welcome that some improvements/changes are proposed from one conference to the next, with innovations and added local colour. Such changes shall be discussed with the EuCAP StC and agreement found before their implementation.

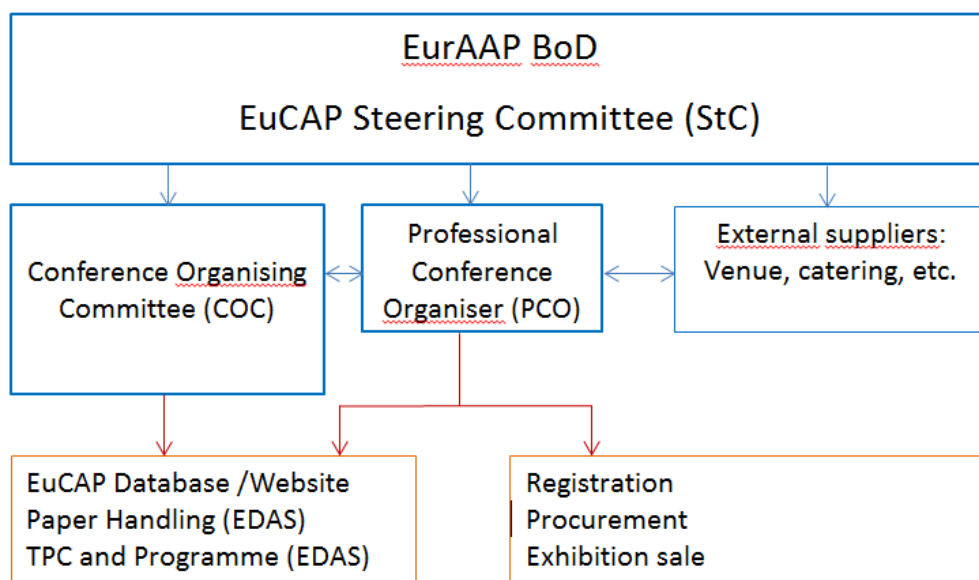
By applying these guidelines and a strict quality control at all levels and on all conference products, the EuCAP brand will be consolidated, attracting more abstracts and delegates.

After signature of the agreement between EurAAP and a given EuCAP edition representative, EurAAP accepts the financial responsibility for the conference. For that reason, EurAAP signs all of the contracts for the conference implementation.

2. EuCAP organisation and key actors

The past years' editions (2006-2016) consolidated an approach able to guarantee the conference success while ensuring consistency from conference to conference. It is based on the contribution of three main actors:

- ❖ the EuCAP steering committee (StC), in charge of ensuring the quality and continuity of the EuCAP conferences, providing guidelines. It has delegation from the EurAAP BoD and reports to the EurAAP BoD for all the elements of the conference organisation and implementation. The EurAAP BoD is the reference body for the financial elements of the conference. The EurAAP BoD appoints the EuCAP edition Chair on proposition by the EuCAP StC.
- ❖ the Conference Organising Committee (COC) having the overall responsibility for the conference and taking into account the local needs and constraints as well as interactions with the venue, the country's laws etc
- ❖ the Professional Conference Organiser (PCO), providing the core of the conference and exhibit management services.



Since the COC changes from edition to edition, the EuCAP StC must take care of the continuity of the conference standards, how it is announced to the community, and the interactions with the potential delegates.

To ensure this continuity, the EuCAP StC will make available the EuCAP data repository and proprietary SW tools able to provide the EuCAP Web site and its content management, the EuCAP registration, and the EuCAP administrative management.

The use of the EuCAP data repository, Web site, and of the EDAS® program for abstract/paper handling is mandatory. For the EuCAP registration and management tools the COC is encouraged to use the tools provided by EuCAP, but the COC can as well propose to use his own environment or to subcontract this task to another company provided that justification is given.

Note that the EuCAP Web site, and all data collected in connection with the EuCAP conference (including data on paper submissions, registrants, and attendees), as well as all communications related in any way to EuCAP in whatever form (including e-mail) shall become and remain the property of EurAAP. This is a requirement to protect EurAAP and the COC, and to ensure that the data necessary to produce the EuCAP conference remains at all times available to the COC and EurAAP. This requirement shall be included in all relevant contracts with Web site hosting organisations, Professional Conference Organisers, and all external suppliers and contractors.

At April 2016, the EuCAP Steering Committee Members are:



Actual list of members of the EuCAP Steering Committee Members can be found at:

<http://www.euraap.org/Activities/eucap>

3. Proposal and organisation process

Members of EurAAP in a geographic area who desire to host EuCAP can, with the backing of a supporting institution and the support of a Professional Conference Organiser (PCO), prepare a proposal covering the preferred location, the organisation, key arrangements, as well as the preliminary planning and budget for the Conference.

At the latest three years before the event, a proposal, consistent with the guidance in this document, is submitted to the EuCAP StC Chair. Because of the size of EuCAP, a conference facility must be reserved at least three, and in many areas, four or more years in advance of the desired date.

It is strongly recommended that the initial site pre-selection, planning, budget estimation for services such as convention centres, hotels, catering, air travel, buses, etc. is done by a PCO. The PCO should therefore be involved in the preparation of proposals to host the conference.

It must be clear that the major contracts with services providers such as convention centres, catering, exhibition booth builders, events managements, conference kits, etc. will be directly agreed and signed by EurAAP. The PCO will take care of the minor contracts with suppliers, to be paid by EurAAP together with the PCO fees.”

The EuCAP StC reserves the right to have a preferred PCO for the core services. The EuCAP StC chair shall be contacted to assess if this is applicable for the targeted conference organisation year.

The EuCAP StC reviews the proposals and, if necessary after clarifications from the proposers and a visit of the proposed venue(s), generates key comments on the strengths and problem areas associated with proposals. The evaluation is then completed by the EuCAP StC. The selected organisers receive notification that they are pre-selected.

Since, in the end, only one proposal will be retained (for each year), and since its preparation can be a costly effort for those who are not retained, the requirements for the proposal have been streamlined and limited to information absolutely necessary. After the evaluation and selection of the proposal, the EuCAP StC will engage the selected bidder in a consolidation phase to finalize the agreement.

This consolidation phase takes into account the evaluation comments and prepares the updated and more detailed conference plan. This phase includes:

- ❖ Final negotiations and selection of the venue
- ❖ Consolidation of the conference support, detailed agreements on tasks and conditions with the PCO that can need location/venue dependent amendments
- ❖ Consolidation of the conference organisation structure, chairs and liaison responsible
- ❖ Appointment of the EuCAP edition Chair by the EurAAP BoD on proposition by the EuCAP StC
- ❖ Update and consolidation of the planning and budget
- ❖ Preparation of the updated conference plan consistent with these guidelines

After evaluation and comments by the EuCAP StC, the consolidated plan is finalised and forms part of the Agreement between EurAAP and the Organisers to develop the

Conference. The EuCAP StC will then formally confirm the appointment of the Conference Chair. This consolidated plan should be ready for approval by the EuCAP StC at the latest 24 months before the conference date aiming for a kickoff and signature of the memorandum of agreement at EuCAPN-2.

The Conference Organising Committee (COC) plans and manages the details required to develop and structure the conference, its program, publications, and its exhibition. This is done with the assistance of the PCO and in coordination with the EuCAP StC. The roles and tasks of the Conference Organising Committee Chairs, and of the PCO are outlined in the second part B of the guidelines.

Under the leadership of the conference Chair, the Antenna, Propagation and Measurement Technical Program Committee Chairs choose/update the topics for the conference, organise the evaluation of the submitted abstracts by the reviewers, and set up the conference Technical Programme which will also form the basis for the conference proceedings.

A vice chair support and substitute the Conference Chair when needed..

The Conference Chair joins the meetings of the EuCAP StC one year in advance of his conference and one year after, to ensure continuity and to benefit from lessons learned.

4. Proposal content

4.1 Cover letter

The cover letter shall contain the following:

- ❖ The names, address, e-mail address, telefax, and telephone numbers of the person who is proposed for the management of any resulting agreement with EurAAP and who will act as contact person to whom all communications relating to the proposal should be addressed.
- ❖ The name and contact data of each proposed partner or sub-contractor.
- ❖ The name(s) of the author(s) of the proposal.
- ❖ The name and position of the legal representative that would sign a Memorandum of Agreement or a contract with EurAAP on behalf of the selected organisers.
- ❖ A one-page summary of the proposal

4.2 Contents of the proposal

4.2.1 Introduction, area and time

This section shall identify the geographical area, the timeframe, and the general set-up proposed to host and develop a future EuCAP conference.

The proposer shall provide a brief introduction, showing his or her understanding of and intention to comply with the EuCAP objectives and requirements described in these guidelines.

The proposer shall outline the motivations and that of the supporting institution for proposing to host the conference, as well as the relevant experience and resources available.

The proposer shall provide his or her vision on how to organise and develop the conference successfully and with a local character that will be remembered by the participants.

The proposed year, preferably with a back-up year, and week, with a back-up week, shall be given, with a discussion on time flexibility.

The strengths of the area, of the supporting institution and partners, and of the recommended venue (and possibly of a backup venue) shall be briefly discussed in this section.

Any other information of a general nature concerning the area might be included in this section.

4.2.2 Conference organiser main institution, partners, COC members, and PCO

4.2.2.1 Conference main organiser institution and proposed conference Chair

Relevant details, resources, and commitments of the institution that would lead the support to the conference shall be given here, as well as the number of its staff active in the field of antennas and propagation, and of those who could be available to help in the conference preparations and at the conference site during the conference.

The corresponding formal support to the conference from the management line of the institution shall be appended to the proposal.

4.2.2.2 Other associated or potentially supporting partners and institutions

Details on the Antenna and Propagation related organisations in the area and their relationships shall be given. The strengths in terms of number and leadership of local organisations to be involved shall be indicated.

Details on the local industry, private institutions, colleges and universities, government and other societies that have an interest in and might support the conference shall be included. Major sources of expected or promised subsidies, manpower support, or donations in kind, as well as local and national and international sponsors, should be also discussed in this section. The corresponding estimated income shall be detailed in the budget section. Letters of support to the conference from such institutions shall be appended to the proposal.

4.2.2.3 Proposed Conference Organising Committee (COC)

While it may not be possible to identify all potential future Conference Organising Committee members, as much detail as possible on interested personnel, their affiliations, and their relevant experience should be given. It is emphasised that the COC shall have overall responsibility for the conference and that the PCO is a contractor who supports the COC.

The proposer shall describe the relevant experience that he or she, his or her proposed team and his or her partners have for the planning, organisation, and development of the conference.

4.2.2.4 Proposed Professional Conference and exhibit Organisers (PCO)

The COC should approach the EuCAP StC and request early on the relevant data and conditions of a possible preferred EuCAP PCO. The level of support required from the PCO might vary annually somewhat, consistent with the capabilities of the members of the (local) COC and with the services offered by the conference venue and other entities associated with the organisation.

4.2.3 Conference area, venue and facilities

4.2.3.1 Comparison of potentially compliant conference venues in the area

This section should give a rundown and comparison of potentially compliant conference centres and hotel alternatives in the area. It is strongly recommended that the proposer involve a professional PCO to gather, discuss, and/or negotiate some of the data in this and the next sections.

For each potential venue, the proposal should identify the venue time availability, location, surroundings, support from local (AP-related and other) institutions, attractiveness, available hotels and hotel commission schemes, low-cost accommodation for students, access, transport and logistics aspects, potential for social excursions, the number and sizes of rooms for sessions, short courses, workshops and meetings, the poster areas, the exhibit hall facilities, catering capabilities for lunches, receptions, the conference dinner and social events, as well as other services provided by the venue. The costs for each venue and for associated services having direct impact on the result of the conference should also be evaluated and included here.

These elements should be in line with the venue requirements in Annex I and presented in a table showing the degree of compliance of each potential venue for each of these requirements.

Based on a comparison of the potentially compliant conference venues to be presented in the proposal, the proposer shall select a preferred venue.

4.2.3.2 Preferred location for the conference

This section should provide comments on the city area for the preferred location, city and region assets: climate, surroundings nature, culture and leisure, and scope for accompanying persons.

High-tech and science facilities and business, academic & research institutions, industries and companies active in the A&P domains that could potentially support the conference should also be described briefly here, as well as available city services to the Conference.

4.2.3.3 Preferred venue and facilities for the conference

This section should provide the location, surroundings, and a general description of the preferred venue, its size, and overall capacity.

Recent past and upcoming conventions and exhibitions at this venue, including any of a size similar to EuCAP's, should be mentioned.

The compliance of the venue and its main strengths to best fulfil the key EuCAP requirements should be discussed.

An enclosure to the proposal should provide a graphic presentation of the available venue facilities. The plan of their part to be used for the conference and the corresponding layout for registration, PCO and conference offices, oral and poster sessions, exhibit, lunches and receptions, workshops, short courses, meetings... should also be given here, including flexibility of resources with an increase or decrease of numbers of participants.

Restaurant(s) and catering possibilities and costs for coffee breaks, lunches, and the conference dinner on site, and indication of local restaurants available near the venue should also be described in sufficient detail.

Services made available by or via the venue such as projectors, PC's, WIFI etc. should also be described.

Costs for the venue rooms, exhibit hall and booths, facilities, services, and staffing have direct impact on the conference fees and financial result. An offer from the conference venue describing the rooms, facilities, and services offered for the conference with quotations for the corresponding cost should be requested from the Venue operators and included in this section. Prices from this offer should also be used in the proposed conference budget.

4.2.4 Accommodation for participants

This section should provide a brief description of available accommodation for conference attendants and accompanying persons including:

- ❖ Conference venue hotel (if applicable)
- ❖ Hotels closest to the conference venue
- ❖ Hotels closest to City Centre
- ❖ Economy hotels & students accommodation

Potential arrangements for block reservation and hotel commissions for the conference with hotels at or near the venue should be explored and reported here, as well as special conditions and typical rates for conference participants.

4.2.5 Transportation and logistics

This section should provide a description of the air and ground transportation capabilities.

- ❖ Airport flight connections
- ❖ List of non-stop connections to European and to overseas cities
- ❖ Any special considerations or problems associated with international travel should be noted.

- ❖ Local public transportation system and possibilities to get free or subsidized local transport
- ❖ Details on any special rates offered by a preferred conference airline should be included
- ❖ Transportation system
 - a) From airport to conference venue
 - b) From city centre and hotel main areas to conference venue

4.2.6 Social events, visits and excursions

This section should provide the potential for social events and visits to be organised during the conference for attendees as well as for accompanying persons.

This includes:

- ❖ Registration party on Sunday (Optional)
- ❖ Welcome party
- ❖ Exhibitor's Reception
- ❖ Sponsored coffee breaks and/or cocktails
- ❖ Conference dinner
- ❖ Tours, visits and excursions
- ❖ Local technical visits
- ❖ Sports and fitness...rent a bike...(Optional)

4.2.7 EuCAP SW tools and data repository

This section should confirm that the COC and PCO will use the EuCAP Web site frame.

The PCO has to use a reliable and well proven set of software tools, preferably from the EuCAP SW tools, or alternatively from his own environment for:

- ❖ the registration, both online and onsite
- ❖ the administrative management

The COC and PCO should confirm that they will make the best use of the EuCAP data repository made available at no cost by EurAAP for sharing:

- ❖ The template for setting up the conference programme, the conference planning and budget, standard letters to participants, authors, invited speakers, session conveners and Chairs, exhibits...
- ❖ The past e-mailing list for all bodies (potential delegates, reviewers, exhibitors, sponsors, ...)

The COC and PCO should confirm that they will contribute to update this data repository in cooperation with the EuCAP StC.

The COC and PCO should confirm that the handling of papers, including evaluation by reviewers and TPC and publication set-up will be based on the EDAS® conference management system. Previous conference organiser will make available the EDAS profile.

4.2.8 Conference format, timeline and program

This section should confirm compliance to the conference format, its timeline and its program as described in Annex I&II and identify any possible proposed deviation with associated justification.

This also concerns the main lines of the technical programme development including papers evaluation, distribution of papers in sessions, preliminary programme, "conference

book” and proceedings.

The format in these guidelines has proven to be successful for over more than ten years and shall be the baseline to ensure continuity. However innovation and local character are welcome.

The section shall propose:

- ❖ Organisation and management of the conference
- ❖ Sessions
- ❖ Possible new topics and applications for the call for papers
- ❖ Key speakers, special sessions, workshops and fora
- ❖ Special competitions and awards
- ❖ Special events unique to the area

4.2.9 Exhibition and sponsors

This section, prepared with the support of the PCO exhibition and sponsors manager and of the venue services, should give a description of:

- ❖ The exhibition halls and facilities in the venue, including available area, layout, flexibility, types of booths, services, catering, booth rental prices and conditions for exhibitors.
- ❖ Potential exhibitors, with emphasis on local ones
- ❖ Potential sponsors and activities that might be sponsored
- ❖ Separate handling of exhibitors and of sponsors shall be considered

4.2.10 Planning

This section should provide a conference planning in line with the EuCAP requirements, prepared with the support of the PCO and taking as reference time the start of the conference.

It should include deadlines for all key milestones in the conference preparation (see Annex II).

Some realistic margins should be included to take account for delays encountered in practice.

Any proposed deviations with respect to the requirements in Annex I & II should be indicated here.

4.2.11 Budget

This section should provide a preliminary budget, compliant with requirements in Annex I, in particular regarding the expected profit. It is expected the budget to be prepared with the PCO.

More detailed requirements for the budget and accounting are specified in Annex I.

Any proposed deviations with respect to these requirements should be indicated here.

4.2.12 Compliance matrix

This section should provide a compliance matrix w.r.t.:

- ❖ The contents of the proposal. Any proposed deviations with respect to the contents required in this guideline should be indicated and justified here.
- ❖ The requirements in Annex I. Any proposed deviations with respect to list of requirements should be indicated and justified here.

The proposer should confirm his or her readiness, and that of his or her supporting institution, to sign with EurAAP, should he or she be selected to host the conference, a Memorandum of Agreement to host and develop the conference according to the guidelines, to his proposal and to the agreed consolidated budget and planning.

4.2.13 Letters of support

This section should indicate here the names of persons and/or Institutions who would be ready to support this proposal and join copies of any pertinent letters.

5. Proposal evaluation process and criteria

The EuCAP StC reviews the proposals and, if necessary after clarifications from the proposers and a visit of the proposed venue(s), evaluates the proposals using the criteria indicated below.

The EuCAP StC selects and the EuCAP StC chair notifies the preferred proposer.

The evaluation report is communicated to all the proposers for what concerns their contribution.

The proposal with the second ranking is considered as a back-up in case the consolidation of the preferred proposal runs into problems.

Evaluation criteria are given in the table below

Criterion	
1.	Adequacy and attractiveness of the proposed area and location
2.	Adequacy of the proposed conference venue, services and costs
3.	Expertise in antenna, propagation and antenna measurement of the proposed local organising Chair and the core conference organisation committee. Suitability of the proposed main institution and associated institutions.
4.	Past involvement and experience in the proposed team for organising conferences
5.	Adequacy of management, costing, and planning for the execution of the conference
6.	Compliance with EuCAP requirements as well as financial and legal conditions

Annex I - EuCAP Conference Requirements

AI.1 Format of the conference

Following the tradition started with AP2000 and then successfully applied for subsequent EuCAP conferences, EuCAP is a five-day event and includes one plenary session with Keynote speakers on Monday morning, followed by regular and convened oral parallel sessions, semi-plenary sessions with Invited speakers, and poster sessions. Short courses shall be planned either the Sunday prior to the conference or Friday afternoon.

During the week, a number of EuCAP & EurAAP meetings, EurAAP WG sessions/meetings shall be accommodated. Such sessions are part of the Scientific Workshops and their number must be limited.

The expected number of delegates (and papers) typically ranges from 1000 to 1300 and the expected number of papers is around 1000. To accommodate such a large number of papers, it is necessary to have:

- ❖ 5 full half days of parallel regular/convened oral sessions of 10 papers each with in addition 3 parallel regular/convened half sessions of 5 papers each on three afternoons (Tuesday, Wednesday, Thursday). There is a will to have 10 parallel oral regular/convened sessions with an absolute maximum of 12.
- ❖ up to 8 parallel poster sessions, preferably in separated areas, with a total maximum per day of around 150 posters. The poster papers shall be with a dedicated technical content, time slot, and large area.
- ❖ two semi-plenary invited sessions. To enable the top-level semi-plenary invited sessions attendance by all, without having poster or other oral sessions at the same time, it is requested to have a specific time slot for this part of the program.

This scenario, illustrated in fig. 1 below, can accommodate a theoretical maximum of 1140 papers (780 oral and 360 posters) and has been proven to work in previous editions.

The exhibit booths (typically from 40 to 60) shall be open from the welcome reception on Monday evening (or at Monday lunch) and run up to Thursday afternoon coffee break.

A number of conference social events shall be included (see fig.1).

The Welcome drink is optional and might be omitted and merged with the reception.

Reviewer's and convener lunches can be organised.

Conference Dinners can take place either on Thursday, as done in most EuCAP editions, or alternatively on Wednesday.

An Exhibitor's party shall be organised on Tuesday or Wednesday to collect the exhibitor feed-back of the present conference and introduce the next conference. The PCO selected for the next EuCAP edition shall be invited to the exhibitor's party.

The technical program shall address at least the following topics. This list can be amended by the COC and the update proposed for approval by the EuCAP StC.

ANTENNAS AND RELATED TOPICS: from past experience they are expected to attract a relatively consistent number of papers (between 10 and 30), so possibly several sessions on different applications can be built out of a given topic.

A01 Antenna and Electromagnetic theory

A02 High frequency and asymptotic methods

A03 Scattering, diffraction and RCS
A04 Imaging and inverse scattering
A05 Computational and numerical techniques
A06 Optimization methods in EM
A07 Antenna interactions and coupling
A08 Antenna systems and architectures
A09 Metamaterials, metasurfaces and EBG for antennas
A10 Active and integrated antennas
A11 Nanoantennas
A12 Millimetre-wave, submillimetre-wave and Terahertz antennas
A13 Conformal antennas
A14 Multiband and wideband antennas
A15 Reflector, feed systems and components
A16 Lens, radomes and dielectric resonator antennas
A17 Waveguide and leaky-wave antennas
A18 Small antennas and RF sensors
A19 Wearable antennas
A20 Printed and wire antennas
A21 Array antennas analysis and synthesis
A22 Array antennas design and technology
A23 Reflectarrays, transmitarrays,
A24 Frequency and polarization selective surfaces
A25 Adaptive and reconfigurable antennas
A26 UWB antennas and time-domain techniques
A27 Beamforming and signal processing
A28 MIMO, diversity, and smart antennas
A29 3D printed antennas and structures
A30 Imaging, sensing and radar antennas

PROPAGATION AND RELATED TOPICS

P01 Propagation modelling and simulation
P02 Imaging and inverse scattering
P03 Scattering, diffraction and RCS
P04 Propagation measurement techniques
P05 Millimetre- and submillimetre-wave propagation
P06 UWB propagation
P07 Aeronautical and maritime propagation
P08 Body area propagation
P09 Indoor and outdoor propagation topics
P10 Radioastronomy and deep space communication propagation
P11 Satellite propagation
P12 Trans-ionospheric propagation
P13 Vehicle-to-vehicle and vehicle to-infrastructure propagation
P14 Propagation aspects in remote sensing
P15 Propagation in and interaction with biological tissues
P16 Propagation in natural and complex media
P17 Propagation in random media and diffuse scattering
P18 Radio climatology propagation aspects
P19 Polarisation issues in propagation

- P20 Radar, localisation and sensing
- P21 Multi-link MIMO and cooperative channels
- P22 Space-time channel characterisation
- P23 Channel-sounding and channel-estimation techniques
- P24 Joint antenna-channel issues in propagation

ANTENNA AND RCS MEASUREMENT TECHNIQUES

- M01 General antenna measurements
- M02 RF materials characterisation, test techniques and facilities
- M03 Measurement standards and range comparisons
- M04 Radar scattering measurement and calibration techniques
- M05 Near field, far field, compact and RCS test ranges
- M06 Data acquisition, imaging algorithms and processing methods
- M07 Fast scanners
- M08 EMI/EMC/PIM chamber design, instrumentation and meas.
- M09 End-to-end system testing
- M10 Over-The-Air (OTA) multipath testing
- M11 Time-domain metrology, EM field and EMC metrology
- M12 Dosimetry, exposure and SAR assessment

In EDAS the author shall be able to choose 2 Topics (1st and 2nd choice) as well as 2 applications (1st and 2nd choice). This demonstrated to easier the elaboration of the sessions with a set of consistent papers.

The technical program shall feature a session track focussing on applications. This will increase interaction between academia and industry. Authors shall be invited to allocate their contributions to one or more applications, enabling the formation of applications tracks in the final program. Contributions not targeting a particular application will be allocated to regular sessions all along the week. For this purpose, it is requested to identify the main driving applications. The following list of application can be used as reference but is open for update:

- AP01 Cellular mobile communications (including base station, handheld devices and backbone networks)
- AP02 Short-range and gigabit communications (including High frequency systems and High data-rate transfer communications)
- AP03 Wireless networks (including WLAN, indoor communication and Pervasive /distributed systems)
- AP40 RFID and sensor networks (including Machine to machine, Internet of Things and on body antennas)
- AP05 Wireless power transmission and harvesting
- AP06 Space (including Telecom, Earth Observation remote sensing, navigation, science, radio astronomy and users mobile terminals)
- AP07 Biomedical & biological effects (including human body interaction, in-body antennas, electromagnetic exposure and interactions)
- AP08 Defence and security(including RADAR and localization)
- AP09 Fundamental research (including novel materials, artificial materials, and)
- AP10 EM modelling and simulation (including modelling techniques, numerical techniques, education)
- AP11 Multiple applications (including paper with no defined application)

The following table below shows the requested time scheduling and formats for the conference..

EuCAP 20XX Week Program Layout																
[k]: Keynote [i]: Invited [c]: Convened [WS]: Workshop		Fundamental Research		Biomedical	Cellular Networks	Wireless	Space	Defense & Security	Multiple Applications				Scientific Workshops and EurAAP WG Meetings	Industrial Workshops		
Start	End	Session Type	Theater 800 pax													
Monday	8:00	9:20	Registration													
	9:20	10:10	Plenary	Opening Session												
	10:10	10:50	Keynote	Keynote 1												
	10:50	11:20	Coffee Break													
	11:20	12:00	Keynote	Keynote 2												
	12:00	12:40	Keynote	Keynote 3												
	12:40	14:00	Lunch													
				Room 1 400 pax	Room 2 400 pax	Room 3 80 pax	Room 4 80 pax	Room 5 80 pax	Room 6 80 pax	Room 7 80 pax	Room 8 80 pax	Room 9 80 pax	Room 10 80 pax	Room 12 80 pax	Room 13 50 pax	Room 14 50 pax
	14:00	16:00	Oral	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)	Oral session 12 papers (part 1)		
	16:00	16:20	Coffee Break													
16:20	18:20	Oral	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)	Oral session 12 papers (part 2)		
18:30	20:00	Welcome Reception														
Tuesday, Wednesday, Thursday	8:50	10:30	Oral	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)		
	10:30	11:00	Coffee Break													
	11:00	12:40	Oral	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)		
	12:40	13:30	Lunch													
	13:30	15:00	Posters			Poster Area 1:	Poster Area 2:	Poster Area 3:	Poster Area 4:	Poster Area 5:	Poster Area 6:	Poster Area 7:	Poster Area 8:			
	15:00	15:40	Invited	Invited paper	Invited paper											
	15:40	16:20	Invited	Invited paper	Invited paper											
	16:20	16:40	Coffee Break													
	16:40	18:20	Oral	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers	Oral session 5 papers		
	19:00		Conference Dinner (Wednesday or Thursday)													
Friday	8:50	10:30	Oral	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)	Oral session 10 papers (part 1)		
	10:30	11:00	Coffee Break													
	11:00	12:40	Oral	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)	Oral session 10 papers (part 2)		
	13:00	13:30	Plenary	Closing Ceremony Best Paper Award												
	14:00	18:00	Short Courses	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course	Short Course

Figure 1: EuCAP week layout

AI.1.1 Oral sessions

The EuCAP conference organisation and facility shall enable the following oral sessions:

- ❖ One plenary session after the opening session, with 3 invited keynote papers of 45 min (two co-Chairs)
- ❖ 10 to 12 parallel regular or convened sessions, each with 12 reviewed papers of 20 min (two co-Chairs) on Monday afternoon (120 to 144 papers).
- ❖ 10 to 12 parallel regular or convened sessions, each of 10 reviewed papers of 20 min (two co-Chairs) on Tuesday to Friday morning (400 to 480 papers).
- ❖ 10 to 12 parallel regular or convened sessions, each of 5 reviewed papers of 20 min (one or two co-Chairs) on Tuesday to Thursday end of afternoon (150 to 180 papers) – if required by the numbers of accepted papers.
- ❖ 3 semi-plenary antenna oral sessions each of 2 invited 40 min papers (two co-Chairs)
- ❖ 3 similar semi-plenary oral propagation & sensing and measurement sessions (two co-Chairs)

Some oral sessions can be scientific Workshop (i.e. EurAAP WG, COST session,...) or special sessions (memorial session,)

This scheme allows presenting 670 to 804 oral papers in different sessions, organised according to the “Application track ” scheme.

The total number of convened papers shall be lower than the number of oral regular papers.

AI.1.2 Poster sessions

The EuCAP conference organisation and facility shall enable the following poster sessions:

- ❖ 3 or up to 8 parallel sessions totalling up to 150 posters per day from Tuesday to Thursday.

This scheme allows presenting up to 450 poster papers distributed in sessions preferably organised according to the “Application track ” scheme.

Poster shall stay displayed from morning coffee break to afternoon coffee break with mandatory presence of one of the authors from after the lunch break to the start of invited session.

A poster printing service should be found and proposed at registration to poster authors for timely delivery of their poster(s) at the conference venue. Authors shall make sure to specify correctly the poster format – i.e. landscape or portrait compatible with the boards, typically A0 format (119 x 84 cm).

Sufficient space must be allocated for each poster, allowing proper interactions between the author and the delegates.

AI.1.3 Short courses and Scientific Workshops

A few high quality half day (normally 4h including break) or full day short courses should be proposed. They shall be planned either the Sunday prior to the conference or Friday afternoon.

Some scientific workshops can be proposed, for example, to compare modelling software.

EurAAP Working Group chairs shall be given the opportunity to have a session to disseminate the WG achievements or to organise a WG meeting. Such requests shall be made in due time to the COC. Papers in scientific workshops don't go through the review process and are not considered for exportation to IEEE Xplore. In case an author contributing to a scientific workshop wants to apply for IEEE Xplore, in addition to the presentation in the scientific workshop, he/she shall submit their contribution as a poster for the regular paper processing.

AI.1.4 Conference social events, visits and excursions

The EuCAP conference will typically include the following conference social events. Times are indicative and some of the events are optional. The social program shall be proposed by the Conference organiser in cooperation with the PCO to the EuCAP StC for a possible iteration.

- ❖ Sunday 18:00h - Welcome Drink/Get-Together (optional)
- ❖ Monday > 18:00h - Official Reception. This reception should open the exhibition and is sometimes supported by the venue city (no extra fee for participants)
- ❖ Tuesday 20:00h - Local activity/show or evening excursion (optional)
- ❖ Tuesday or Wednesday 19.00h Exhibitor reception drink (no extra fee for participants)
- ❖ Thursday or Wednesday 20:00h - EuCAP dinner. The dinner venue shall be compatible with at least 500 participants and preferably 600. A venue outside the conference facility is highly recommended. An extra fee applies and is paid via registration.

Daily visits, guided tours, and/or excursions of special interest (technical, cultural, nature...) should also be available for accompanying persons and for participants.

AI.1.5 EurAAP, EuCAP and other AP related meetings

A number of committee meetings related to EurAAP, EuCAP, AMTA, COST and other AP related societies as well as meetings involving exhibitors and sponsors can be organised in the afternoons during the week of the conference, taking advantage of the presence of all the EuCAP participants.

AI.2 Requirements for the Venue

AI.2.1 Venue location

The key requirements for the location of the venue are:

- ❖ Hotel or congress centre with a good track record of holding successful conferences with an exhibition of similar or larger size and format.
- ❖ Easy access from an international airport and adequate transport and logistics for participants and exhibits
- ❖ Integrated restaurant and cafeteria facilities available at the venue or proximity of a good range of affordable restaurants for lunches
- ❖ Proximity of a good range of affordable hotels, including low cost accommodation for students
- ❖ Attractive surroundings

AI.2.2 Conference venue

The key requirements for the conference venue are:

- ❖ One auditorium with over 800 seats for the opening session

- ❖ One auditorium with over 500 seats for antenna afternoon semi-plenary sessions. Possible re-use of the one used for the opening session
- ❖ One auditorium of 300 places for afternoon semi-plenary propagation and measurement sessions.
- ❖ One auditorium of 300 – 500 places for the closing ceremony. One of the above mentioned rooms can be used.
- ❖ 10 to 12 rooms of 80 to 200 places for morning and afternoon oral sessions, some used for workshop and meetings
- ❖ 5 to 6 meeting rooms of 10 to 30 places for miscellaneous meetings
- ❖ Adequate space (typically 1000 square meter) and logistics for an exhibition with up to 60 3m x 3m booths and with possibilities to serve coffee and drinks. Lunch catering at or close to the exhibition should be considered.
- ❖ Adequate space with separable zones for up to 8 simultaneous poster sessions hosting up to 150 posters. Typical poster size must be format A0 compatible (at least 84x119cm) portrait or landscape) with at least 6 m² ground space per poster.
- ❖ A few offices for EurAAP - EuCAP officials and for Conference and Exhibit Services staff
- ❖ Room for buffet type lunch for 1000 people preferably in the exhibition area if ample space is available including enough tables or cafeteria facilities at the conference venue.
- ❖ Adequate space for welcome drink and for the official reception
- ❖ Availability of competitive catering services
- ❖ Availability of competitive Audio Visual as well as Light & Sound services with one or two assistants reachable on stand-by to support presentations and offer trouble shooting.
- ❖ Availability of competitive ICT services including adequate Wifi coverage with sufficient capacity provided free of charge for participants' communications.

AI.3 Requirements for EuCAP Organisation

AI.3.1 Conference Organising Committee

The main roles of the chairs and liaisons are summarized below:

- ❖ Conference Chair (Overall coordination of the conference)
- ❖ Conference Vice Chair (Supports and replaces when needed the Conference Chair). Preferably selected with a technical domain complementary to the one of the conference chair (antenna, propagation, measurements).
- ❖ Past and Future EuCAP chairs
- ❖ Publication, Dissemination and PR Chairs (Announcements, Advertising, Calls for papers and for exhibitor & sponsors, Web site, marketing for subsidies, sponsors, exhibitors, conference book, proceedings)
- ❖ Technical Program Chairs (Covering antenna, measurement and propagation expertise). Can be covered by the General Chair and/or Vice-Chair)
- ❖ Convened Session Chairs (Identify, invite and manage conveners and their sessions)
- ❖ Invited papers Chairs (Identify and invite keynote speakers and invited speakers)
- ❖ Awards & Grants Chairs (Setting up and development of awards and grants)
- ❖ Financial Chair (From the PCO, supervision of daily finance management and reporting to EucAP StC and EurAAP secretary)

- ❖ Local Organising Chairs (Supervision of local support, relations, subsidies, sponsors, venue, events, visits, socials..)
- ❖ Exhibition and Sponsors Chairs (Supervision of exhibition/sponsors setup, logistics and operation)
- ❖ Short Courses and Scientific Workshops Chairs (Supervision of development, setup, logistics and operation of short courses and scientific workshops)
- ❖ Industry liaison Chair (To enhance industry participation and ensure that application-focused days are implemented)
- ❖ AMTA Liaison (EurAAP based - Renew and develop support and participation from AMTA)
- ❖ IEEE Liaison (Renew and develop support and participation from IEEE AP-S including publicity and Xplore proceedings)
- ❖ URSI Liaison (EurAAP based - Renew and develop support and participation from URSI including publicity)
- ❖ ISAP Liaison (EurAAP based - Renew and develop support and participation from ISAP including publicity in Japan)
- ❖ Technical Program Committee (group of 10-15, preferably more local to support the program elaboration at a special TP meeting).
- ❖ Local Organising Team (Coordination and support for local level issues)

The respective detailed tasks of the Conference Chair and of the above Chairs are listed with key inputs deadlines and outputs in the guideline covering the Conference tasks provided in part B of the guidelines.

The conference chair shall ensure in the committee creation process that a clear understanding of the roles and responsibilities by all chairs as well as a reporting structure is put in place.

AI.3.2 Conference services

The tasks to be covered by the PCO in coordination with the COC and the Venue services are detailed in part B of the guidelines.

Some of them are subcontracted to the Venue Services organisation, some of them are outsourced and some are supported by local volunteers.

Before the start of the conference development phase starting 24 months before the conference, the agreement with the PCO might have to be amended to account for resources available through the COC, the supporting Institution and local partners and the Venue services specific to each conference.

Essential requirements regarding the PCO are:

- ❖ PCO has proven track record of successfully organising similar size events
- ❖ Nominated experienced conference Manager and Deputy at PCO
- ❖ Nominated experienced exhibit and sponsors Manager at PCO
- ❖ Single conference telephone and e-mail contact point at PCO
- ❖ Availability of an experienced conference software specialist at PCO
- ❖ Availability of an experienced conference accounting specialist at PCO
- ❖ Availability and maximum use of previous conference heritage: calls, forms, letters, lists...
- ❖ Streamlining of PCO staff to take account of local resources

AI.3.3 Exhibition and sponsors services

Exhibition and sponsors services are nominally conducted by the PCO exhibit and Sponsors Manager in coordination with the COC and the Venue services.

Essential requirements regarding the Exhibition and sponsors services are:

- ❖ Past experience with similar exhibits of the PCO exhibit and sponsors Manager
- ❖ Availability and maximum re-use of past conference exhibit and sponsors heritage as well as documents from the venue for preparation-update of exhibit related documents (lists, exhibitor and sponsor conditions, call for exhibitors and sponsors, manuals...)
- ❖ Optimum use of exhibit services and material available from the venue

AI.3.4 Venue related and outsourced services

The required Venue related and external services are preferably well known to the PCO. They can be provided (included or at extra cost) by the Venue or outsourced.

These include as a minimum:

- ❖ Hostess desk, paging facility
- ❖ Cloak room
- ❖ Security (including fire brigade, security at night,..)
- ❖ First aid
- ❖ Travel Agent
- ❖ Tourist information and tours
- ❖ Catering
- ❖ Technical support/troubleshooting
- ❖ Communications (Internet, Wifi, PC's)
- ❖ Audio Visuals and presentation support equipment
- ❖ Poster equipment
- ❖ Signage equipment
- ❖ Exhibit stand equipment and set up support

External facilities and services might be required for the dinner and other social events

AI.3.5 Communications, Meetings

- ❖ The optimum use of Internet and teleconferencing is recommended to minimize travel expenses associated with meetings.
- ❖ The streamlining of e-mails and adherence to elementary rules (i.e. no systematic reply to all etc...) is mandatory
- ❖ The PCO should have a central point of contact for conference related communications
- ❖ The Web site of the conference should have an area with restricted access for committee related information, minutes of meetings, planning, standard letters....
- ❖ The meetings should be replaced by teleconferences whenever possible to limit travel costs
- ❖ Some key meetings, in particular those involving all or part of the EuCAP StC, are anticipated and can be held at the three previous conferences. For details, see Annex II.

AI.3.6 Minutes, records and reports

- ❖ Minutes of most meetings are nominally produced and distributed by the PCO representative
- ❖ Minutes or restricted meetings are produced by a participant designated by the Chair
- ❖ All conference records and files are organised and archived by the PCO
- ❖ All conference records are kept up to date by the PCO
- ❖ All conference documents and records are made available to the COC and EuCAP StC by the PCO preferably by a restricted access from the conference Web site
- ❖ Regular progress/status/financial reports are produced and distributed by the PCO after approval by the Conference Chair. This includes planning aspects, financial aspects and open questions
- ❖ A final post conference report including statistics (participants per session, no shows etc), lessons learned, detailed final accounts is produced by the Conference chair with support of the PCO.
- ❖ Note that the EuCAP Web site, and all conference documents, records, and data collected in connection with the EuCAP conference (including data on paper submissions, registrants, and attendees), as well as all communications related in any way to EuCAP in whatever form (including e-mail) shall become and remain the property of EurAAP. This is a requirement to protect EurAAP and the COC, and to ensure that the data necessary to produce the EuCAP conference remains at all times available to the COC and EurAAP. This requirement shall be included in all relevant contracts with Web site hosting organisations, Professional Conference Organisers, and all external suppliers and contractors.

AI.4 Publicity, PR and Marketing Requirements

See also section Guidelines part B. Key requirements are:

- ❖ Up to date distribution lists for mass and more targeted mailings
- ❖ Agreement of IEEE-APS, AMTA, URSI, ISAP for one CFP e-mailing to their members and advertising in their magazines and bulletins
- ❖ Timely mailings of the publicity and marketing material
- ❖ Timely checks and updates of the conference website with the help of the PCO and webmaster
- ❖ Support from local arrangements chair for local publicity, PR contacts with the media and marketing
- ❖ Support from the Exhibition and Sponsors Chairs and Manager

AI.5 Technical Programme Requirements

AI.5.1 Scope, topics of the conference

- ❖ Eventual changes of scope, application tracks and topics can be decided and requested by the EuCAP StC
- ❖ The Conference Chair and TP Chairs can also propose updates of the scope, application tracks and topics from previous years
- ❖ The EuCAP StC should give its agreement to the scope, application tracks, and topics proposed in the first announcement and the CFP
- ❖ Association of the relevant antenna, propagation, measurement topic(s) of the CFP and of a driving application to each submitted paper is important to optimise reviewing and programming.
- ❖ These same topics and applications can be used also to qualify reviewers, potential session chairs or conveners specialisations and preferences for optimum assignments. They can also be used at registration to anticipate preferences relative popularity and best room assignments for sessions.

AI.5.2 Types of sessions

Opening and closing sessions, oral invited sessions, oral convened sessions, oral regular sessions, and poster sessions, as well as courses and workshops, are described with the format of the conference in section AI.2 above.

AI.5.3 First announcement

It should be issued on the Web as soon as the venue is known and at the latest 18 to 16 months before the conference. It would cover typically:

Introduction, objectives, key topics, expected call for papers date, exhibits, short courses and workshops, conference venue, accommodation, committees, organising institutions, committees, associated institutions and known key sponsors, conference secretariat and contact data, Web site address.

This can be formatted to fit on an A4 sheet recto-verso for a paper flyer.

A shorter one page version can also be produced for (free) advertising in IEEE AP Magazine and other bulletins.

AI.5.4 Calls for papers

The main Call for papers should be issued around 12 months before the conference (but not before the end of the preceding edition) and cover/mention typically the same as listed above for the first announcement, with some updates on dates, topics and paper submission format.

The call should be integrated in the Web site and include all necessary links to instructions for authors.

This can be formatted to fit on an A4 sheet recto-verso for a paper flyer to be distributed at the previous EuCAP and other relevant conferences.

A second call for papers can be issued at t-9 and distributed by e-mail. Essentially it is an update of the previous call and is not printed.

AI.5.5 Paper submission and review procedure

AI.5.5.1 Paper submission

This is done using the EDAS® conference management system.

- ❖ A 2 to 5 pages paper, including figures shall be submitted for acceptance review and inclusion in the proceedings. For inclusion in the IEEE Xplore, they shall be submitted electronically in IEEE Xplore compatible Adobe Acrobat PDF format using the EDAS® conference management system. This applies to all convened and regular oral and poster papers.
- ❖ Source papers can be prepared in LaTeX or MS Word for which templates must be provided on the Web site.
- ❖ All papers can be converted or checked using IEEE PDF Express, which is normally available on-line as part of the IEEE APS sponsoring agreement which must be obtained in due time by the IEEE-APS Liaison Chair. The Conference ID is provided once the conference has been submitted to the online IEEE Conference Information Form and the Conference Publications Form.
- ❖ At least one of the authors of each paper must register for attending the conference.
- ❖ A delegate cannot register more than two papers in his/her name as “presenting author;” otherwise the papers will not be published .

AI.5.5.2 Review procedure

The review process for regular contribution shall include the following steps:

- ❖ The EDAS® License and Service Agreement shall be extended in due time by the relevant EuCAP StC member in charge or by the EurAAP secretariat.
- ❖ The EDAS® conference management system shall be configured and activated for EuCAP201*, with the help of the PCO and, if needed, or their contractors.
- ❖ The pool of at least 300 reviewers from the previous EuCAP shall be updated by the TP Chair.
- ❖ Past reviewers who are kept and new reviewers proposed by the COC (and possibly by the EuCAP StC) shall be invited via EDAS® and asked to confirm their preferred review topics from those listed in the Call for Papers. The complete set of reviewers and their review topics shall then be consolidated in EDAS®.
- ❖ Authors shall submit their 2-5 page papers to the EDAS® EuCAP conference database.
- ❖ Based on the topic(s) indicated for the paper and its content, the submitted papers shall be allocated by the TPC Chair and vice Chairs to the reviewers in technical fields Antennas, Propagation or Measurements.
- ❖ To secure the review quality, each reviewer shall review a maximum of 15 papers via EDAS®, feeding back scores and comments to the TPC members. Each regular paper shall be evaluated by least 3 reviewers.
- ❖ The Technical program Committee shall have a special TPC meeting in order to finalise the review of contributions.

- ❖ Feedback from reviewers can include, for truly exceptional papers, a recommendation for a best paper award. These will be processed and dealt with by the Grants and awards Chair supported by the TP team.
- ❖ Authors are notified of acceptance or rejection. At that step, the allocation of the paper to an oral or poster session is not yet communicated to the author (as not yet established).
- ❖ Authors of accepted papers may submit an update (2-5 pages) to the EDAS® EuCAP conference database but such update shall not change the scope, the title, and authors of the paper. The update shall preferably account for the reviewers comments. In case of major change, the TPC may decide to consider the paper version submitted at the time of the paper submission (the version reviewed by at least 3 reviewers).
- ❖ The COC shall ensure that when transmitting their manuscript, authors of papers have read and accepted the Copyright Policy (Copyright Agreement), which will apply to accepted papers.

Full versions of all convened papers must also be entered in EDAS and assigned to the two relevant session chairs/conveners as well as at least an extra “independent” reviewer selected by the TPC.

AI.5.6 Conference technical program

Following the review and the selection of abstracts, the Technical Program Committee shall draft a program allocating papers in sessions in line with the conference format, i.e., opening, invited, convened, and regular oral sessions (mandatory to have a higher number of regular sessions as compared to convened sessions), and poster sessions. Papers focusing on a given application track shall preferably appear in the same room unchanged over the week.

In the past, more than 50% of authors indicated no preference between oral and posters. To make sure TPC captures the authors’ wishes and add flexibility at the time of program elaboration, 5 choices shall be possible in EDAS:

- ❖ Oral
- ❖ Poster
- ❖ Preferably Oral
- ❖ Preferably Poster
- ❖ No preference

The following criteria in descending order of priority should be considered for accepting the abstract as oral:

- ❖ The author identifies a preference for oral
- ❖ The paper is of high standard and may attract a large audience
- ❖ The abstract covers a topic of general interest
- ❖ The presenting author is known to have good presentation skills

The criteria in descending order of priority for accepting the abstract as poster are as follows:

- ❖ The author identifies a preference for poster
- ❖ The abstract is very specific and only for some specialists

- ❖ The paper is not fully convincing and there are some uncertainties regarding the final technical content
- ❖ There is a large risk of no-show because the paper originates from a country that may experience some visa issues
- ❖ The quality of the English in the paper is sub-standard

The convened sessions should be selected on the basis of scientific quality, International attraction, EU/non EU convener and Mixed Industry-Academia.

The program shall be consolidated with the Industrial liaison chairs.

This draft program shall be submitted for fast comments and approval to the EuCAP StC chair. It is then used by the TP Chair to invite or confirm 2 session co-chairs per session (the 2 conveners, including one from overseas, for convened sessions).

A preliminary program with all papers and co-chairs can then be compiled and placed on the Web site and disseminated in publicity material.

After further updates, including session to room allocations, the final program is compiled, and incorporated in the printed conference book delivered at the beginning of the conference.

A mobile phone app with the program content shall be made available to the delegates.

An USB stick of the proceedings shall be delivered at the beginning of the conference.

Optionally, when elaborating the final program, the TPC can identify back-up papers (good quality papers assigned to poster). It will be proposed to the author to, in addition to his or her poster, prepare an oral presentation to possibly step in in case of a cancellation.

AI.6 Grants and Awards

AI.6.1 Grants

A number of grants (5) shall be offered to authors of high quality papers from developing countries, who are not able to afford the conference fee. This shall be considered in the budget.

As a minimum, the grant shall be for free entrance at the EuCAP conference, other services being paid by the participant.

Email request for grants, with a full paper and a CV including the list of publications have to reach the Grant and Awards chair at the latest 2 months before the conference (prior to the applicant's registration but after the full paper submission).

The applicants shall be informed 1.5 months before the conference.

AI.6.2 Awards

There shall be five award competitions at EuCAP.

- ❖ Best student paper awards (2)
- ❖ Best Antenna application paper award
- ❖ Best Antenna theory paper award
- ❖ Best Propagation paper award
- ❖ Best Measurement paper award

The award chair, in coordination with the Technical Program chair, shall select the finalists before the conference in each category based on two criteria:

- ❖ The recommendations of the reviewers or the conveners (convened session)
- ❖ The quality of the paper.

The preselected papers for awards shall be presented in a dedicated poster session on Thursday.

The ESoA-EuCAP student award will be selected by a panel of world leading experts, based on the presentation of the students at the conference in a dedicated session composed of 10 presentations.

The winner of the other four prizes will be judged by a panel of world leading experts before the conference based on the quality of the work and the quality of the paper. The award will be presented at an awards ceremony during the dinner or the closing ceremony session of the conference.

AI.7 Publications

The COC shall ensure a maximum re-use of the publication available in the EuCAP data repository. A lot of time and effort can be saved by simply updating carefully material from the last EuCAP conference(s) and then applying strict quality control. All publications shall be agreed with the EuCAP StC before its release.

AI.7.1 Conference flyers

An A4 recto-verso paper flyer folder in three shall be used for First announcements and then calls for papers distribution at EuCAPN-1 and possibly other at relevant conferences. See contents in section AI.5.3 above.

AI.7.2 Conference book

Distributed to participants at the beginning of the conference, it shall include all required information for conference attendees.

This includes general information on the location and the venue including required maps as well as all the events, meetings, courses, workshops, and services associated with the conference and their location.

It also should include the week's overview according to application tracks and the final technical program. All sessions shall exhibit their room, their title, their application track, their co-chairs, paper titles, and co-authors. An alphabetic index of authors and co-authors with the corresponding papers shall be included in the proceedings.

Advertising from exhibitors, sponsors, for next EuCAP conferences, for associated conferences and societies should be prepared in advance and comply with relevant agreements.

Conference books should comply with the above and their style and structure should remain the same, while obviously enabling improvement.

The conference book has to be produced by the PCO and the printer and shipped ahead of the start of the conference with at least a week margin.

AI.7.3 Conference proceedings book

Distributed to participants at the beginning of the conference in a USB stick, proceedings shall at least include the final program with all the full papers, short courses, and workshops, and preferably also relevant information available in the conference book, the conference Web site, and possibly some relevant data from EurAAP and some advertising for sponsors and exhibitors.

Associated tools and indexes required for easy navigation and search shall be included.

The table of contents should at least include:

- Organizing Committee
- Technical Committee (TPC)
- Sponsors
- Exhibitors
- EurAAP WG: ESoA
- EurAAP WG: EDX Package
- EUCAP 20xx Website
- Help
- Welcome
- Program
- Search
- Author Index
- Papers by Title
- Session List
- Short Courses & Workshops
- EuCAP Steering Committee

Conference proceedings should comply with the above and their style and structure should remain the same, while obviously enabling improvement. Guidelines with a checklist should be compiled for assembling and printing the Conference Proceedings.

Proceedings are disseminated at the conference, by EurAAP and via IEEE Xplore for relevant papers.

It is important that all formalities with IEEE concerning sponsorship and Xplore publication of the papers be undertaken soon after the kick-off of the conference development by the IEEE liaison chair.

Conference proceedings production and sales shall be under the PCO responsibility as well as the timely adaptation and delivery of IEEE Xplore compatible proceedings to the IEEE in consultation with the IEEE liaison chair.

AI.7.4 Conference proceedings App

The conference program shall be made available in an app for downloading on mobile phone.

AI.7.5 Other publications

Other published material to produce is listed below:

- ❖ Conference logo
- ❖ Letterhead and envelopes
- ❖ Session signs and other signage
- ❖ Luncheon and dinner menus
- ❖ Committee handbook?
- ❖ Billing and Final report with the Finance Chair
- ❖ Post conference article for publication

AI.8 Short courses and scientific workshop requirements

Short courses and scientific workshop are mentioned in the first announcement and can be introduced with more details on the Web site at t-12 months. See also section AI.1.3 above.

If the number n of registrants for a course is less than 5 at t-3 months the course is cancelled. If $n \geq 5$ the course takes place, registration closes at t-1 month.

A possible scheme is for a 4h course including break:

Course fee: €100 per participant

Instructor (s) total fee: €50 x (n-5)

For 2x4h courses including breaks above numbers are multiplied by 1.5

This ensures a reasonable profit to EurAAP in any case.

Lecturers can propose their course. Prominent specialists can be invited to deliver a course. They must provide a two page (max) course description including title and lecturer(s), course duration (half or full day), level/prerequisites, course description and topics, short biography of lecturers

A similar description must be provided for scientific workshops.

AI.9 Exhibition and Sponsor requirements

Exhibition and sponsoring packages in the style of EuCAP 2016 and booking form for exhibitors and sponsors shall be prepared.

Sponsors shall be given large visibility to the conference delegates to enable highlight of their expertise to the Antennas, Measurement, and Propagation community.

Sponsorship opportunities must be listed in a sponsor information pack and can be tailored to the sponsors' needs (see data repository for past sponsor information pack).

Subsidies and advantages in nature (such as the printing of all conference paper publications, or the production of the proceedings) can also be sought for from supportive organizations.

Industrial workshops can be organized under the responsibility of an industrial partner. The COC will just organize the room, timeslot, and advertisement. Any costs have to be covered by the industrial partner unless already included in the sponsor or exhibition package.

AI.10 Conference finance requirements

AI.10.1 Financial conditions and payments

EurAAP will use a separate and dedicated bank account for each EuCAP conference in order to have full control and visibility of the EuCAP income and expenses. The income from registration, exhibition, and sponsors shall be credited directly to the EuCAP bank account

and this money will be used to pay the conference expenses. This account shall be owned by EurAAP.

Funds are transferred, when needed, from the EurAAP-EuCAP account to the PCO bank account to cover conference expenses paid by the PCO and its fees.

The financial management of the conference will benefit from the following advantages:

- ❖ An improved tracking of the registration incomes: all the credit card transactions and the bank transfers payment need to be checked on the bank account list
- ❖ A tight control of the expenses, to minimise the financial risks of EurAAP
- ❖ An easy extraction of the conference balance, since all the money is flowing on a single bank account

The Conference financial Chairs are expected to be one person nominated by the Conference General Chair (possibly a person from the PCO) and the EurAAP secretary.

The Financial Chairs, shall take care of the administrative and financial rules, varying from country to country, such as taxes, VAT, insurances, etc.

About VAT, for instance, a VAT registration as non-resident is needed in order to issue the invoices related to the conference entrance and services. For this reason EurAAP was registered in Spain, Italy, Czech Republic, and Sweden, so far. A de-registration is then needed after the end of the conference. Usually, a VAT accountant/consultant is hired by EurAAP to assist for local aspects.

The insurance at EuCAP covers public liability and employers' liability, up to 2-3 MEUR, depending from the Congress Centre requests.

In some cases, the insurance is already included (or partially included), in the hiring fee of the venue.

The policy agreed with the insurance provided is signed by EurAAP or by the PCO, according to the best and simple way to proceed.

AI.10.2 Budget

At the level of the initial proposal, a preliminary budget is prepared by the organizer, listing main expected incomes and expenses; this preliminary budget is produced with support of the involved PCO. A model budget available in the EuCAP data repository will be provided, on request, to produce the preliminary budget.

During the consolidation phase, the organizer and the PCO, together with the EurAAP Secretary and the EuCAP StC, will update the estimation of the expenses and incomes from a deeper analysis and negotiation. The EurAAP BoD will immediately be informed about any decision on the budget that could produce a final financial result outside the expected balance agreed between the EurAAP BoD and the EuCAP StC.

The agreed preliminary budget will be one of the key annexes of the Memorandum of Agreement to be signed by the organizers and EurAAP.

Any significant change proposed to this budget will have to be agreed by the EuCAP StC (and eventually by the EurAAP BoD) and the EurAAP Secretary, who, as responsible of the final financial result will have full visibility on the income and expenses related to the Conference.

The PCO has to take care of the hotel room block and give to EurAAP at least the 50% of the related commissions after the conference.

AI.10.3 Registration fees

Conference fees should be determined together with the EuCAP StC (and eventually by the EurAAP BoD) to generate a positive result with a typical target of 10% of the total conference income for a nominal attendance of 1000 attendees without however a change in the fee larger than +- 5% with respect to the previous conference registration fee. For instance, this means that in case of a successful conference with 1000 attendees and 850 paying fees, the expected revenue is about 50000-75000 Euro. Breakeven is expected to be reached for 800 attendees and 700 paying fees.

Lunch at conference location, for all delegates from Monday to Thursday, shall be included in the conference budget.

Reference fees for 2016 (including VAT) are given below. In brackets are the last EuCAP editions' average number of delegates for each category. These figures shall be used for the budget elaboration and correspond to a total of 1000 paying delegates.

The table indicates as well the number of non-paying delegates to be used when calculating the expenses.

Delegates and Visitors	Early Bird	Standard
Associated Society Member	600 € (347)	690 € (59)
Non Member	680 € (182)	770 € (77)
Student	300 € (210)	370 € (20)
Retired	300 € (7)	370 € (5)
2-days registration	420 € (0)	490 € (0)
Exhibition visitor	80 € (22)	90 € (11)
Stand personnel		225 € (60)
Keynote (3) and Invited speakers (12)		0 € (15)
EuCAP sponsors : assuming 2 platinum (2), 4 gold (2), 4 silver (1), 2 bronze(1)		0 € (18)
EuCAP exhibitors: assuming 50 booths(1)		0 € (50)
Students helping		0 € (15)
Previous year A&P EurAAP awardees		0 € (2)
Representative of entities having signed MoU with EurAAP.		0 € (5)

Delegates and Visitors	Early Bird	Standard
EurAAP free registrations		0 € (5)
EuCAP COC free registrations		0 € (5)

AI.10.4 Free registrations

The following free registrations apply:

- ❖ Maximum 5 persons directly invited by the EurAAP BoD
- ❖ Maximum 5 persons directly invited by the EuCAP COC
- ❖ Antenna and Propagation EurAAP awardees from the previous year
- ❖ Sponsors and exhibitors according to packages.
- ❖ Keynote and invited speakers (they and their partners are also entitled to free participation in welcome reception and Conference dinner)
- ❖ Maximum 5 representatives of entities having signed MoU with EurAAP

All the above shall be considered in the budget. Other free registration or grants might be directly financed by sponsors or partners.

AI.10.5 Free Booth/ special deals

The following entities are entitled to get a free booth:

- ❖ EuCAP Next Edition
- ❖ AMTA
- ❖ ESoA WG of EurAAP,
- ❖ IEEE AP-S (membership booth)

In addition, scientific publishers and professional organizations could be entitled to special deals subject to agreement with EurAAP BoD.

AI.10.6 Travel expenses

The suggested compensations for the Keynote Speakers and the Invited Speakers are listed in the table below:

Cost type	Europe	Overseas
Travel	200 €	500 €
Accommodation	500 €	500 €

Moreover the Keynote and Invited Speakers are invited to the Conference Dinner free-of-charge (with partner).

Travel and subsistence reimbursement for non-local committee members are included in the budget for EuCAP meeting held before the conference (economy or low cost flights and 3 stars hotel). No reimbursement is planned for travels to EuCAP.

AI.11 Post conference requirements and final report

The post conference activities required of the conference chair include collaborating with the PCO for the completion of the financial and administrative commitments of the conference, production of the Financial Report and notification to EurAAP

The post-conference duties include:

- ❖ A wrap-up session after the conference
- ❖ Preparation of the post conference report including statistics, financial and planning records and lessons learned.
- ❖ Update of the Guideline part A and B with due consideration of lessons learnt from the conference and information relevant to last conference edition for consideration by the EuCAP StC when elaborating the new version of the guidelines.
- ❖ Financial accounting – including return of loans, surplus
- ❖ Communication of detailed bank account records, accounting reports and original receipts and invoices to independent audit
- ❖ Closing of the conference bank account
- ❖ Letters of appreciation and “thank you” letters
- ❖ Conference article and statistics.
- ❖ Update of all the database available in the EuCAP data repository

The objective of the post conference report is help future conference chairs and committees in terms of reducing efforts and improving quality and financial results. It shall include specific proposals for continuous improvements.

It is also to ensure that future EuCAP's are even more attractive and useful to participants, exhibitors and sponsors.

Annex II - EuCAP Preparation Milestones

Milestone [entity/person in charge]	Months to Conf
Conference Proposal to EuCAP StC [Proposed Chair]	60-37
Presentation of proposal to StC (at EuCAP n-3) [Proposed Chair]	36
Preliminary Budget accepted, end of consolidation phase [Proposed Chair/ EurAAP Treasurer]	30
Conference award and Appointment of Conference Chair [StC]	30
Appointment of COC members [Chair]	29
Finalized Contract with PCO [EurAAP Treasurer and Chair]	29
Open bank account [Chair, PCO]	28
Firm booking of venue with required space [PCO]	28
Blocked hotel rooms [PCO]	28
EurAAP agreement with other sponsoring organizations [StC]	28
StC & COC Meeting at selected venue	27
Booking of outsourced services [PCO]	26
COC & PCO first full meeting	25
StC & COC Meeting at EuCAP n-2	24
First exhibition layout [COC]	20
First drafts of call for Papers and Web-site presented to StC for review [Chair]	18
Draft sponsor and exhibitor's package ready [COC]	17
Call for papers and promotional material ready including stand material for EuCAP n-1 [COC]	16
StC & COC Meeting at EuCAP n-1	12
Call for Papers published and distributed (after end of EuCAP n-1) [COC/PCO]	11
EDAS website operational for paper submission and for review [COC]	11
Finalized sponsor and exhibitor package distributed [COC/PCO]	11
Invitation sent to potential reviewers and TPC members [COC]	10
Deadline for proposals for convened sessions [COC]	10
Keynote and Invited Speakers contacted [COC]	7
Deadline for Abstract submission	6
Deadline for Abstract review [Reviewers]	5
Finalized Convened Sessions and Finalized Keynote and Invited Speakers Programme [COC]	5
TPC meeting [COC]	5
Notification of acceptance to authors [COC]	4
Publicity material to trade magazines sent [COC]	3
Session chairs defined and layout detailed program with session titles, paper titles, etc ready [COC]	3
List with delegates entitled for reduced registration agreed [COC/StC]	3
Deadline early bird registration [PCO]	2
Programme book printing and USB proceedings [PCO]	2
Details of conference centre (audio-visual aids, boards, banners, etc) checked [PCO]	1
On-site Registration, Exhibition, workshops, IT facilities, press ready [PCO]	0
Feedback/lessons learnt delivered to StC [Chair]	-2
Finalize account [Chair]	-3