



GUIDELINES FOR
THE EUROPEAN
CONFERENCE
ON ANTENNAS
AND
PROPAGATION

**PART A – GENERAL
INFORMATION &
PROPOSAL
PREPARATION**

2019 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
GDPR:	General Data Protection Regulation
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
LOC	Local Organising Committee
PCO:	Professional Conference Organiser
StC:	EuCAP Steering Committee
TPC	Technical Programme Committee
URSI:	Union Radio Scientifique Internationale
VDE:	Verband der Elektrotechnik Elektronik Informationstechnik

Applicable documents

[AD.1] EuCAP guidelines PART B – General Information & Proposal Preparation

[AD.2] EuCAP requirements

[AD.3] EuCAP budget template

[AD.4] EurAAP PCO draft contract

[AD.5] Liaisons with other associations having signed MoU with EurAAP

[AD.6] EurAAP Toolbox user manual

[AD.7] EDAS user manual for EuCAP Chairs

[AD.1] is available on EurAAP website

Other [AD] are available on request

1. Introduction and objectives

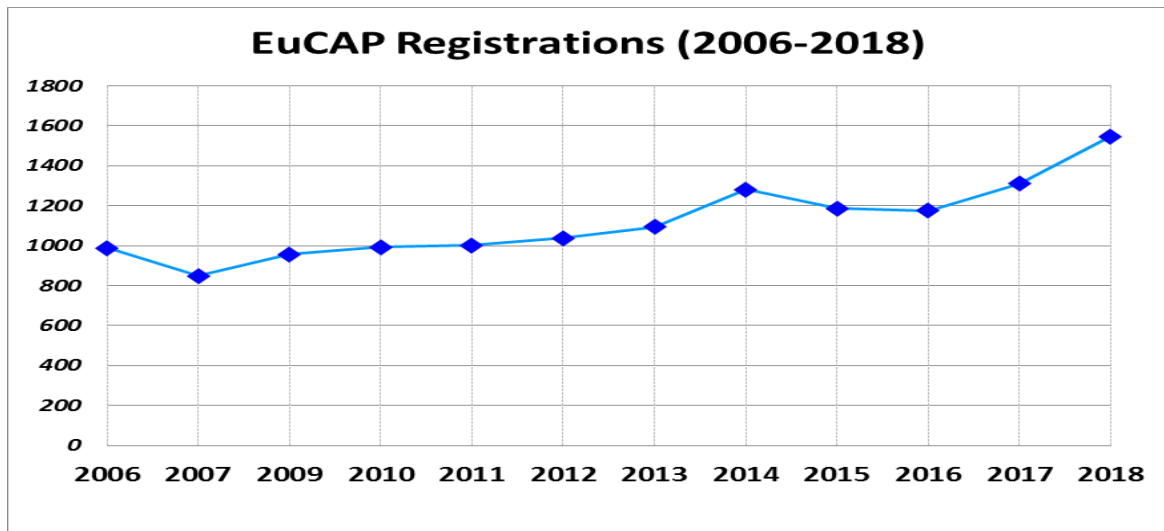
The European Association on Antennas and Propagation (EurAAP) <http://www.euraap.org/>, provides the legal frame as well as the contractual and financial support to organise the European Conference on Antennas and Propagation (EuCAP) overseen by the EuCAP Steering Committee (StC).

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. EuCAP normally takes place in March or April depending on the climate at the venue, and avoiding the Easter week and the week after Easter.

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 13 past editions, EuCAP attracted between 1000 to 1500 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 and attendance 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	Gothenburg	March	REALIZE
2014	The Hague	April	CONGREX
2015	Lisbon	April	REALIZE
2016	Davos	April	CIM-GLOBAL
2017	Paris	April	B2C
2018	London	April	IET
2019	Krakow	April	Mazurkas



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 each EuCAP edition is successful, has a week-long program structured in a similar way and is convivial to best serve the antennas and propagation community, and brings some 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, as well as past conference reports, lessons learnt, and standard models for programs and budgets.
- ❖ Assessing the compliance to EuCAP 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 the present set of guidelines in order to ensure EuCAP consistency and quality over the years.

The guideline set includes two main parts:

- This Part A covers the preparation and expected content of proposals for hosting EuCAP. It is expected that proposals for organising a EuCAP will essentially comply with the proposed content and that any proposed deviations will be clearly indicated and justified.

- The second part B covers the tasks for the organization of the conference as well as the different chairs' roles and responsibilities.

The guidelines are complemented with other major documents:

- The EuCAP key requirements gives more details and figures for both the conference preparation and execution.
- The EuCAP budget template enables the candidate to elaborate a budget with adequate figures regarding number of delegates, number of lunches ... and check that all cost elements are present in his or her offer.
- The EurAAP-PCO draft contract contains the anticipated agreement at the time of final negotiation. It is only given for information at the time of the conference preparation.

Beside these documents, after a successful proposal, EurAAP gives access to the LOC to a large set of documents and data repository with history, letter models, etc.

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.

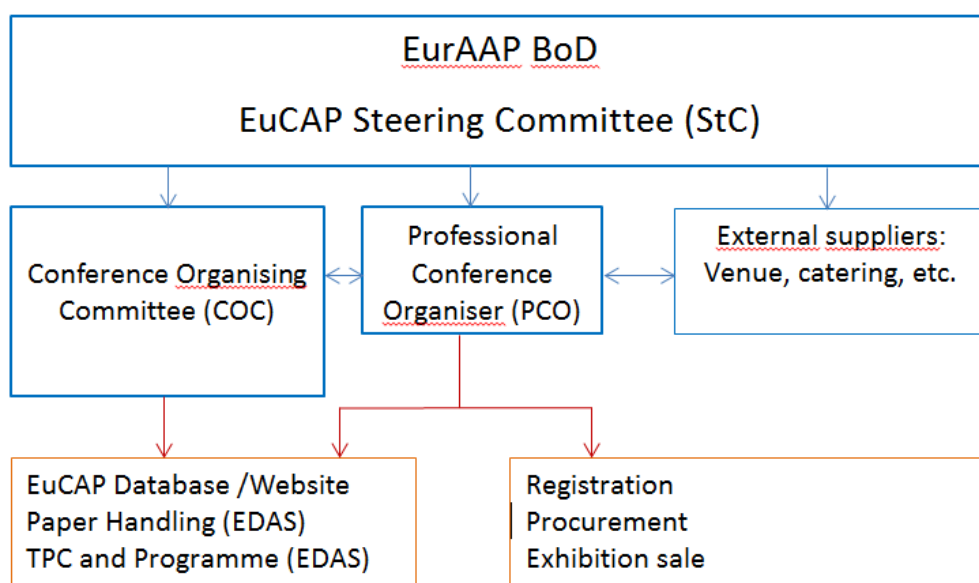
By applying these guidelines and a strict quality control at all levels and on all conference products, the EuCAP brand will be protected and preserved, attracting more abstracts and delegates.

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 (2006-2019) consolidated an approach able to guarantee the conference success, ensuring consistency from conference to conference while, at the same time, introducing improvements. A successful EuCAP edition is the result of the strong contributions from three main actors:

- ❖ the EuCAP steering committee (StC), in charge of ensuring the quality and continuity of the EuCAP conferences, and 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 proposal 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 Local Organising Committee (LOC) is part of the COC.
- ❖ 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 the conference is announced to the community, and the interactions with the potential delegates. The objective is, that from a delegate and/or author perspective, all administrative handling will look very similar with minimal effort spent.

To comply with the General Data Protection Regulation (GDPR), EurAAP is the only channel for disseminating information and storing personal information needed for the association's activities.

To ensure this continuity and provide for exigencies, the EuCAP StC makes available the following elements:

The EuCAP Web site frame, populated with the up-to-date content available one year prior to the conference. It is hosted on the EurAAP server and ready for the next updates by the COC.

The EurAAP tool for delegates and exhibitor registration management

The EDAS tool, fully configured in line with the EuCAP week program and ready for TPC undertakings

The EuCAP data repository with letter models, dissemination e-mails, and the procedure for communicating in accordance with the GDPR.

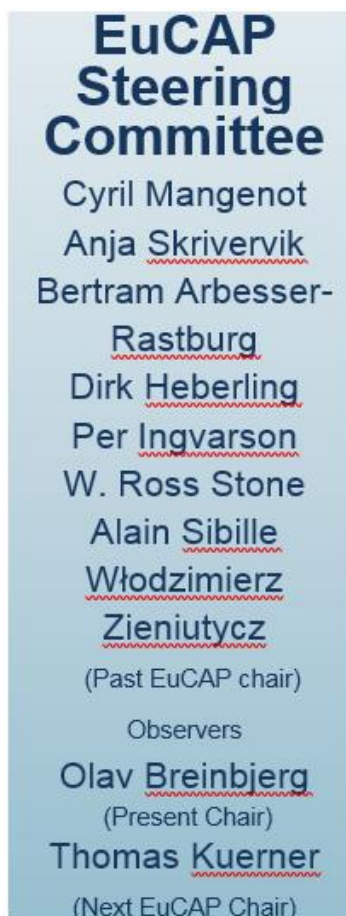
The use of the EuCAP registration and management tools, the EuCAP data repository, the Web site, and of the EDAS® program for abstract/paper handling are mandatory.

Note that the EuCAP Web site, and all data collected in connection with the EuCAP conference (including data related to 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 at all times 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.

As of April 2019, the EuCAP Steering Committee Members are:

An actual list of the members of the EuCAP Steering Committee 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, must be 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. be 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 service providers such as convention centres, catering, exhibition-booth builders, events managements, conference kits, etc. will be directly agreed to 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 will review the proposals and, if necessary after clarifications from the proposers and a visit to the proposed venue(s), will generate key comments on the strengths and problem areas associated with the proposal. The evaluation will then be completed by the EuCAP StC. The selected organiser will receive notification that they have been 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 that is 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 proposal 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 will be finalised and will form 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 24 months before the conference date at the latest, aiming for a kick-off and signature of the memorandum of agreement at EuCAP N-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 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 should support and substitute for the Conference Chair when needed.

The Conference Chair will join the meetings of the EuCAP StC one year in advance of his or her 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, addresses, e-mail addresses, 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 will 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 successfully organise and develop the conference 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 will 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 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. The proposal shall demonstrate the implication of all the major national/regional antennas and propagation actors.

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 that supports the COC. Representatives from both academia and industry are expected.

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 may approach the EuCAP StC for advice on possible PCOs that have experience in EuCAP organisation. When a local PCO is proposed, experience shall be described. PCO costs shall account for the free access given by EurAAP to a wide set of tools for the Web site, registration, dissemination, etc. 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's time availability, location, surroundings, support from local (antennas and propagation-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 as described in the requirements document and summarized in a table showing the degree of compliance of each potential venue.

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 businesses, academic & research institutions, industries and companies active in the antennas and propagation domains that could potentially support the conference should also be briefly described here, as well as city services available 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, 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 the 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, etc., 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, PCs, WIFI etc. should also be described.

Costs for the venue's 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.
- ❖ Any issues that might affect any participants easily and timely obtaining visas should be noted
- ❖ Local public transportation system and possibilities of getting 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:

- ❖ Young researchers' night on Sunday, welcome party on Monday
- ❖ Exhibitor's reception on Wednesday
- ❖ Sponsored coffee breaks and/or cocktails
- ❖ Conference dinner on Wednesday or Thursday
- ❖ Get-together dinner on Thursday
- ❖ Tours, visits, and excursions along the week
- ❖ Local technical visits (expected sponsoring from AMTA)
- ❖ Sports and fitness...rent a bike...(Optional)

4.2.7 EuCAP Software tools and data repository

This section should confirm that the COC and PCO will use the EuCAP Web site frame as well as the **EurAAP tool for both online and onsite delegate registration**

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 updating 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. The EDAS tool configured for hosting the EuCAP edition will be made available by EurAAP.

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 the requirements document and identify any possible proposed deviation with associated justification.

This also concerns the main lines of the technical programme development including paper 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, proposals for 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
- ❖ Keynote speakers, invited speakers, industrial workshops
- ❖ 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 exhibitors
- ❖ Potential sponsors and activities that might be sponsored

4.2.10 Planning

This section should provide a conference plan 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.

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

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

4.2.11 Budget

This section should provide a preliminary budget, implemented on the EurAAP template, which includes typical figures for number of delegates, lunches, etc. It is expected that the budget will be prepared with the PCO. Under the hypothesis implemented in the template, a positive margin shall be demonstrated.

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

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

4.2.12 Compliance matrix

This section should provide a compliance matrix with respect to:

- ❖ 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. 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 that would be ready to support this proposal and join copies of any pertinent letters.

5. Proposal evaluation process and criteria

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

The EuCAP StC will select and the EuCAP StC chair will notify the preferred proposer.

The evaluation report will be communicated to all the proposers to the extent that it concerns their contribution.

The proposal with the second ranking will be 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

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