GUIDELINES FOR THE EUROPEAN CONFERENCE ON ANTENNAS AND PROPAGATION

PART B – KEY TASKS FOR EuCAP HOSTING AND ORGANISATION

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 Director
EDAS   EDitor's ASsistant
ESoA: European School of Antennas
EuCAP: European Conference on Antennas and Propagation
EurAAP: European Association on Antennas and Propagation
GRDP: 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
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 A – 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

This document describes the process and task for the consolidation and development of the conference plan. The overall logic is explained below.
The corresponding tasks for the Conference Chair and the different committee Chairs and of the PCO are detailed in the next paragraphs.
The associated EuCAP requirements are provided in a specific document.

1.1   Process for the consolidation of the conference plan

The Conference Organisation Committee (COC) together with the Professional Conference Organiser (PCO), in consultation with the EuCAP Steering Committee (StC), shall:

❖ Finalise the choice and arrangements and conditions for the venue and catering

❖ Consolidate commitments and agreements with the supporting organisation(s)

❖ Propose to the EuCAP StC the Conference General Chair. The Conference General Chair shall be appointed by the EurAAP BoD

❖ Propose to the EuCAP StC the Conference Organising Committee Chairs and responsibilities

❖ Agree and finalise the PCO role, responsibilities and conditions

❖ Agree on services provided by EurAAP regarding software and/or databases

❖ Detail and update the planning, including the confirmed dates and key milestones for the conference

❖ Detail and update the conference budget

❖ Update the proposed conference plan using the above elements

❖ Review and comment on the EurAAP-PCO draft contract provided by EurAAP

❖ Review and comment on the EurAAP-Conference venue draft contract provided by the Conference venue

The above tasks shall be performed with due consideration to the conference requirements. Major decisions introducing deviation w.r.t. the requirements and impacting the revenues (entrance fees, exhibition prices, etc.) or costs (venue, catering, equipment, etc.,) must be approved by the EurAAP BoD (the reference body for the financial aspects).

Once all elements are accepted and signed by all parties (the EuCAP StC Chair; the Conference Chair, representing his or her supporting institution; and the PCO manager in charge of the conference), the EurAAP contract with the venue as well as the EurAAP contract with the PCO can be signed, and all will be in place for the conference-development phase according to the agreed plan.
This conference consolidation shall successfully end not later than 24 months before the conference event.

1.2   Process for the development of the conference

The development of the agreed conference plan is to be conducted by the Conference Chair and the Conference Organisation Committee, the PCO and the Venue Services Management. Milestones in the development phase are described below (see also [AD.2] Annex II Planning):
The COC, together with the PCO and in consultation with the EuCAP StC, shall:

❖ Consolidate EurAAP-EuCAP agreements with (other) sponsoring organizations

❖ Have hotel rooms in different price categories blocked for attendees

- ❖ Conduct the daily financial management of the conference using the EuCAP software tool
- ❖ Update the list of the conference antenna, propagation and measurement topics and applications
- ❖ Update the distribution list of potential attendees with e-mails
- ❖ Update the distribution list of potential exhibitors, sponsors and sources of subsidies
- ❖ Support the set-up of EDAS® done by the EDAS manager with updated lists of topics and applications
- ❖ Update the list of reviewers using EDAS®
- ❖ Update the list of potential session conveners/overseas correspondents
- ❖ Update the lists of potential organisers of short courses and workshops
- ❖ Prepare the initial conference website using the EuCAP template available online from EurAAP with the core information
- ❖ Prepare and distribute the first announcement and call for exhibitors and sponsors
- ❖ Prepare and distribute the first call for papers, as well as exhibitors' & sponsors' package, courses and scientific workshop call
- ❖ Prepare and distribute the second call for papers and invitation to conveners as well as keynote and invited speakers (the keynote and invited speakers are to be approved by the StC before being invited)
- ❖ Implement early registration on the website (using EuCAP SW registration tool) and later the late and on-site registration
- ❖ Ensure that papers are reviewed within 2 months later and authors notified
- ❖ Prepare the draft programme and invite session chairs
- ❖ Display the preliminary programme on the conference website: all sessions with paper titles, authors and Chairs
- ❖ Prepare and display the final programme on the conference website
- ❖ Prepare the programme book and the proceedings
- ❖ Implement the on-site exhibition, session timing, courses, IT facilities, press, catering, socials
- ❖ Prepare and distribute the post conference report: feedback, accounts, lessons learned, various statistics and data relevant for next issues
- ❖ Ensure that unless the author chooses otherwise at the time of full paper submission or the metareviewer decision is not favourable, the papers are available on IEEE Xplore at the latest one month after the event.

The corresponding tasks for the Conference Chair and the different committee Chairs and for the PCO are detailed in the next paragraphs and the associated requirements are provided in a specific document.

It is recommended that the text describing each chair's role be communicated to the potential chair when asking them to join, in order to secure that they have a good understanding of the expected EuCAP contribution.

2. Tasks for the Consolidation of the conference plan

These tasks shall be performed involving the Conference Chair, the Conference Organisation Committee, the PCO and the Venue Services Management. Price negotiations are mainly performed by the PCO. All tasks shall be performed in consultation with the EuCAP StC.

2.1 Final selection of the venue

Experience shows that the choice, price and conditions for the venue can sometimes be improved after the pre-selection of a proposal and taking into account the evaluation comments.

This task includes the following activities:

❖ Study further and re-visit the preferred local venue(s)

❖ Investigate and evaluate in more detail the logistics (space allocations, rooms, capabilities for conference events and catering, venue services, exhibit conditions, transport, hotels, conference socials, excursions, local support...) associated with the preferred venue(s)

❖ Refine and renegotiate with the preferred venues their quotations and conditions for 1000 and 1200 participants. Clarify all key aspects and conditions

❖ Refine and renegotiate with the preferred venues detailed quotations and conditions for 45 to 75 exhibitor stands and related services. Clarify all key aspects and conditions

❖ Negotiate some options for the venue that can be activated to better host the participants in case the registrations show some weeks before the conference that attendance will be larger than expected

❖ Prepare for the EuCAP StC a summary/table with all key elements and conditions of the preferred venues, and a recommendation for the choice of the best venue

❖ After agreement of the EuCAP StC, finalise with the venue an agreement for an option to host the conference for a baseline week and a back-up week.

2.2 Consolidation of the support and organisation structure

This task shall take into account the evaluation comments and includes the following activities:

❖ Solicit and obtain as necessary remaining commitments of support, sponsoring, resources and facilities from:

❖ The proposer's main supporting institution with the identification of the contact person for EuCAP matters

❖ Local institutions and industries with the identification of the contact persons for EuCAP matters

❖ Former sponsors of EuCAP

❖ New potential sponsors of EuCAP

❖ Former exhibitors at EuCAP

❖ New potential exhibitors at EuCAP

❖ Solicit and obtain remaining commitments of future COC Chairs and members

❖ Elaborate a chart showing the proposed organisation structure, with key interfaces and responsible persons (see fig.1 in [AD.2] Annex I).

2.3 Update of the PCO role

PCO services, costs and conditions depend on the choice of venue, on available venue services, on the availability and competency of the local Conference Organisation Committee to take on some tasks and on the outsourcing possibilities for some other tasks and

equipment. Taking the above into consideration, as well as the evaluation comments, the COC and the StC will update with the PCO the distribution of tasks amongst the various actors.

Conditions and necessary preparations for setting up and use of conference and exhibition software tools for website, registration, financial management, paper handling, publication, and exhibition management will also be confirmed under this task.

Accordingly, minor amendments might have to be introduced in the PCO tasks and conditions to reflect these changes.

When quoting their contribution, the PCO shall take into due consideration the EurAAP undertakings listed in the chapter 5 in order to avoid duplicating costs.
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2.4 Update and consolidation of the planning

Starting from the initially proposed planning and taking into account the evaluation comments, the choice of venue, the period for the conference and the new consolidated organisation set-up, the planning will be updated and detailed with deadlines for the completion of the various tasks, activities and deliveries.

The organisers are invited to consult the effective timeline of past conferences to generate a realistic time line for the conference (see also Annex I checklist)

2.5 Update and consolidation of the budget for the conference

The preliminary budget submitted with the proposal will be updated and detailed to take into account the updates in the venue offer and conditions as well as those with the PCO and with any new suppliers using the budget template [AD.3] provided by EurAAP. This update is mainly performed by the PCO and will also take into account the evaluation comments.

Any new subsidies and sponsorship commitments will also be accounted for in the update.

2.6 Preparation of the updated conference plan

After completion of the above tasks, an updated conference plan in line with the guidelines will be prepared and submitted in electronic form to the EurAAP Chair.

After evaluation and comments by the EuCAP StC, the plan will be finalised and agreed. It will form part of the agreement between EurAAP and the organisers to develop the conference.

3. Tasks for the Development of the conference

These tasks shall involve the Conference Chair, the Conference Organisation Committee, the PCO and the Venue Services Management. They shall be performed in consultation with the EuCAP Conference Steering Committee. The invited speakers, convened sessions, short courses and the exhibition plan shall be formally agreed with the EuCAP StC, as well as the final technical program.

3.1 Conference Chair overall coordination

The overall coordination shall be performed by the conference Chair who has been confirmed and appointed by the EuCAP StC at the signature of the Memorandum of Agreement, at the latest two years in advance of the conference. A vice conference Chair shall be nominated and agreement found that he or she will take over the Chair position in case needed.

The Conference Chair shall have the vision and the overall responsibility for the conference organization and operation.

A Conference Vice Chair shall coordinate the activities of the various Chairs and of the PCO and shall perform any additional task necessary for the successful progress of the conference, not included among those of specific Chairs.

The main tasks of Conference Chair and Conference Vice-Chair are to :

❖ Interface, supported by the relevant Chairs, with the conference partners and supporting institutions, with the EuCAP Steering Committee and with local, European and overseas entities concerned with the conference

❖ Lead the timely promotion of the conference in Europe, overseas and locally with the support of the relevant Chairs and of the PCO

❖ Ensure an excellent image and quality for the conference reflected in all its publications and its programme and operation (including quality control of website announcements and of outgoing correspondence to participants, authors, sponsors, exhibitors….)

❖ Support the Technical Programme Vice Chairs and ensure that the conference scope, topics and applications update, the invitation of speakers and conveners, the paper reviews, the conference programme set-up and publication, the invitation of sessions Chairs as well as the selection and distribution of grants and awards. This must be done ensuring a fair distribution across the three domains of antennas, propagation and measurements, across the nations including those overseas, across academia, industry and users, and ensuring a fair representation of women

❖ Support the PCO and the financial chair to monitor key conference income and expenses , ensuring that the agreed conference budget is respected

❖ Check with the relevant Chairs and the PCO that all the key milestones are achieved in time, ensuring that the agreed-upon conference planning is respected

❖ Inform and regularly instruct the EuCAP StC, the COC, the PCO Manager and the Venue Services Manager in meetings via e-mail and via a restricted section of the Conference Web site or any other repository with access control

❖ Ensure a reliable communication system and procedures among all those involved in the conference

❖ Welcome at the conference and address participants and the various VIPs at the venue, in the opening session, at the banquet and in various formal occasions, including the closing ceremony

❖ Ensure that a proper post conference report, including statistics and lessons learned as well as a set of documents such as planning, budget, key agreements with sponsoring societies are issued at the latest 3 months after the conference and made available on the restricted section of the conference website

❖ Support, as past Chair, the upcoming Chair(s) and members of the EuCAP StC, as required, by providing relevant data and advice that might be useful for the next EuCAPs.

❖ A Conference Vice-Chair shall be appointed to support the Conference General Chair in all the above tasks and replace the Chair as required. It is strongly recommended to identify a Vice-Chair with different expertise compared to the Conference Chair. Only in case no TPC Chair is nominated, several Vice-Chairs covering antennas, propagation and measurements can be nominated to ensure a proper representation of the antennas, propagation and measurement communities.

❖ Conference Chairs must have regular telephone meetings of the committee, held at least every two weeks. The objective is to check action points distributed after each teleconference.

❖ Conference Chairs must have regular telephone meetings with the EuCAP Steering Committee. The periodicity is expected to change according to the needs.

3.2 Publication, dissemination and PR

Under the leadership of the Conference Chair and in cooperation with the other Chairs, the Publication, Dissemination and PR Chair supervises and ensures wide and timely publicity for the conference and exhibition via (e-mail and some paper) mailings, via the conference website, by leaflets distributed at other conferences and by meetings and contacts with the specialised press and local media. The responsibilities of the publicity Chair, with support from the COC and PCO Manager, are the following:

❖ Update, with the support of the COC, all the relevant distribution lists available in the EuCAP SW. This includes the list of potential attendees, exhibitors and sponsors and providers of short courses and workshops

❖ Starting from the EurAAP template, fill the content of the website with basic announcement of key topics, dates and venue

❖ Using the previous year's format, coordinate the preparation of a first one-page announcement for the conference and exhibits, with key dates, topics, …for early (free) advertising in the IEEE AP Magazine, URSI Radio Science Bulletin, IEICE Bulletin… subject to suitable agreements made via the liaison Chairs

❖ Distribute material to relevant trade magazines, transactions and news releases

❖ Prepare an e-mail first announcement for e-mailings by EurAAP to members of EurAAP, EuCAP, AMTA, IEEE AP-S, URSI,IET, IST/ISAP…

❖ Prepare and distribute the first announcement and exhibit Chair and manager material to potential EuCAP exhibitors and sponsors

❖ With support from the EuCAP StC and COC, identify from reviewers, session conveners and chairs overseas correspondents willing to promote EuCAP in overseas areas

❖ With support from the EuCAP StC and COC prepare the Conference call for papers for the website, including instructions to authors

❖ Based on the website call for papers version, prepare a short call for papers flyer for distribution at relevant conferences including EuCAP n-1

❖ Prepare a similar e-mail version of the previous leaflet with links to be distributed by e-mail. With the Short Courses and Scientific Workshop Chair, prepare/update a call for courses and workshops

❖ With the Exhibit and Sponsor Chair, and based on previous years, compose the exhibit promotion material and send it to potential exhibitors and sponsors

❖ Publish the preliminary programme on the website

❖ Supervise the preparation of and check the "Conference Book" including the final program

- ❖ Release final publicity to relevant trade journals, etc..., including titles of all sessions
- ❖ Supervise the preparation and check the conference proceedings including all the papers in the final program
- ❖ Arrange for photography and video recording at the conference
- ❖ Arrange for a press and media meeting at the conference (including opening and keynote talks)
- ❖ Prepare and publish post-conference articles and web photo gallery
- ❖ Ensure the quality control of all publicity material before it is published or sent
- ❖ Maintain regular updates and quality control of the website.

3.3   Technical program elaboration

The program elaboration is the main task of the Technical Program Chairs. It is strongly recommended to identify Technical Program Chairs covering antennas, propagation and measurements. The chairs are supported by the Technical Program Committee. The Technical Program Chairs shall perform the program elaboration in close collaboration with the Industrial Liaison Chair and the invited papers and convened session Chairs. They shall support the Publication, Dissemination and PR Chair providing the requested technical material.

The responsibilities of the Technical Program Chairs, with support from the COC and PCO Manager, are the following:

- ❖ Update the conference topics and applications for antennas, propagation and measurement
- ❖ Support the update of distribution lists
- ❖ Help define the contents for the conference first announcement and call for papers
- ❖ **Handling of EDAS and answering requests related to EDAS coming from authors and other Chairs**
- ❖ Implement the reviewing process according to requirement [AD.2]
- ❖ Prepare the preliminary programme
- ❖ Participate in press interviews at the conference
- ❖ Support preparation of post-conference article publication

The EuCAP StC Chair shall be consulted during the process and agreement shall be obtained for the final version of the technical program.

Each EurAAP Working Group Chair shall have access to a time slot in the conference program to organize either a EurAAP WG convened session, a EurAAP WG scientific workshop, an internal WG meeting or a meeting/session linked to the Working Group topic.

- ❖ A EurAAP WG convened session shall follow the same rules as other convened sessions, be named after its content, and be open to all delegates.
- ❖ A EurAAP WG scientific workshop shall follow the same rules as other scientific workshops, be named after its content, and be open to all delegates.
- ❖ A EurAAP WG internal meeting is only open to WG partners and invited guests. If the meeting is mentioned in the program, the limited access must be clear.

3.4   Convened Session elaboration

In close coordination with the Technical Program Chair and Vice-Chairs, the responsibilities of the convened session Chair are:

- ❖ Invite proposals for convened sessions ensuring that potential conveners are well aware of the requirements (using a EuCAP standard letter of invitation).

❖ Propose topics and two candidate co-conveners/co-Chairs (one from Europe and one from overseas) for each convened session

❖ Maximise the number of contributions from outside Europe and from industries/ agencies (to ensure their proper overall representation considering that regular sessions attract more contributions from European universities)

❖ Supervise the invitation and handling of the selected conveners and to interface with them as required, before, during and after the conference

❖ Check with the co-conveners the number (10 per session including some contributed ones if needed, optionally 5 papers for a half-session), the suitability and the timely availability of all convened papers

❖ Ensure that the quality, novelty and length of convened papers is the same as for contributed papers. One overview paper per session can be included. A convener should not be author/co-author for more than one paper in the convened session.

❖ Supervise the good organisation and operation of each convened session together with its two co-conveners/ chairs.

The pre-selected convened sessions list shall be first approved by both the convened session chairs and the EuCAP Chair before it is transmitted to the EuCAP StC. Preferably, these persons should be in copy of the e-mail sent to the EuCAP StC by the EuCAP chair.

The convened session selection shall give access to newcomers, avoiding the same faces every year as some may refrain from applying.

3.5   Keynotes and Invited Sessions elaboration

The standard EuCAP format accommodates three (3) Keynote Speakers in the Opening Session (on Monday) and four invited speakers in two parallel sessions in the first afternoon slots of Tuesday, Wednesday and Thursday each, requiring a total of twelve (12) invited speakers.

In close coordination with the Technical Program Chair and Vice-Chairs, the responsibilities of the Invited Speakers Chair (or Co-chairs A & P) are to:

❖ Propose topics and candidate speakers from Europe and overseas for the opening (keynote) and invited sessions. Such papers shall preferably be of a general nature with system aspects to introduce the conference.

❖ Supervise the invitation and handling of the selected candidate speakers and to interface with them as required, before, during and after the conference. The letter of invitation has to follow the established format and has to contain the information on speaking time (35 minutes) and on the reimbursement offered for each speaker (fixed lump sum, depending on the country of origin)

❖ Propose candidate session chairs from Europe and overseas for the opening and invited sessions, considering gender equality.

❖ Check the suitability and the timely availability of all invited papers

❖ Supervise the good organisation and operation of the opening and invited sessions together with the relevant Co-chairs.

The free registration for Keynote and Invited Speakers is given ad personam. As a consequence, the keynote or invited can use his/her registration for presenting another paper only in case he/she is the first author. As for all regular papers, it is not allowed to register more than two papers as "presenting author" on a single registration.

The pre-selected invited speakers list shall be first approved by both the invited speaker chairs and the EuCAP Chair before it is transmitted to the EuCAP StC. Preferably, these persons should be in copy of the e-mail sent to the EuCAP StC by the EuCAP chair. The

proposed invited and keynote speakers must be approved by the EuCAP StC before invitations are sent to them.

3.6 Grants and awards management

In coordination with the Conference Chair and in line with the requirements in [AD.2], the grants and awards Chair shall perform the following tasks:

- ❖ Set-up/update and development of grants
- ❖ Set-up/update of selection of grants
- ❖ Supervision of the logistics and operation of grants
- ❖ Set-up/update and development of awards
- ❖ Final selection of awards with TP Chair
- ❖ Supervision of procurement of awards
- ❖ Logistics of distribution of awards

Note: The award chairs need to ensure that the shortlist from the reviewers does not contain any papers from members of the jury.

3.7 Local organisation management

The Local Organising Chair shall support the link between the COC and the PCO and provide guidance to the PCO and the Venue Services when some technical knowledge in the field is requested. This covers the following areas:

- ❖ Search and support to exhibition and sponsor Chair to find local subsidies, sponsors and exhibitors
- ❖ Meeting facilities - signs, audio/visual arrangements, committee-meeting arrangements, operations and message centre, monitor co-ordination and communications. Registration – supervision and support to the PCO for registration, VIP management etc…as required – hospitality and guest activities – function planning, social program, hotel arrangements (including room assignment), airline and car rental agreements and security (with Exhibition and Sponsors Chair)
- ❖ Inspection trips and tours – hotel selection and negotiation (with the PCO)
- ❖ Managing voluntary students helping during the conference

It is highly desirable that the Local Organisation Chair be recruited from the EuCAP conference local geographic zone. That person should be supported by a team as necessary to assist in effectively co-ordinating the implementation of conference plans at the local level.

Major issues of theft have ben experienced at other conferences even with security in place. This shall be handled with care with systematic badge checks and precautions recalled by the EuCAP chair at the opening ceremony.

The cloak room should preferably be not only for coats but as well for charging mobile phones and computers.

3.8 Exhibition and sponsors management

In consultation with the conference Chair, the exhibition and sponsors Chair is responsible for supervising the PCO exhibit and sponsors manager and the Venue Services for:

- ❖ Early preparation (update/adaptation from previous years) of exhibition information. This includes: call for exhibitors and sponsors, benefits of exhibiting at EuCAP, exhibitor booking form, floor plan & exhibitor lists, exhibition times, exhibition costs, exhibitor manual for display on the website

- ❖ Allowing one free-of-charge exhibition booth each for next year's EuCAP, ESoA, EuMA and AMTA and one free-of-charge bookstand for IET.
- ❖ Early preparation of information for potential sponsors. This includes update and adaptation from previous years of exhibition and sponsoring packages for sponsors and sponsor-exhibitors months) for display on the website
- ❖ Support the publicity Chair to update the distribution list of potential EuCAP exhibitors and sponsors, including institutional and local exhibitors and sponsors in cooperation with the local arrangements Chair
- ❖ Preparation with the publicity Chair of exhibit material for potential EuCAP exhibitors and sponsors for first mailing
- ❖ Preparation with the publicity Chair of exhibit promotion material, based on previous years, for potential exhibitors and sponsors
- ❖ Optimize the use of the exhibition area to allow easy access to all booths, and to include coffee breaks.
- ❖ Offering of small food or drink specialities from the region can be considered.
- ❖ Monitoring the bookings by sponsors and exhibitors
- ❖ Welcoming the exhibitors and sponsors at the conference and supporting PR with the exhibitors
- ❖ Supervising the installation and removal of exhibits with the exhibit manager
- ❖ Troubleshooting the exhibition with the exhibit manager
- ❖ Ensuring that all sponsor-package benefits are effectively implemented on the website, in the publicity, in the publications and at the Venue
- ❖ Quality control of all material for exhibitors and sponsors before it is published or sent
- ❖ Organizing and moderating an exhibition reception
- ❖ Collecting observations and suggestions for improvements from the exhibitors and sponsors
- ❖ Contributing to the post-conference report, lessons learned etc….on the exhibition

3.9 Industrial workshop and industrial liaison Management

The industrial workshop and industrial liaison Chair, who could be a EuCAP permanent StC member, has as his or her objective maximizing industry's and users' involvement in all aspects of the conference and maximizing their motivation to participate and exchange with delegates from academia and research institutes.
His/her main tasks are:

- ❖ Ensure that the list of conference topics is updated to (also) reflect industry's interests
- ❖ Ensure that the list of conference applications is properly settled in the call for papers
- ❖ Make sure that enough industry and user representatives are invited as speakers, session conveners and chairs and as delegates
- ❖ Promote and ensure that the industry future research requirements and needs in key application areas are well introduced in the program
- ❖ Support the implementation of a technical program organised both by applications and topics all along the week to make it easier to read, less scattered and allow delegates to attend only the part of the week on their field of interest in case they cannot participate the full week.

3.10 Short Courses and Scientific Workshops-management

The Short Courses and Scientific Workshops Chair is responsible for collaborating with the General Chair, the PCO and the Venue Services for the implementation of:

Scientific Workshops: The Short Courses and Scientific Workshops Chair, in coordination with the Conference Chair, shall identify possible Workshops having a character of practical training, academic content, interactive discussion, or dissemination of groups/initiatives of interest to the Antennas and Propagation community. These possible scientific workshops shall be down-selected in agreement with conference chair to a subset of maximum 6 and for each a session a chair shall be nominated.

❖ The session chair must elaborate the session content with clear differentiating factors when compared to regular/convened sessions. Part or the complete session shall be interactive (beyond the time reserved for questions). Such a workshop is not intended to host European projects, COST Actions or similar; for these, convened sessions shall be considered

❖ Presentations in the session are not peer-reviewed. There is no paper review process. No paper is submitted through EDAS (the session will not appear in EDAS)

❖ If a paper from this session is expected to be published in the proceedings, this shall be submitted as a poster in the regular paper submission. Note that it will not be actually presented in the any poster session.

❖ The Short Courses and Scientific Workshops Chair shall verify that the final session content fits with conference objectives and facilitate the implementation (organize the room, timeslot and advertisement) either the Sunday prior to the conference or during the week schedule on a best effort basis, depending on the availability of meeting rooms.

❖ The scientific workshops shall clearly be seen in the program as open for all delegates.

Short courses: The Short Courses and Scientific Workshops Chair shall:

❖ Update the conditions for short courses and workshops

❖ Identify short course and workshops potential providers and updating list

❖ Call for short courses and workshops

❖ Negotiate short courses and workshops setup

❖ Advertise for short courses and workshops (via website, COST…)

❖ Finalise short courses and workshops offered

❖ Finalise registrations for short courses and workshops

❖ Supervise short courses and workshop logistics and operation

❖ The short course and scientific workshop Chair shall facilitate the implementation (organize the room, timeslot and advertisement) either the Sunday prior to the conference or on Friday afternoon, depending on the availability of meeting rooms and conference centre.

3.11 Liaisons with other associations having signed MoU with EurAAP

To secure that the conference is implemented in agreement with EurAAP/International institutions' MoUs and to ensure that EuCAP is benefiting from such MoUs while complying with obligations, a document is available on request with:

❖ The typical dates of events for sister societies in order for the EuCAP CoC to assess the timing for sending the EuCAP call for papers (and to have it included in the delegate bags) and to decide to make use of the free booth at the other conference (when applicable).

❖ The contact persons in the sister societies and the EurAAP liaisons for each society

❖ A table summarizing the MoU benefits for EuCAP

❖ A table summarizing the EurAAP commitments w.r.t. sister societies

3.11.1 AMTA Liaison

The tasks of the AMTA liaison include:

❖ Maintain friendly relations between EuCAP and AMTA

❖ Provide AMTA with first EuCAP (updated from past) announcement for mailing to AMTA members

❖ Provide AMTA with announcements/CFP for publication

❖ Support the Technical Program Chair and liaison with AMTA regarding AMTA invited speakers, convened or special sessions/workshops, and session Chairs

❖ Support to the Publicity and Marketing Chair regarding advertising EuCAP via AMTA channels

❖ Support the Exhibition and Sponsor Chair and PCO and liaison with AMTA in connection with Antenna Measurement exhibits.

3.12 IEEE Liaison

The IEEE liaison has the following tasks:

❖ Maintain friendly relations between EuCAP and IEEE AP-S

❖ Update as required the IEEE AP-S – EuCAP sponsoring agreement and conditions

❖ Obtain from and submit IEEE AP-S updated requirements/forms for IEEE Xplore copyright

❖ Provide IEEE AP Magazine with announcements/CFP for publication

❖ Prepare/update EuCAP invitation to IEEE-APS Chair

❖ Provide support to register the conference with the IEEE and provide support to the Letter of Acquisition for getting the papers into Xplore.

Be reminded to send a PDF in letter size format for USA and not an A4 format.

3.13 URSI Liaison

The URSI liaison has the following tasks:

❖ Maintain friendly relations between EuCAP and URSI

❖ Update as required the URSI – EuCAP sponsoring agreement and conditions

❖ Provide URSI with first (updated from past) announcement for mailing to URSI members

❖ Provide URSI with announcements/CFP for publication

❖ Prepare/update EuCAP invitation to URSI Chair

❖ Provide URSI with post conference article for publication.

Be reminded to send a PDF in letter size format de for USA and not an A4 format.

3.14 ISAP Liaison

The ISAP liaison , has the following tasks:

❖ Maintain friendly relations between EuCAP and ISAP

❖ Update the EuCAP-ISAP past agreement of mutual support, advertising and exchanges

❖ Provide ISAP with first (updated from past) announcement for mailing to URSI members

❖ Provide ISAP with announcements/CFP for publication

❖ Prepare/update a EuCAP invitation to ISAP Chair and propose a special Asian session at EuCAP, possibly with a symmetrical European session at ISAP

❖ Provide ISAP/IEICE I with post conference article for publication with photos of ISAP Chair and Asian participants.

3.15 EuMA Liaison

The EuMA liaison, has the following tasks:

❖ Maintain friendly relations between EuCAP and EuMA

❖ Update the EuCAP-EuMA past agreement of mutual support, advertising and exchanges

❖ Provide EuMA with first (updated from past) announcement for mailing to EuMA members

❖ Provide EuMA with announcements/CFP for publication

❖ Prepare/update a EuCAP invitation to EuMA Chair

❖ Provide EuMA with post conference article for publication in the Wireless magazine

3.16 IET Liaison

The IET liaison, has the following tasks:

❖ Maintain friendly relations between EuCAP and IET

❖ Update the EuCAP-IET past agreement of mutual support, advertising and exchanges

❖ Provide IET with first (updated from past) announcement for mailing to IET members

❖ Provide IET with announcements/CFP for publication

❖ Prepare/update a EuCAP invitation to IET Chair

❖ Provide IET with post conference article for publication in the MAP.

3.17 Overseas Liaison (Africa, South America, Asia)

The Overseas liaison Chair, has the following tasks:

❖ Promote EuCAP in their region by diffusion of the EuCAP announcements, calls for papers, posters to relevant individuals and interested forums in academia, industry and research institutes

❖ Organise special sessions with speakers from the region and/or promotion of adequate representation in regular sessions, for topics of main importance to and with a high activity level within the region

❖ Identify and nominate of distinguished experts from their region as reviewers, session chairs, and co-conveners of sessions as required

❖ Promote their regional antennas and propagation institutions, achievements and events at EuCAP (potential exhibitors)

❖ Identify and promote the possible sources of sponsoring for participation of delegates from the region

❖ Coordinate with the EuCAP Conference Organisation Committee and the corresponding regional co-chair for the points above.

4. Tasks for the Conference and Exhibition Services

The following Tasks, deliverables and services for EuCAP are requested from the PCO and their eventual subcontractors:

4.1 Conference Planning and Management

- ❖ For each EuCAP, the following activities are conducted in support of and in close co-operation with all chairs of the EuCAP Conference Organizing Committee (COC), the EuCAP Steering Committee (StC) and in particular the Local Organising Chair and congress venue staff. Support of the initial proposal phase and of winning proposal consolidation
- ❖ Prospect for possible venues (together with committees)
- ❖ Site mapping and facilities, local logistics evaluation
- ❖ Contract negotiations for venue and associated services (together with local Chair)
- ❖ Prospect for hotels, negotiations for special rates/commissions
- ❖ Preliminary and consolidated planning
- ❖ Preliminary and consolidated budgets
- ❖ Logistics
- ❖ Conference secretariat supporting all conference Chairs
- ❖ Central point for contact and event-related information
- ❖ Administration and planning
- ❖ Conference website setup, timely updates and maintenance of the website content during and after the conference (using proprietary EuCAP SW and optionally supported by subcontractor)
- ❖ Mailings to delegates, authors, reviewers, conveners, session chairs, exhibitors and sponsors, course and workshop attendants
- ❖ Correspondence with delegates, authors, reviewers, conveners, session chairs, course and workshop participants, exhibitors and sponsors, course and workshop attendants, venue managers, local suppliers
- ❖ Database management
- ❖ Archiving all conference publications, artwork, correspondence, programs, minutes…
- ❖ Budgetary matters
- ❖ Time and action plans
- ❖ Programme development
- ❖ Publications management
- ❖ Marketing and communications support
- ❖ Supplier negotiations
- ❖ Logistics and support for session, meetings, courses and workshops before and at the conference
- ❖ On-site logistics, management of AV, catering, communications, security, services, posters and presentation equipment, computers and support
- ❖ Poster layout to ensure sufficient space for each poster
- ❖ Organisation of rooms for committee meetings, draft agenda items, minutes and reports
- ❖ Report based on the requirements of the COC
- ❖ Quality control

4.2 Financial management

In order to update the conference budget, the PCO will send to the EuCAP StC Chair and the Financial Chair a periodic update of the planned expenses and the planned incomes from Exhibition/Sponsors. A Financial chair, not affiliated with the PCO, shall be appointed.

During the implementation of the conference, daily financial management will be conducted by the PCO. This financial management shall use the Administrative tool of the EuCAP SW, possibly with the support of an external support subcontractor.

EurAAP will pay all large invoices directly. For smaller invoices (amounts to be discussed), and in the case this is compatible with local VAT regulations, EurAAP will transfer an advance to the PCO to settle those bills directly, as long as they are within the budget. An invoice covering all these expenses will be sent to EurAAP by the PCO after the conference.

EurAAP will inform the PCO about incomes (registrations, exhibitors, and sponsoring) by sending extracts of the EuCAP bank account on a regular basis, in order to allow for the daily financial management.

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The Conference financial Chairs will oversee the PCO financial management, together with the General Conference Chair.

The financial management includes:

- ❖ Develop conference preliminary budget in cooperation with the committees
- ❖ Develop conference consolidated budget in cooperation with the committees
- ❖ Open and handle the dedicated bank account for the conference
- ❖ Handle credit card payments
- ❖ Continuously monitor cost and revenue, cash management, account balancing and bookkeeping
- ❖ Optimise and evaluate tax implications (especially VAT)
- ❖ Deliver accounting reports to the COC and EuCAP Financial Chair via the EuCAP chair on a regular basis throughout the period leading up to the event.
- ❖ Handle the insurance of conference
- ❖ Organise audit of conference accounts
- ❖ Deliver a detailed final post conference financial accounting report
- ❖ Final invoice and transfer of any surplus to EurAAP VAT and taxes management
- ❖ Last check prior to EuCAP bank account closing by the EurAAP treasurer.

4.3 Scientific programme support

EuCAP uses the EDAS® abstract system for abstract/paper handling and for the development of the scientific programmes and proceedings. All abstracts/papers must be submitted and reviewed via the Internet. EDAS setup is performed by the EDAS manager appointed by EurAAP, see chapter 5 of this document to avoid task duplication. This task is mainly support to the Technical Programme Chair and his or her team for handling non-technical requests. Possibly, and depending on the year, all EDAS-related matters can be handled by the TPC chairs and the EDAS manager

- ❖ Abstract/paper processing support
- ❖ Programme navigator (web-based access to the definitive programme prior to and during the event, for personal planning purposes)
- ❖ Speakers' (Secretariat) Management.

4.4 Social and special events + catering

The following task shall be performed in close cooperation with the Local Organising Chair and the COC, and the planning shall be formally agreed with the StC:

- ❖ Social and special conference events (welcome receptions, lunches, conference dinner)
- ❖ Delegate and partner cultural or tourist tours
- ❖ Scientific or technical excursions for the participants
- ❖ Management of the catering services for conference events and coffee breaks.

A dedicated younger researcher event (either late afternoon and evening Sunday or Monday evening following the welcome reception) shall be implemented having a vocational content useful for career planning but also a social content with informal dinner and partying. This event helps in establishing contacts and networks among younger researchers, in particular first-time participants to EuCAP, which will be valuable throughout the week of EuCAP

A get-together dinner shall be proposed attracting mainly students and young scientists/engineers who can't afford to pay for the conference dinner. It enables all to know where they can find other delegates for dinning together.

4.5 Registration services

The registration will be provided through the registration tool of the EuCAP SW, in cooperation with the Local Organising Chair.

Registration services require an experienced manager from the PCO. This task includes:

- ❖ Setup/update of the registration software programme based on the requirements of the COC and EuCAPguidelines
- ❖ Distribute announcements and track of responses
- ❖ Register the participants
- ❖ Process payments (including credit card payments, meeting industry-standard security requirements including PCI DSS)
- ❖ Confirm registrations
- ❖ Produce individual documents, tickets and name badges
- ❖ Handle inquiries
- ❖ Perform essential post-conference follow-up procedures.

The EuCAP registration tool is supported by an external subcontractor to the PCO, see chapter 5 on EurAAP undertakings.

Note: There is a need to track late payments as experience has shown this can be used as a simple trick to allow a late decision to participate while getting the benefit of the early-bird fee. There is a need to have a clear deadline (while registering) indicating that the early-bird rate will be automatically transformed into a regular booking if payment hasn't been received after the end of early rate time slot.

4.6 Hotel management & administration

In cooperation with the Local Organising Chair, the conference organiser will make block reservations with local hotels or with an agency at favourable terms and conditions and handle the hotel management and administration.

The conference-organiser registration software will include hotel reservation as an integrated part and enable participants to register for the conference, book hotel accommodations and make payments at the same time.

4.7 On-site management

In cooperation with the Local Organising Chair, the PCO will make sure that qualified and experienced onsite personnel are present throughout the conference. Onsite management includes:

- ❖ Onsite logistics
- ❖ Co-ordinate room attendants
- ❖ Register personnel
- ❖ Service (badges and voucher, bags, information counter, trouble shooting)
- ❖ Hotel and tour desks
- ❖ Organisation of a Speakers' Secretariat.

4.8 Exhibition and sponsors management

Exhibitions represent an important part of a conference, both in terms of content and conference revenue. Typically, the EuCAP exhibition runs from Monday afternoon to Thursday (mounting on Monday morning and dismounting on Friday morning or Thursday afternoon).

The following tasks shall be executed by the exhibition and sponsors manager in close cooperation with the EuCAP Exhibition and Sponsors Chairs as well as the Industrial liaison Chair :

- ❖ Update the previous year's version of the exhibition and sponsors package and the exhibition manual for display on the website.
- ❖ Update and maintenance of the exhibitors/sponsors list including new/local actors.
- ❖ Sponsor/exhibitors contacts and development with support of the exhibition and sponsors Chair.
- ❖ Send out at least 4 mailings (to exhibitors) with information to EuCAP (e.g. 8 weeks before, 4 weeks before, 1 week before, 2 days before)
- ❖ Check that all exhibitors' privileges are integrated in all marketing activities related to the EuCAP edition
- ❖ Prepare marketing materials for exhibitors to invite their own customers
- ❖ Detailed to-do mailing 1 week before the EuCAP starts
- ❖ Guideline with all information and contact details for exhibitors
- ❖ Organize/manage booth builder/sub-contract
- ❖ Plan the allocation of stand space according to the sponsoring level
- ❖ Handle exhibition sales and administration. Budgeting. Monitor the bookings.
- ❖ Regular reporting to the exhibitor and sponsor chair on income and expenses
- ❖ Contract and invoice exhibitors and sponsors (using EurAAP account)
- ❖ Ensure sponsor contacts and development
- ❖ Prepare the exhibitors/sponsors inserts for the conference program book
- ❖ Onsite briefing for exhibitors on Monday morning
- ❖ Welcome the exhibitors and sponsors at the conference and support PR with the exhibitors
- ❖ Onsite handling of exhibitors and sponsors. Logistics
- ❖ Support the implementation of promotion material, based on previous years

- ❖ Support the installation and removal of exhibits and deal with troubleshooting
- ❖ Contribute to the exhibition reception
- ❖ Implementation of integral parts of the contracts with exhibitors and sponsors in cooperation with the PCO
- ❖ Collect observations and suggestions for improvements from the exhibitors and sponsors
- ❖ Contribute to the post-conference report, lessons learned etc….on the exhibition.
- ❖ Provide a list with all exhibitors, including all contact points of the exhibitors
- ❖ Provide a general feedback on the above listed points in matters of time, updated in a monthly telephone conference.

Note:
The initial distribution list of past EuCAP exhibitors and sponsors (typically in the range 50 to 70)is provided by the exhibition and sponsors chairs in cooperation with the local organising committee (LOC). It is expected that the exhibitor and sponsor manager will handle contacts with all the persons in this list (including first contact).

The new exhibitors and sponsors identified by the exhibition and sponsors chairs and/or the local organising committee (LOC) are contacted first by them and then transmitted to the exhibition and sponsor manager to process them together with all other past actors. Updates will be forwarded to the exhibit and sponsor manager once a week.

Free exhibition booths for next year's EuCAP, ESoA, EuMA andAMTA shall be accommodated by the exhibition and sponsor manager at no cost.

The exhibition plan is formally agreed by the exhibitor and sponsor chairs (and further by the EuCAP StC).

5.   EurAAP undertakings

To ensure the continuity over the years for what is visible by the delegates, to minimize risks in the development and to support the COC tasks, a set of mandatory services have been elaborated by EurAAP. They are listed in this chapter.

5.1   EurAAP Toolbox for registration management

The EurAAP Toolbox, see [AD.6], was progressively developed since 2010 to make the management of the EuCAP conference easier, both from the PCO's and EurAAP's perspectives.
The EurAAP Toolbox was successfully used in the previous EuCAP editions and is given free-of-charge to the future PCOs.
From the PCO's side, the Toolbox reduces the time and costs by providing a quick and intuitive online access to the key services, managed in an integrated way.
From the EurAAP side, the Toolbox allows a real-time view of the status of the conference, in order to support the committees' decisions. It enables a direct bank transfer to the EurAAP account of all income (from delegates and sponsors/exhibitors).

The EurAAP Toolbox is web-based software offering a set of integrated services for the management of:
1. Online and onsite registration
2. Exhibitors and Sponsors
3. Invited Speakers
4. Short Courses
5. Papers publication
6. Bookkeeping
7. Statistics for local services (catering, etc.).

The EurAAP Toolbox is accessible directly from the EuCAP20XXwebsite, protected by username/password. An empty version enabling dry run by the PCO is available on request.

5.2   EuCAP website template

EurAAP provides the EuCAP website template hosted on the EurAAP server. This template is already filled with past editions' information and the main data for the given year. Credentials for completing the information are available on request.

5.3   EuCAP e-mail reflectors

EurAAP provides the necessary EuCAP e-mail reflectors for securing a proper content dissemination to the chairs involved. Addresses like convened-chairs-20XX@eucap.org are created on demand.

5.4   EDAS conference configuration

Considering lessons learnt about EuCAP's recent editions, EurAAP appointed an EDAS manager in charge of configuring EDAS in the right way for the conference format before it is released to the COC. Proper parametrization of EDAS enables a smooth implementation in line with the EurAAP/EuCAP policy. As an example, there is a specific need for EuCAP to implement a semi-automatic process for convened sessions in order that, in a systematic way, the main convener may review the papers of his/her session as a metareviewer while for a regular session the automatic process can be used.

The role of the EDAS manager is as follows:

❖ Set-up and configuration of EDAS with the topics, application tracks, reviewers as defined by the TPC (starting from the previous years inputs available in EDAS)
❖ Population of database (persons, automatic e-mails, review forms, invitation letters etc.)
❖ Regular update of the EDAS manual for EuCAP
❖ Technical support during the submission, review and conference program composition
❖ Track of the paper submission and extract of the corresponding statistics
❖ Creation of an Excel file with data for all papers and reviewers' outcomes for elaborating the final decision and week program.

The excluded tasks for the EDAS manager are as follows:

❖ Interaction with authors.
❖ Scientific decisions about accept, reject and plagiarism of the papers.
❖ Introduction of the final decision of each paper in EDAS.
❖ Sending the emails, e.g. Call for Papers, Reminders, etc
❖ Definition of the conference program and the composition of each session.
❖ Insertion of the conference program into EDAS.
❖ Creation of the program proceedings and USB drive.
❖ Exportation of the conference to IEEE Xplore.

At least one person from the TPC shall have basic knowledge of EDAS and act as link with the EDAS manager.

The EADS manual identifying the full paper review process is available in [AD.7].

5.5 EuCAP database with history

EurAAP provides to the EuCAP CoC and PCO access to a database containing:

❖ The letter templates for the different phases of the conference development
❖ The history of invited, keynotes, convener chairs
❖ The up-to-date reviewers list after the previous EuCAP edition
❖ The up-to-date exhibitors and sponsors list with all contact information
❖ The recent first announcement, call for papers, exhibitors brochure, exhibitors user manuals.

5.6 Badges management and printing

Considering the successful implementation over the years and the very good quality/cost figure, the badge creation are subcontracted to IT-Link. A quotation will be made on demand by IT-Link. The CoC may investigate other sources as long as they are in line with the budget and final decision is with the EuCAP StC.

Badges shall be printed with delegate name and affiliation on both sides with identical and large fonts. QR codes shall be implemented.

Tickets shall be prepared for the different social events.

Interchangeable badge (floating registration) can be applied but only for exhibitors/sponsors converting the one or two past nominative "free" delegate pass coming with the package to a company registration giving access to all technical sessions for one booth staffing at a time. This makes the exhibitor/sponsor opportunities more attractive and answers past requests (many booth staff are technical persons with strong interest in the technical sessions and a one-day pass only allows visiting the exhibition part, not the technical sessions).

5.7 EuCAP Survey

EurAAP provides a full on-line survey to capture the delegate feed-back. The survey is launched during the EuCAP week and open for a two weeks duration. All results are processed by EurAAP and a report is sent to the EuCAP CoC for analysis and investigating way forwards and changes to be proposed for next editions.

APPENDIX

The tables below show the timing of key tasks & milestones of the StC, COC and PCO during the phases from bid preparation to post conference report.

Who/when	42-39 MONTHS	42-36 MONTHS	EuCAP$_{N-3}$	36-33 MONTHS	33-27 MONTHS	27-24 MONTHS	EuCAP$_{N-2}$
			PROPOSAL PHASE			**BID/PLAN CONSOLIDATION PHASE**	
EurAAP & StC (Steering Committee)	Update EuCAP Vision Scope, Format Revise Guide Confirms PCO & S/W for next years	Updated EuCAP guide on EuCAP & EurAAP WWW sites	Full StC + EurAAP Board at Bid Presentation (Questions & Comments)	StC evaluate bids Bids ranked EurAAP pre-selects best bid Bidders notified Winner debriefed & asked to consolidate		StC review & Comments Updated bid Memo of Agreement finalised with Organisers	Sign MoA & Kick off EuCAP$_N$
Bidders /Selected organiser Core Org. Committee		Prepare bids: Venue/ Location Institutions Core Committee Supports Resources Socials Bid out at t-37	Aspiring Chairs present + clarify bids		Consolidation: Finalise COC Chairs Venue adjust Planning detail Budget detail PCO adjust Updated bid	Comments implemented in agreed final Bid/Plan Memo of Agreement finalised with StC	Sign MoA + 1st meeting of full COC
PCO (Professional Conference Organiser)		PCO supports: Venue evaluation Logistic evaluation. Venue pre negotiation Plan & Budget Bid preparation			PCO supports: Venue & services details & Negotiation Detailed Planning & Budget Bid/Plan update	PCO supports: final Bid/Plan update & production	PCO supports meetings as required
Who/when	42-39 MONTHS	42-36 MONTHS	EuCAP$_{N-3}$	36-33 MONTHS	33-27 MONTHS	27-24 MONTHS	EuCAP$_{N-2}$

	CONFERENCE DEVELOPMENT PHASE			
Who/when	24-16 MONTHS	16 MONTHS	16-12 MONTHS	EuCAP$_{N-1}$
EurAAP & StC (Steering Committee)	Renew agreements/ sponsorship: IEEE AP/Xplore AMTA,URSI, ISAP, EU? …. Help COC update lists & topics. Help COC find sponsors	Approve first announcement before release Approve/ improve COC overseas correspondents list (amongst reviewers & conveners)?	Approve 1st CFP before release	Listen and comment on report of COC Chair Same meetings as at EuCAP$_{N-2}$
Bidders /Selected organiser Core Org. Committee	Update contents: - all mail lists - Conf topics & apps (with StC inputs) - 1st Announcement - Exhib+Sponsors - Courses & Workshops - Overseas correspondents list & call? Prepare 1st website info Report to StC	Release: 1st announcement email+web+press 1st call exhibitors & sponsors 1st call for courses & workshops	Update contents: -Final topics & apps - Paper format & instructions - First CFP - 1 page e-leaflet/call - 1 page paper leaflet - Invited & conveners - Exhibit & Sponsors doc Prepare report to StC	Release: - 1st Announcement - e- leaflet - paper leaflet - Exhibit & Sponsors doc
PCO (Professional Conference Organiser)	Support/produce: - all mail lists - Conf topics & apps - 1st Announcement - Exhib+Sponsors - Courses & Wshops - Activate conference website at t- 18 months with initial date and venue information	Distribute first announcements and calls also on website Hotel room blocks	Support/produce: - Paper format & instructions - First CFP - 1 page e-leaflet/call - 1 page paper leaflet - Exhibit & Sponsors doc - COC Chair Report	Distribute - First CFP - 1 page e-leaflet - 1 page paper leaflet - Call & doc to exhibitors & sponsors e-mailing & website and at EuCAP
Who/when	24-18 MONTHS	16 MONTHS	16-12 MONTHS	EuCAP$_{N-1}$

	CONFERENCE DEVELOPMENT PHASE		
Who/when	EuCAP$_{N-1}$	12-9 MONTHS	9-6 MONTHS
EurAAP & StC (Steering Committee)	Listen and comment on report of COC Chair Same meetings as at EuCAP$_{N-2}$	Approve list of potential Keynote, Invited & con-veners	Approve registration fees Support COC on awards
Bidders /Selected organiser Core Org. Committee	Release: - 1st CFP - e- leaflet - paper leaflet - Exhibit & Sponsors doc	Update contents: -2nd CFP - Call to Keynote & Invited speakers - Call to conveners - Call to special sessions & workshops - Call to reviewers (via EDAS?) - Confirm reg. fees	Confirm (EDAS): - Topics & Apps - Criteria - Reviewers - 5 -10 TP reviewers - Keynotes - Invited -Conveners -Organise review and awards assignt & process
PCO (Professional Conference Organiser)	Distribute - First announcement - 1 page e-leaflet - 1 page paper leaflet - Call & doc to exhibitors & sponsors e-mailing & website and at EuCAP	Support/produce/ distribute: -2nd CFP - Call to Keynote & Invited speakers - Call to conveners - Call to special sessions & workshops - Call to reviewers	- Set up EDAS for submissions t-7.5 to-t-6 months - Support review - Plan social activities & tours - Prepare & launch registration site (t-6 months)
Who/when	EuCAP$_{N-1}$	12-9 MONTHS	9-6 MONTHS

	CONFERENCE DEVELOPMENT PHASE				
Who/when	6-3 MONTHS	3-1 MONTHS	1-0 MONTHS	2 DAYS	EuCAP$_N$
EurAAP & StC (Steering Committee)	Approve & prelim programme & proposed chairs IEEE liaison to organize and pre-pare with IEEE, Pub Chair and PCO for production of papers per IEEE Letter of Acquisition (LOA)				Attend PR duties Monitor Daily Activities Hold Post-Conference Wrap Up Meeting with StC & PCO Manager Same meetings as at Eu-CAP$_{N-1}$
Bidders /Selected organiser Core Org. Committee	Prepare: - TP mtg (t-4.5 months) - Notification to authors:(t-4 months) - Draft Prelim programme - Submit to StC prelim programme & Chairs (t-3.5 months) - Invite Chairs - Release prelim programme	Prepare contents of : - Final programme - Conference book including ad-vertising/ publicity as promised to sponsors - Proceedings - Quality control of above before and after production		Step by step review of Conference plan with COC and PCO	Monitor Daily Activities Attend PR duties Prepare award Hold Post-Conference Wrap Up Meeting with StC & PCO Manager
PCO (Professional Conference Organiser)	Support - TP Meeting Notify authors: (t-4 months) - Send Chair invitations - Produce & web display prelim program (t-3 months) - Determine preliminary exhibitor space assignments - Order attendee giveaways, speaker gifts - Organize and prepare for production of papers per Letter of Acquisition (LOA)	- Complete and produce: - final programme - conference book - proceedings incl. Advertising & publicity as promised -Develop and finalize volunteer functions/onsite needs - Early registration ends at (t-1 month) - Specs to venue & order signage - Agree with the exhibitors on the dedicated booths, according to agreed procedure	Ship conference book, proceedings, bags and equipment to reach con-ference site by t- 1 week	- Brief the COC on status and step by step review of Conference plan with COC - Brief volunteers - Confirm onsite logistics with venue - Set-up registration area, exhibit space, information booth, office area	Onsite Registration Monitor Daily Activities Monitor Budget Troubleshooting Produce award diplomas and prepare prizes
Who/when	6-3 MONTHS	3-1 MONTHS	1-0 MONTHS	2 DAYS	EuCAP$_N$

Who/when	CONFERENCE EXECUTION	POST CONFERENCE	
	EuCAP$_N$	0-1 MONTHS	1-3 MONTHS
EurAAP & StC (Steering Committee)	Attend PR duties Monitor Daily Activities Hold Post-Conference Wrap Up Meeting with StC & PCO Manager Same meetings as at EuCAP$_{N-1}$	Launch and follow up of the EuCAP survey	EuCAP survey report
Bidders /Selected organiser Core Org. Committee	Monitor Daily Activities Attend PR duties Prepare award Hold Post-Conference Wrap Up Meeting with StC & PCO Manager	Committee members & PCO submit final statistics and lessons learned to COC Chair	Prepare Post-Conference report and lessons learned
PCO (Professional Conference Organiser)	Onsite Registration Monitor Daily Activities Monitor Budget Troubleshooting Produce award diplomas and prepare prizes	Submit Conference Proceedings/Content (Xplore CD and other media types) as per LOA with IEEE	Support Registration clean up - Process outstanding bills - Distribute surplus - Close account - Prepare & Submit all audit material to independent auditor Audit Report
Who/when	EuCAP$_N$	0-1 MONTHS	1-3 MONTHS