



GUIDELINES FOR
THE EUROPEAN
CONFERENCE
ON ANTENNAS
AND
PROPAGATION

EuCAP Requirements

2019 Edition

Table of Contents

Acronyms	4
1 Format of the conference	5
1.1 Oral sessions	11
1.2 Poster sessions	11
1.3 Short courses and Scientific Workshops	12
1.4 Conference social events, visits and excursions	12
1.5 EurAAP, EuCAP and other AP related meetings	12
2 Requirements for the Venue	12
2.1 Venue location	12
2.2 Conference venue	13
3 Requirements for EuCAP Organisation.....	14
3.1 Conference Organising Committee	14
3.2 Conference services	15
3.3 Exhibition and sponsors services.....	15
3.4 Venue related and outsourced services	15
3.5 Communications, Meetings.....	16
3.6 Minutes, records and reports	16
4 Dissemination and Marketing Requirements.....	17
5 Technical Programme Requirements.....	18
5.1 Scope, topics of the conference	18
5.2 Types of sessions.....	18
5.3 First announcement	18
5.4 Calls for papers.....	18
5.5 Paper submission and review procedure.....	19
5.5.1 Paper submission.....	19
5.5.2 Review procedure	19
5.5.2 Target on paper acceptance rates	20
5.6 Conference technical program	21
6 Grants and Awards	22
6.1 Grants.....	22
6.2 Awards	22
7 Dissemination material.....	23
7.1 Conference flyers	23
7.2 Conference proceedings book	23
7.3 Conference USB stick.....	24
7.4 Conference proceedings App	24
7.5 Other publications	25
8 Short courses	25
9 Scientific workshops.....	25

10 Industrial workshops	26
11 Exhibition and Sponsor	26
12 Conference finance	27
12.1 Financial conditions and payments	27
12.2 Budget.....	27
12.3 Registration fees	28
12.4 Free registrations/gratuities	29
12.5 Free Booth/special deals	29
12.6 Travel expenses	30
13 Post-conference and final report	30
Annex I - EuCAP Preparation Milestones until EuCAP n-1	32
Annex II - EuCAP key dates from EuCAP n-1 to EuCAP n	33

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 A – General Information & Proposal Preparation
- [AD.2] EuCAP guidelines PART B – Key Tasks for EuCAP Hosting and Organisation
- [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] and [AD.2] are available on EurAAP website

Other [AD] are available on request

1 Format of the conference

Following the tradition started with AP2000 and then successfully applied for subsequent EuCAP conferences, EuCAP is a five-day event starting with an Opening session introducing EurAAP, the EuCAP week program and offering a time slot to associations having signed MoU with EurAAP followed by a plenary session with keynote speakers on Monday morning. Then the program develops along the week with regular and convened parallel oral sessions, semi-plenary sessions with invited speakers, and poster sessions. The week ends with the Closing ceremony with EuCAP best papers awards at end of Friday morning followed by Short courses on Friday afternoon (alternatively, short courses can take place on Sunday prior to the conference).

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

The expected number of delegates (and papers) typically ranges from 1200 to 1500 and the expected number of papers is around 1000. To accommodate such a large number of papers, it is necessary to have:

- ❖ One half day for parallel regular/convened oral sessions of 12 papers each (Monday afternoon). Note that having some session of 6 and 12 gives more flexibility for organising sessions.
- ❖ Four half days for parallel regular/convened oral sessions of 10 papers each (Tuesday to Friday mornings)
- ❖ Three parallel regular/convened half sessions of 5 papers each on three afternoons (Tuesday, Wednesday, Thursday).
- ❖ There is a desire to have 10/11 parallel oral regular/convened sessions with an absolute maximum of 12.

- ❖ Up to 8 parallel poster sessions, preferably in separated areas, with a total maximum per day of around 150 posters. The poster papers shall be with a dedicated technical content, time slot, and large area.

- ❖ Three slots for 2 semi-plenary invited sessions. To enable attendance at the top-level semi-plenary invited sessions by all, without having poster or other oral sessions at the same time, it is requested to have a specific time slot for this part of the program.

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

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

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

The welcome reception shall be organised on Monday evening.

Reviewer's lunches shall be organised.

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

An exhibitor's party shall be organised on Wednesday after the afternoon coffee break to collect the exhibitors' feedback of the present conference and to introduce the next conference. The PCO selected for the next EuCAP edition shall be invited to the exhibitors' party.

As indicated above, the program contains both oral and poster sessions. Both shall be treated with the same quality level, and the decision of oral or poster for a paper shall be taken on the basis of the author's wishes and the paper's content, not on score.

Poster sessions shall be organized like oral sessions by application tracks, with sub-groups per topic and indication of the domain: antennas, propagation and measurements.

A video for each poster to make it more attractive and to enable delegates to join the poster is welcome but not mandatory. New presentation formats supported by new technology could involve apps and electronic posters, allowing animations in posters and that posters are also available after the poster session itself, marketplace presentations with multiple simultaneous oral presentations in the same large room streamed wirelessly to headsets, (ultra) short presentations to allow for more follow-up discussion and interaction.

The following conference paper submission policy shall be applied with the objective to ensure that very recent research results can be accommodated at each EuCAP. This imposes:

- A relatively late and fixed submission deadline **with no extension**
- A one-step decision process based on a manuscript of 2-5 pages
- For participants from countries requiring a lengthy visa application process, there must be the opportunity for an early submission deadline and early decision.

A post-deadline submission for a maximum of 10 post-deadline papers/presentations can be considered. These should be truly significant and very recent results of

high importance to the antennas and propagation community and be given prominent platforms at the conference.

The authors shall register before the program is issued, not knowing if the paper is oral or poster. Special cases might be considered in case of a need for getting approval and visa. If not registered at the time of program publication, then the papers shall be moved to posters and possibly cancelled if no further registration.

The early-bird deadline and author-registration deadlines shall be on the same date.

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

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

- A01 Antennas and Electromagnetic theory
- A02 High-frequency and asymptotic methods
- A03 Scattering, diffraction and RCS
- A04 Imaging and inverse scattering
- A05 Computational and numerical techniques
- A06 Optimization methods in EM
- A07 Antenna interactions and coupling
- A08 Antenna systems and architectures
- A09 Metamaterials, metasurfaces and EBG for antennas
- A10 Active and integrated antennas
- A11 Nanoantennas
- A12 Millimetre-wave, submillimetre-wave and terahertz antennas

- A13 Conformal antennas
- A14 Multiband and wideband antennas
- A15 Reflectors, feed systems and components
- A16 Lens, radomes and dielectric resonator antennas
- A17 Waveguide and leaky-wave antennas
- A18 Small antennas and RF sensors
- A19 Wearable antennas
- A20 Printed and wire antennas
- A21 Array antenna analysis and synthesis
- A22 Array antenna design and technology
- A23 Reflectarrays, transmitarrays,
- A24 Frequency and polarization selective surfaces
- A25 Adaptive and reconfigurable antennas
- A26 UWB antennas and time-domain techniques
- A27 Beamforming and signal processing
- A28 MIMO, diversity, and smart antennas
- A29 3D printed antennas and structures
- A30 Imaging, sensing and radar antennas

PROPAGATION AND RELATED TOPICS

- P01 Propagation modelling and simulation
- P02 Imaging and inverse scattering
- P03 Scattering, diffraction and RCS
- P04 Propagation measurement techniques
- P05 Millimetre- and submillimetre-wave propagation
- P06 UWB propagation
- P07 Aeronautical and maritime propagation
- P08 Body-area propagation
- P09 Indoor and outdoor propagation topics
- P10 Radio astronomy and deep space communication propagation
- P11 Satellite propagation
- P12 Trans-ionospheric propagation
- P13 Vehicle-to-vehicle and vehicle to-infrastructure propagation
- P14 Propagation aspects in remote sensing
- P15 Propagation in and interaction with biological tissues
- P16 Propagation in natural and complex media
- P17 Propagation in random media and diffuse scattering
- P18 Radio climatology propagation aspects
- P19 Polarisation issues in propagation
- P20 Radar, localisation and sensing
- P21 Multi-link MIMO and cooperative channels
- P22 Space-time channel characterisation
- P23 Channel-sounding and channel-estimation techniques
- P24 Joint antenna-channel issues in propagation

ANTENNA AND RCS MEASUREMENT TECHNIQUES

- M01 General antenna measurements
- M02 RF materials characterisation, test techniques and facilities
- M03 Measurement standards and range comparisons
- M04 Radar scattering measurement and calibration techniques
- M05 Near-field, far-field, compact and RCS test ranges
- M06 Data acquisition, imaging algorithms and processing methods
- M07 Fast scanners

M08 EMI/EMC/PIM chamber design, instrumentation and measurements
M09 End-to-end system testing
M10 Over-the-air (OTA) multipath testing
M11 Time-domain metrology, EM field and EMC metrology
M12 Dosimetry, exposure and SAR assessment

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

-  **Cellular networks and 5G (T01)**
-  **Ultra-high data rate communications (T02)**
-  **Wireless LANs (T03),**
-  **Defence and security (T06)**
-  **Connected objects (IoT, RFID, WSN) (T04),**
-  **Positioning, localisation and tracking (T07)**
-  **Radar systems (T05)**
-  **Space (T08)**
-  **EM modeling and simulation tools (T09)**
-  **Biomedical and biological effects (T10)**
-  **Fundamental research and Multiple applications (T11)**

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

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

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

Figure 1: EuCAP week layout (Starting sessions at 8:40 instead of 8:50 is welcome)

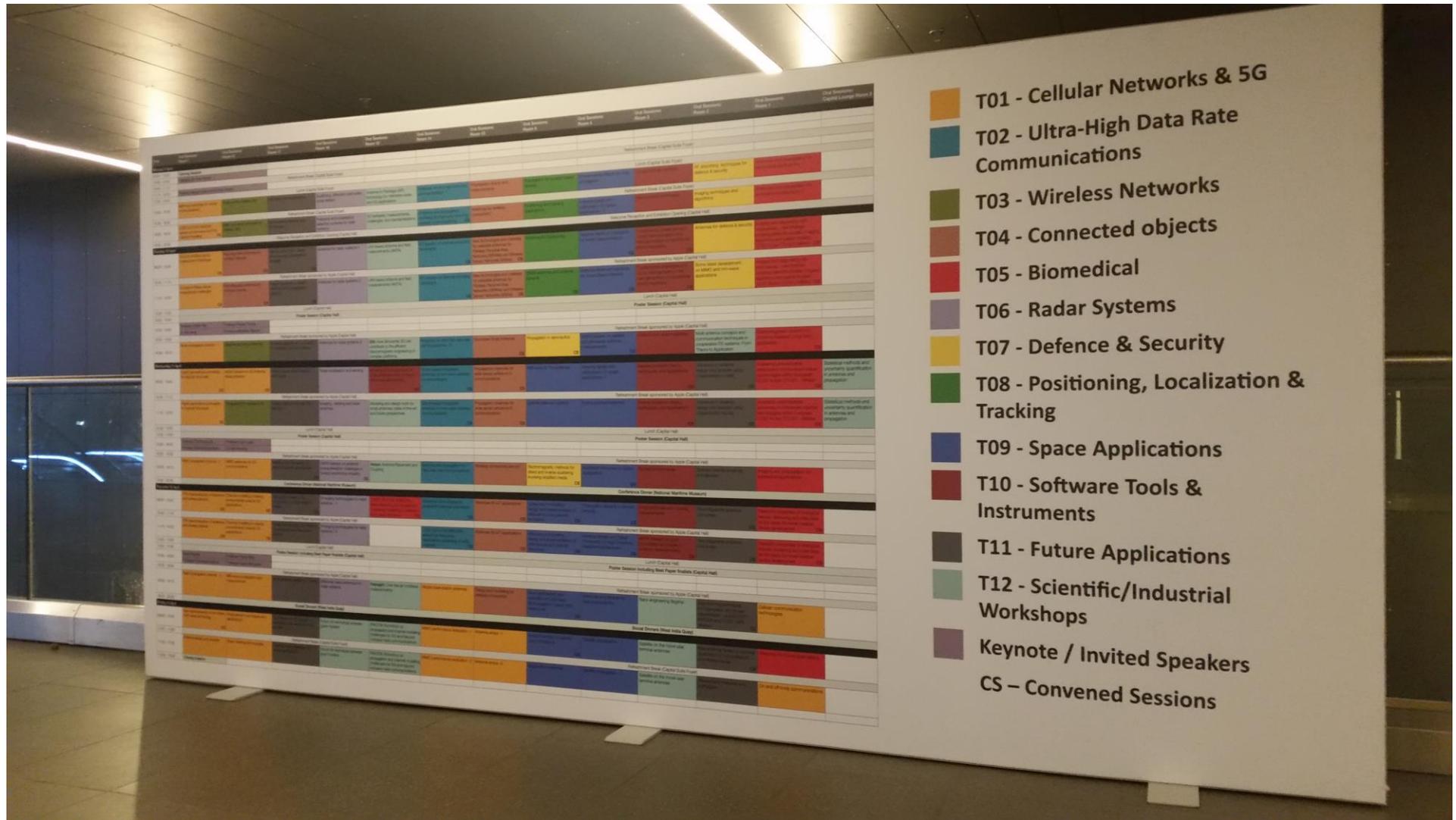


Figure 2: EuCAP week overview at conference entrance (credit EuCAP 2018)

1.1 Oral sessions

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

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

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

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

In order to give a chance to most authors to get an oral slot (when asking for it), the total number of convened papers shall not exceed the number of oral regular papers.

1.2 Poster sessions

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

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

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

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

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

Sufficient space (minimum 4 square meter per poster) must be allocated for each poster, allowing proper interactions between the author and the delegates. The arrangement of poster boards shall be such as to facilitate conversations in the spaces between the boards. In particular, placing alternate boards at an angle to each other (creating a “corner reflector” effect with the boards) shall be avoided.

1.3 Short courses and Scientific Workshops

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

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

1.4 Conference social events, visits and excursions

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

- ❖ Sunday evening - Young Researcher event
- ❖ Monday > 18:00h – Welcome cocktail. This reception should open the exhibition and is sometimes supported by the venue city (no extra fee for participants)
- ❖ Tuesday 20:00h - Local activity/show or evening excursion (optional)
- ❖ Wednesday 17:40 Exhibitor reception drink (no extra fee for participants)
- ❖ Wednesday preferably or Thursday at 20:00h – Conference banquet. The dinner venue shall, if possible, be compatible with at least 500 participants, with a mandatory minimum of 350. A venue outside the conference facility is highly recommended. However, a minimal amount of time (e.g., preferably no more than 15 minutes) should be required to get from the conference venue to the dinner venue, in order not to make the dinner start too late or last too late. An extra fee applies and is paid via registration. In order to limit this fee to a reasonable figure (e.g., 75 €), part of the missing expense may need to be included in the conference budget
- ❖ Thursday at 20:00 – Get Together dinners in several small restaurants and at different prices for delegates. This shall be informal and low cost (20 to 35 Euros).

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

1.5 EurAAP, EuCAP and other AP related meetings

A number of committee meetings related to EurAAP, EuCAP, AMTA, COST and other antennas and propagation related societies as well as meetings involving exhibitors and sponsors can be organised in the afternoons during the week of the conference, taking advantage of the presence of all the EuCAP participants. They are not visible in the program as entrance is restricted.

2 Requirements for the Venue

2.1 Venue location

The key requirements for the location of the venue are:

- ❖ Hotel or congress centre with a good track record of holding successful conferences with an exhibition of similar or larger size and format.

- ❖ Easy access from an international airport and adequate transport and logistics for participants and exhibits
- ❖ Integrated restaurant and cafeteria facilities available at the venue or in proximity of a good range of affordable restaurants
- ❖ Proximity of a good range of affordable hotels, including low cost accommodation (including lodging specifically suited for students)
- ❖ Attractive surroundings, if possible

2.2 Conference venue

The key requirements for the conference venue are:

- ❖ One auditorium with over 800 seats for the opening session, or two auditoriums enabling a high-quality video link for retransmission from the main one to the 2nd
- ❖ One auditorium with over 500 seats for afternoon semi-plenary sessions. Possible re-use of the one used for the opening session
- ❖ One auditorium of 300 places for afternoon semi-plenary
- ❖ One auditorium of 400 – 500 places for the closing ceremony. One of the above-mentioned rooms can be used.
- ❖ 10 to 12 rooms of 80 to 200 places for morning and afternoon oral sessions, some used for workshop and meetings
- ❖ 2 to 3 meeting rooms of 10 to 30 places for miscellaneous meetings
- ❖ Adequate space (typically 1000 square meter) and logistics for an exhibition with up to 60 3m x 3m booths and with possibilities to serve coffee and drinks. Lunch catering at or close to the exhibition shall be considered.
- ❖ Adequate space with separable zones for up to 8 simultaneous poster sessions hosting up to 150 posters. Typical poster size must be format A0 compatible (at least 84x119cm) portrait or landscape) with at least 6 m² ground space per poster.
- ❖ A few offices for EurAAP - EuCAP officials and for Conference and Exhibit Services staff
- ❖ Room for buffet type lunch for 1000 people. Preferably in the exhibition area. The offer shall propose a mix of seated lunches (typically 400) and standing lunches. Always open cafeteria facilities at the conference venue are welcome.
- ❖ Adequate space for welcome drink and for the official reception
- ❖ Availability of competitive catering services
- ❖ Availability of competitive audio visual as well as light and sound services with one or two assistants reachable on stand-by to support presentations and offer troubleshooting.
- ❖ Availability of competitive ICT services including adequate Wi-Fi coverage with sufficient capacity provided free of charge for participants' communications, preferably including session rooms. This must typically have the ability to support ~1000 devices simultaneously connected with adequate bandwidth.
- ❖ Technical session rooms preferably located within the same complex (most preferably, within the same building, and ideally, on the same floor). A one-to-two minute maximum leisurely walk between any two of the session rooms is the most that is acceptable. Any more than this leads to an effective separation of the meeting into "mini-conferences."
- ❖ Where climate renders it appropriate, satisfactory air conditioning should be provided. If the temperature in the meeting rooms, when occupied, is above 24°C (75°F), then air conditioning is needed. It is also important that the meeting rooms not be too cold. An ideal temperature for the meeting rooms, when occupied, is 20°-22° C
- ❖

- ❖ Adequate toilet facilities must be readily available close to all of the rooms used for EuCAP, and signs directing attendees to these must be posted near all rooms. It must be recognized that a large percentage of the total number of attendees will want to use the facilities at the same time during coffee breaks, so the number of toilets must be sufficient to handle that peak demand. Provision must be made to adequately clean and service the toilet facilities during EuCAP, and in particular after each coffee break and the lunch break.

3 Requirements for EuCAP Organisation

3.1 Conference Organising Committee

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

- ❖ Conference Chair (Overall coordination of the conference)
- ❖ Conference Vice Chair (Supports and replaces when needed the Conference Chair). Preferably selected with a technical domain complementary to the domain of the conference chair (antennas, propagation, measurements).
- ❖ Past and Future EuCAP Chairs
- ❖ Publication, Dissemination and PR Chairs (Announcements, advertising, calls for papers and for exhibitors and sponsors, Web site, marketing for subsidies, sponsors, exhibitors, conference book, proceedings)
- ❖ Technical Program Chairs (Covering antennas, measurement and propagation expertise). Can be covered by the General Chair and/or Vice-Chair)
- ❖ Convened Session Chairs (Identify, invite and manage conveners and their sessions)
- ❖ Invited papers Chairs (Identify and invite keynote speakers and invited speakers)
- ❖ Awards & Grants Chairs (Setting up and development of awards and grants)
- ❖ Financial Chair (From the PCO, supervision of daily finance management and reporting to EucAP StC and EurAAP secretary)
- ❖ Local Organising Chairs (Supervision of local support, relations, subsidies, sponsors, venue, events, visits, social events)
- ❖ Exhibition and Sponsors Chairs (Supervision of exhibition/sponsors setup, logistics and operation)
- ❖ Short Courses and Scientific Workshops Chairs (Supervision of development, setup, logistics and operation of short courses and scientific workshops)
- ❖ Industry liaison Chair (To enhance industry participation and ensure that application-focused days are implemented)
- ❖ AMTA Liaison (EurAAP based - Renew and develop support and participation from AMTA)
- ❖ EuMA Liaison (EurAAP based - Renew and develop support and participation from EuMA)
- ❖ IEEE Liaison (Renew and develop support and participation from IEEE AP-S including publicity and Xplore proceedings)
- ❖ IET Liaison (Renew and develop support and participation from IET)
- ❖ URSI Liaison (EurAAP based - Renew and develop support and participation from URSI including publicity)
- ❖ ISAP Liaison (EurAAP based - Renew and develop support and participation from ISAP including publicity in Japan)

- ❖ Technical Program Committee (composed of ~150-200 meta-reviewers and possibly “panic-reviewers”)
- ❖ Local Organising Team (Coordination and support for local level issues)

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

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

3.2 Conference services

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

Some of these are subcontracted to the venue services organisation, some of these are outsourced, some are covered by EurAAP undertakings and some are supported by local volunteers.

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

Essential requirements regarding the PCO are:

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

3.3 Exhibition and sponsors services

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

Essential requirements regarding the exhibition and sponsors services are:

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

3.4 Venue related and outsourced services

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

These include as a minimum:

- ❖ Hostess desk, paging facility

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

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

3.5 Communications, Meetings

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

3.6 Minutes, records and reports

- ❖ Minutes of most meetings are nominally produced and distributed by the PCO representative
- ❖ Minutes or restricted meetings are produced by a participant designated by the Chair
- ❖ All conference records and files are organised and archived by the PCO
- ❖ All conference records are kept up to date by the PCO
- ❖ All conference documents and records are made available to the COC and EuCAP StC by the PCO preferably by a restricted access from the conference Web site
- ❖ Regular progress/status/financial reports are produced and distributed by the PCO after approval by the Conference Chair. This includes planning aspects, financial aspects and open questions
- ❖ A final post conference report including statistics (participants per session, no shows etc.), lessons learned, detailed final accounts is produced by the conference chair with support of the PCO.

- ❖ Note that the EuCAP Web site, and all conference documents, records, and data collected in connection with the EuCAP conference (including data on paper submissions, registrants, and attendees), as well as all communications related in any way to EuCAP in whatever form (including e-mail) shall become and remain the property of EurAAP. This is a requirement to protect EurAAP and the COC, and to ensure that the data necessary to produce the EuCAP conference remains at all times available to the COC and EurAAP. This requirement shall be included in all relevant contracts with Web site hosting organisations, professional conference organisers, and all external suppliers and contractors.
- ❖ A Gantt chart or some similar planning tool (e.g., Microsoft Project) should be used to track the progress in organizing the conference.

4 Dissemination and Marketing Requirements

As per May 2018, all institutions shall comply with the General Data Protection Regulation (GDPR) <https://eugdpr.org/>. This has consequences for the way EurAAP members' data are saved, stored and used. The processes implemented at the EurAAP level comply with GDPR and are quickly described as follows:

- ❖ EurAAP keeps up-to-date the e-mailing list with actors active in the EurAAP activities
- ❖ EurAAP e-mailing list is solely used for EurAAP activities and not available for external entities. Even the EuCAP CoC has no access to the data.
- ❖ All information (e-mails) in need of dissemination shall be transmitted to the EurAAP Chair who is the only person authorised to give the go-ahead for the release by the person in charge of Customer Management.
- ❖ All dissemination e-mails are sent from the EurAAP management service with the possibility for the recipient to unsubscribe.
- ❖ EurAAP Web site content shall be checked by the EurAAP director in charge before publishing.
- ❖ In agreement with MoUs in place with IEEE-APS, AMTA, URSI, IET, ISAP and EuMA , the EurAAP list may be used for announcing sister societies' events.

The dissemination chair shall:

- ❖ Timely prepare draft mailings with the publicity and marketing material
- ❖ Timely check and update the conference Web site with the help of the PCO and Webmaster
- ❖ Support the local arrangements chair for local publicity, PR contacts with the media and marketing
- ❖ Support the Exhibition and Sponsors Chairs and Manager
- ❖ Ensure that the delegate bag is filled with the next EuCAP conference call for papers on top, followed by other calls for papers, then the sponsors' flyers sorted by level of

support to EuCAP (Platinum, Gold,...), and finally the bingo card and all other brochures with size in line with the exhibitor manual.

5 Technical Programme Requirements

5.1 Scope, topics of the conference

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

5.2 Types of sessions

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

5.3 First announcement

The next EuCAP location shall be issued on the EurAAP Website as soon as the venue is selected. The first announcement shall be disseminated at the EuCAP n-1 conference. It would typically cover:

Introduction, objectives, key topics, expected call for papers date, exhibits, short courses and workshops, conference venue, accommodation, organising institutions, associated institutions and known key sponsors, conference secretariat and contact data, Web site address. This can be formatted to fit on an A4 sheet recto-verso for a paper flyer.

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

5.4 Calls for papers

The main call for papers should be issued around 10 months before the conference (but not before the end of the preceding edition) and cover/mention typically the same as listed above for the first announcement, with some updates on dates, committees, topics and paper submission format.

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

This can be formatted to fit on an A4 sheet recto-verso for a paper flyer to be distributed, when relevant, at other relevant conferences.

A second call for papers can be issued at T-8 and distributed by e-mail. Essentially, it is an update of the previous call and is not necessarily printed.

5.5 Paper submission and review procedure

5.5.1 Paper submission

This is done using the EDAS® conference management system.

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

5.5.2 Review procedure

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

- ❖ The EDAS® License and Service Agreement shall be extended in due time by the relevant EuCAP StC member in charge or by the EurAAP secretariat.
- ❖ The EDAS® conference management system shall be configured by the EDAS manager (see EurAAP undertakings in PART B) and activated for EuCAP202*, eventually with the help of the TPC and, if needed, the PCO.
- ❖ The pool of reviewers from the previous EuCAP shall be updated by the TP Chair, by taking into account their effective performance in past editions (from EDAS data). It will be complemented by new names, taking into account as much as possible the competence, reliability and availability in the critical time periods. The target number of reviewers should be at least 800 but rather 1000, taking into account the lack of performance and imperfect matching between expertise and needs.
- ❖ Past reviewers who are kept and new reviewers proposed by the COC (and possibly by the EuCAP StC) shall be invited via EDAS® and asked to confirm their preferred review topics from those listed in the call for papers. The complete set of reviewers and their review topics shall then be consolidated in EDAS®. All reviewers should be asked to indicate within EDAS a sufficient number of topics of expertise, in order to make feasible an adequate allocation of papers to review
- ❖ Authors shall submit their 2-5 page papers to the EDAS® EuCAP conference database.
- ❖ Based on the topic(s) indicated for the paper and its content, the submitted papers shall be allocated by the TPC Chair and vice Chairs to the reviewers in the technical fields antennas, propagation or measurements.

- ❖ To secure the review quality, each reviewer shall review a maximum of 8 papers via EDAS®, feeding back scores and comments to the TPC members. Each regular paper shall be evaluated by least 3 reviewers, plus the meta-reviewer.
- ❖ Need to treat the convened session in a semi-automatic review to secure that meta-review of the papers of a given convened session (meta convened) is assigned manually to the first convener of the session.
- ❖ The Technical program Committee shall have a special TPC meeting in order to finalise the review of contributions.
- ❖ Feedback from reviewers can include, for truly exceptional papers, a recommendation for a best paper award. These will be processed and dealt with by the Grants and Awards Chair supported by the TP team.
- ❖ Authors are notified of acceptance or rejection. At that step, the allocation of the paper to an oral or poster session is not yet communicated to the author (as not yet established).
- ❖ Authors of accepted papers may submit an update (2-5 pages) to the EDAS® EuCAP conference database but such update shall not change the scope, the title, and authors of the paper. The update shall preferably account for the reviewers comments. Only minor modifications can be made to papers. This might include correction of typos or similar minor editorial changes. However, no significant changes to technical material (including changes to references) are permitted. Any modified manuscript that is submitted will must be checked to verify that only permitted changes have been made. In case of major change, the TPC may decide to consider the paper version submitted at the time of the paper submission (the version reviewed by at least 3 reviewers).
- ❖ The COC shall ensure that when transmitting their manuscript, authors of papers have read and accepted the EurAAP Copyright Policy (Copyright Agreement), which will apply to accepted papers.

Full versions of all convened papers must also be entered in EDAS and assigned to at least one of the concerned conveners as well as at least an extra “independent” reviewer selected by the TPC (three reviewers minimum).

5.5.3 Target on paper acceptance rates

The percentage of paper submissions accepted in an EuCAP conference is a sensitive issue, in terms of:

- ❖ Conference reputation
- ❖ Conference financial result (linking audience to accepted papers)

Both are strong requirements, although on different grounds. Since EuCAP is now well established and EurAAP is now a solid supporting association, the first should not be lightly traded against the second and strong care should be exerted against the sole temptation to maximize the conference budget.

Based on the recent editions and considering the objective value of EuCAP as a meeting place for the community, target acceptance rates are the following:

- ❖ For regular papers: 70 %

- ❖ For convened papers: 95 % (taking into account the imperfect selection rate of convened authors by conveners, or late difficulties)

5.6 Conference technical program

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

It is recommended to first put the convened sessions according to their track into the program, minimising parallel sessions on similar topics, and then populating with regular sessions.

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

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

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

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

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

- ❖ The author identifies a preference for poster
- ❖ The abstract is very specific and only for some specialists
- ❖ The paper is not fully convincing and there are some uncertainties regarding the final technical content
- ❖ There is a large risk of no-show because the paper originates from a country that may experience some visa issues
- ❖ The quality of the English in the paper is sub-standard

Regarding plagiarism, it a clear differentiation in terms of role for review and metareviewers shall be implemented:

- Reviewers concentrate on paper content, having access to the plagiarism score but not impacting their score due to it.
- Meta-reviewers are here to check the review consistency and plagiarism (need experienced person and treat all papers in the same way). All papers above the threshold of 30% and score over 2 shall be analysed. Need to have a chair dealing with plagiarism including the convener chair for convened sessions

Plagiarism check is conducted using Docoloc (EDAS) and the IEEE CrossCheck tool. CrossCheck finds twice as many papers with similarity score of >30% . In the end, CrossCheck can be to a score of 40%.

The convened sessions should be selected on the basis of scientific quality, international attraction, EU/non-EU convener and mixed industry-academia.

The program shall be consolidated with the Industrial liaison chairs.

This draft program shall be submitted for comments and approval to the EuCAP StC chair in a meeting usually organised at mid-December. It is then used by the TP Chair to invite or confirm 2 session co-chairs per session (the 2 conveners, including one from overseas as much as possible, for convened sessions).

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

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

PDF versions of the preliminary and final versions of the program shall be made available for download on the EuCAP Web site prior to the conference.

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

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

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

6 Grants and Awards

6.1 Grants

A number of grants (5 minimum, up to 10) shall be offered to authors of high-quality papers from developing countries who are not able to afford the conference fee. This shall be considered in the budget.

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

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

The applicants shall be informed 1.5 months before the conference and before the early-bird deadline to enable to get access to this fee if not selected.

6.2 Awards

There shall be five award competitions at EuCAP.

- ❖ Best student paper awards (2)
- ❖ Best Antenna Application paper award
- ❖ Best Antenna Theory paper award
- ❖ Best Propagation paper award
- ❖ Best Measurement paper award

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

- ❖ The recommendations of the reviewers, serving as a first filter of candidate papers
- ❖ The quality of the work, judged by a jury on the basis of the paper reading, and of its presentation in a dedicated poster session for preselected papers

The preselected papers (5 for each category) shall be presented as posters in a special poster session on Thursday afternoon.

The ESoA-EuCAP student award will be selected by a panel of world-leading experts, based on the presentation of the students at the conference in a dedicated session composed of 10 presentations. The awards should be preferably given to winners from different domains, if quality allows.

The winner of the other four prizes will be judged by a panel of world-leading experts before the conference based on the quality of the work and the quality of the paper.

All awards will be presented at an awards ceremony during the losing ceremony session of the conference.

For information, in addition to EuCAP awards, EurAAP awards, Felsen awards and Per-Simon Kildal awards are given at EuCAP during the conference dinner. These awards are directly handled by EurAAP.

7 Dissemination material

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

7.1 Conference flyers

An A4 recto-verso paper flyer in three folder sections shall be used for first announcements and then calls for papers distribution, possibly at EuCAP n-1 and other at relevant conferences. See the contents in section 5.3 above.

7.2 Conference proceedings book

Distributed to participants at the beginning of the conference, the conference proceedings shall include all required information for conference attendees. It must include a statement that all papers have been peer-reviewed by at least 3 reviewers.

This includes general information on the location and the venue including required maps as well as all the events, meetings, courses, workshops, and services associated with the conference and their location. This should include a list of the times and locations of all business meetings (e.g. Board, Delegates Assembly, StC, ESoA, etc.) This list should preferably also be included in the downloadable PDF of the conference program posted in advance on the Web site.

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

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

All meetings and activities that are not restricted should be well visible in the program and schedule grid. This includes EurAAP Working Group meetings, COST meetings,...

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

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

7.3 Conference USB stick

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

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

The table of contents of the proceeding book and USB should at least include:

- Organizing Committee
- Technical Committee (TPC)
- EuCAP Steering Committee
- Sponsors
- Exhibitors
- EurAAP WG
- Help
- Welcome
- Keynote and invited papers
- Program
- Search
- Author Index
- Papers by Title
- Session List
- Short Courses & Workshops

Proceedings and USB are disseminated at the conference.

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

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

7.4 Conference proceedings App

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

It is welcome that in the app, the location of session is possible and to incorporate extra capabilities. Compliance with different platforms shall be ensured.

At several instances the Conference4me operated by Poznan Supercomputing and Networking Center has been selected for the app but this is left open to the CoC.

7.5 Other publications

Other published material to produce is listed below:

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

8 Short courses

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

If the number n of registrants for a course is less than 5 at T-1 months the course is cancelled

If $n \geq 5$ the course takes place, registration remains open until the Course day.

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

Course fee: €100 per participant

Instructor (s) total fee: € 50 x (n-5)

For 2x4h courses including breaks above numbers are multiplied by 1.5. This ensures a reasonable profit to EurAAP in any case.

Optionally, volunteer helpers, mostly undergraduate or graduate students, can be offered one free registration to a short course. While the marginal cost is low, this has the advantage to enhance participation and provide better visibility to these courses, together with more motivation from lecturers.

Optionally, short courses can be separated between tutorial type and advanced type, targeting slightly different audiences. The latter allow, in a format differing from a scientific workshop, having high profile speakers delivering to a specialized or semi-specialized audience.

Short courses are mentioned in the preliminary program and can be introduced with more details on the Web site at T-6 months. See also section 1.3 above.

9 Scientific workshops

Scientific workshops offer an alternative to convened sessions in terms of flexibility:

- ❖ The duration can go from a single session slot to 4 session slots
- ❖ There is no review process within EDAS and no inclusion of the papers in the IEEE Xplore database; however, papers or other digital formats may optionally be included in the EuCAP USB key, if supplied sufficiently in advance.

The organizers have a large freedom in arranging a scientific workshop, however the contents and format must be approved by the EuCAP StC.

The EurAAP Working Groups use such of arrangement to host their annual meeting.

It is welcome to organize specific workshops where people from developing countries can give presentations while not meeting the rigid quality standards of the conference. Such workshops might include a lecture on how to write scientific papers and how to present papers.

Scientific workshops are mentioned in the preliminary program and can be introduced with more details on the Web site at T-6 months. See also section 1.3 above.

10 Industrial workshops

Industrial workshops are generally included in the sponsor or exhibition package and shall not be just the presentation of commercial products. They must show original scientific/technical developments that are part of ongoing R&D or new technologies or software in an industrial context. An industrial workshop should NOT only promote the research of the main organizer(s); it should include contents issued from several companies.

Similarly, to scientific workshops, the organizers have a large amount of freedom in arranging an industrial workshop; however, the contents and format must be approved by the EuCAP StC.

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

11 Exhibition and Sponsor

Exhibition and sponsoring packages and a booking form for exhibitors and sponsors shall be prepared.

Sponsors shall be given large visibility to the conference delegates to enable highlighting of their expertise to the antennas, measurement, and propagation community.

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

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

It is important to have a person within the PCO dedicated to the exhibition. The PCO person should be teamed with a local-organizing-committee person. The PCO person must be able to do sales and marketing in complement to chairs dealing with technical contacts.

The layout plan shall be shown to the exhibitors at the EuCAP n-1.

Differentiation shall be made between big international companies that almost always exhibit (PCO in charge), and local companies normally harder to identify, and usually the result of networking by the CoC.

Be reminded that for many exhibitors, EuCAP is a networking conference, not a selling conference, and as such, items that are important for companies include: the quality of the environment; good Internet; starting exhibition on Monday evening at the welcome reception is preferred with setting up on Monday (booths ready by Tuesday morning); possibility of setting up on Sunday for special big booths (company specific) is requested.

It is very important that companies have a clear picture of all the costs in advance, including storage and delivery of their materials to the booths. Remember boxes: there needs to be a

place to store them, exhibitors need to be able to get them quickly in order to take down their exhibits, boxes can be heavy (requiring lifting equipment).

Lunch for exhibitors must be finished before the end of the scientific sessions so exhibitors are free to interact with attendees while they are eating lunch.

It is very important to control the flow of traffic by the location of coffee, lunches inside the exhibition.

Badge should have a QR code to enable the exhibitors to scan the visitors' bar codes and get customer data; related to the app.

12 Conference finance

12.1 Financial conditions and payments

EurAAP will use a separate bank account for the EuCAP conference in order to have full control and visibility of the EuCAP income and expenses. The income from registration, exhibition, and sponsors shall be credited directly to the EuCAP bank account and this money will be used to pay the conference expenses. This account shall be owned by EurAAP.

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

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

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

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

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

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

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

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

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

12.2 Budget

At the level of the initial proposal, a preliminary budget is prepared by the organizer, listing main expected incomes and expenses; this preliminary budget is produced with support of the involved PCO. The budget template [AD.3] prepared by EurAAP shall be used.

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

The agreed preliminary budget will be one of the key annexes of the contract to be signed by the PCO and EurAAP.

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

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

12.3 Registration fees

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

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

Reference fees for 2016 (including VAT) are given below for information but the latest up-to-date figures to be used for budget are available in [AD.3]. In brackets are the last EuCAP editions' average number of delegates for each category. These figures are typical figures but the latest up-to-date figures to be used for budget are available in [AD.3].

The term "young researcher" shall be used instead of "student" to avoid ambiguities and requests for exceptions. The rule is simple and well stated: "The Fee applies to Young Researchers up to 30 years old". When the registrant is 30 at registration time and 31 at the conference date; the person can get access to the Young Researcher fee.

The table indicates as well the number of non-paying delegates to be used when calculating the expenses. Please note that the figures below are for info only. For detailed budget calculation, the figures as included in the Budget template shall be used.

Delegates and Visitors	Early Bird	Standard
Associated Society Member	600 € (347)	690 € (59)
Non Member	680 € (182)	770 € (77)
Young Researchers	300 € (210)	370 € (20)
Retired	300 € (7)	370 € (5)

Delegates and Visitors	Early Bird	Standard
2-days registration	420 € (0)	490 € (0)
Exhibition visitor	80 € (22)	90 € (11)
Stand personnel		225 € (60)
Keynote (3) and Invited speakers (12)		0 € (15)
EuCAP sponsors : assuming 2 platinum (2), 4 gold (2), 4 silver (1), 2 bronze(1)		0 € (18)
EuCAP exhibitors: assuming 50 booths(1)		0 € (50)
Students helping		0 € (15)
Previous year A&P EurAAP awardees		0 € (2)
Representative of entities having signed MoU with EurAAP.		0 € (5)
EurAAP free registrations		0 € (10)

12.4 Free registrations/gratuities

The following free registrations apply:

- ❖ Maximum 10 persons directly invited by the EurAAP BoD
- ❖ Antenna and Propagation EurAAP awardees from the previous year
- ❖ Sponsors and exhibitors according to packages.
- ❖ Keynote and invited speakers (they and their partners are also entitled to free participation in welcome reception and Conference dinner)
- ❖ Maximum 5 representatives of entities having signed MoU with EurAAP

The EuCAP LOC has at its disposal a lump sum of 15 Keuro to be used at its convenience for rewarding the COC possibly by inviting key actors to the conference.

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

12.5 Free Booth/special deals

The following entities are entitled to get a free booth:

- ❖ EuCAP Next Edition
- ❖ AMTA

- ❖ ESoA
- ❖ IEEE AP-S (membership booth)

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

12.6 Travel expenses

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

Cost type	<i>Europe</i>	<i>Overseas</i>
Travel	200 €	500 €
Accommodation	500 €	500 €

Moreover, the Keynote and Invited Speakers are invited to the conference dinner free-of-charge (with partner).

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

13 Post-conference and final report

The post-conference activities required of the conference chair include collaborating with the PCO for the completion of a lesson learnt report and a financial and administrative report with notification to EurAAP.

The lesson learnt document shall include:

- ❖ The critical analysis of the EuCAP survey results performed by EurAAP (see EurAAP undertakings in [AD.2] with proposed evolutions.
- ❖ The findings elaborated during the EuCAP wrap-up session after the conference
- ❖ Comments for update of the Guideline part A and B with due consideration of lessons learnt from the conference and information relevant to last conference edition for consideration by the EuCAP StC when elaborating the new version of the guidelines.
- ❖ Letters of appreciation and “thank you” letters
- ❖ Conference article and statistics
- ❖ Update of all the database available in the EuCAP data repository
- ❖ Table with all data related to sponsors and exhibitors including those who accepted and those contacted.
- ❖ Identification of the conveners who did not do a good job in the present edition to put them aside at least for 2 or 3 years
- ❖ List of final reviewers, reserved reviewers, metareviewers and identification of the reviewers who did not do a good job in the present edition to put them aside at least for 2 or 3 years

- ❖ Identification of no-show authors.
- ❖ The Web site update after the event to show the highlights of the edition, retaining links for the programme, the committees and including the event pictures.

The financial and administrative report shall include:

- ❖ The statistics, financial and planning records.
- ❖ Financial accounting – including return of loans, surplus
- ❖ Communication of detailed bank account records, accounting reports and original receipts and invoices to independent audit
- ❖ Closing of the conference bank account

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

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

Annex I - EuCAP Preparation Milestones until EuCAP n-1

On request, the next two tables are available in excel format.

		Year n-4 to n-1 for event on		2020/03/31
ITEM #	Who	Action Item	Months	Date from above
1	Proposers	Proposals of venue to EuCAP StC according to EuCAP Guidelines Part A	-60,0	2015/04/27
2	BoD + StC	Select venue and appoint General Chair. Provide Guidelines Part B to Chair	-48,0	2016/04/21
3	Gen Chair	Appointment of Conference Chairs and Treasurer (=COC)	-45,0	2016/07/20
4	COC	Prepare and sign detailed Contract with PCO	-42,0	2016/10/18
5	COC+PCO	Site visit with members of BoD & StC	-40,0	2016/12/17
6	COC+PCO	Prepare detailed Contract with venue for review by BoD & StC	-40,0	2016/12/17
7	BoD + StC	Provide feedback to CoC on Venue contract	-36,0	2017/04/16
8	G. Chair	Provide update on planning to DA at EuCAP n-3	-36,0	2017/04/16
9	COC+PCO	Sign Contract with Venue	-35,0	2017/05/16
	G. Chair	Provide update on planning to DA at EuCAP n-2	-24,0	2018/04/11
10	BoD + StC	Renew agreements with MoU partners, IEEE Xplore and sponsoring organizations	-24,0	2018/04/11
11	Chair	Finalization of conference committees;	-22,0	2018/06/10
12	Chair	Confirm EuCAP Planning Schedule & give first indication of planned social events	-21,0	2018/07/10
13	Chair	Prepare updated preliminary budget to BoD treasurer	-18,0	2018/10/08
14	PCO	Hotel room block booking	-16,0	2018/12/07
15	PCO	First call for exhibitors and sponsors	-16,0	2018/12/07
16	COC	First draft for First announcement to be presented to the EuCAP StC for review	-14,0	2019/02/05
17	BoD	Update and confirm 1st announcement	-13,0	2019/03/07
18	G. Chair	Attend EuCAP n-1, present detail to BoD & StC , first public announcement on last day of Conference	-12,0	2019/04/06

Annex II - EuCAP key dates from EuCAP n-1 to EuCAP n

Nota 1: All the dates indicated assume a conference start at 1st April and it is expected the CoC to adapt to the year actual starting date of the conference. Bear in mind that simple offset in weeks might not be the most appropriate as for example, to keep similar dates for our delegates and continue with the heritage, notification of paper acceptance, deadline for full papers, open call for convened,... will basically remain the same irrespective of a start defined in the period 15 March to 15 April.

Nota 2: All the records in black correspond to the actual date for public release. Internal deadlines shall be defined by LOC enabling sufficient time for internal validation by LOC and by EuCAP StC.

Nota 3: Items in grey are not for general public release but indicated here as timely necessary for other public deadlines.

Nota 4: The comment column is here for the CoC to understand the logic, the links among activities and constraints before proposing to change dates.

Who	Action item	Status	Comment	Due Date
EuCAP Chair	1 st Announcement	Released in EuCAP n-1 bags and web-site	The date for this is driven by the need to have the announcement available at EuCAP n-1.	1st April Year n-1
Conv Chairs	Call for Convened Sessions	Open		15 April Year n-1
SC and SW Chairs	Proposals for Short Courses, Scientific Workshops and Industrial Workshops	Open		15 April Year n-1
TPC Chairs	Reviewers, Metareviewers last EuCAP n-1 list checked, corrected, updated and invitation letter sent through EDAS	Released	Need to have sufficient time for a second run of invitation letter	1 st June Year n-1
EuCAP Chair	First Conference Promotion in printed media, like IEEE AP-S Mag. & News	Released		1 st June Year n-1

Conv Chairs	Convened Sessions Proposals	Deadline		15 June Year n-1
EX and SP Chairs	Discount rates for exhibitors and sponsors	Deadline		1st July Year n-1
PCO	Detailed rooms in conference centre for the different sessions and events (n° of seats, etc.)	Checked		1st July Year n-1
Conv Chair	Convened Sessions	Notification of Acceptance		1st July Year n-1
EuCAP Chair	Call for paper	Released	This should be available for inclusion in AP-S/USNC-URSI summer meeting registration packets	1st July Year n-1
TPC Chairs	Paper submission (EDAS)	Open	To open EDAS, convened sessions must be agreed.	1st July Year n-1
EuCAP Chair	Second Promotion / Publicity material to trade magazines, and News	Released	1 month before papers submission deadline	1st October Year n-1
KN and IS Chairs	Potential keynote & invited speakers Preliminary List	Released		15 July Year n-1
SC and SW Chairs	Short Courses and Scientific Workshop Proposal submission	Deadline		15 October Year n-1
TPC Chairs	Paper submission	Deadline	Actual date to be updated for fall on a Monday	30 October Year n-1
SC and SW Chairs	Short Courses and Scientific Workshops	Notification of Acceptance	Need to know Short Courses to open registration	30 October Year n-1

KN and IS Chairs	Initial set of invitations to Keynote & Invited Speakers	Released	This enables to go to plan B in case of refusal	1 December Year n-1
TPC Chairs	Papers notification of acceptance/ rejection to the authors having visa issues	Released	When acceptance/rejection is not obvious from score, EuCAP StC to be contacted first.	1 December Year n-1
PCO	Online Registration	Open	Including Short Courses and Grants request template	1st December Year n-1
TPC Chairs	Meeting between EuCAP CoC and EuCAP StC for stating on acceptance/rejection of paper and status on conference elaboration	Organised and held	On week prior to public released	8 December Year n-1
TPC Chairs	Top papers ranking and EDAS access transmitted to Awards and Grants chairs for selection of 5 per category and grants	Released	Need to inform grant awardees before early bird registration deadline	15 December Year n-1
TPC Chairs	Papers considered by authors for IET and EuMA journals with score transmitted to EurAAP for selection and contact to authors	Released	Needed to accelerate paper publishing time	15 December Year n-1
EuCAP Chair	Papers notification of acceptance/ rejection to the authors	Released	No info on Oral/poster, no session chair	15 December Year n-1
AW and GR Chairs	Grants requests selection	Deadline	Enabling 1.5 months for making a request and still 3 weeks to access to early bird	15 January Year n
AW and GR Chairs	Best papers selection (5 per category)	Information to the relevant authors	Must be before deadline for final paper release to enable editing	15 January Year n

PCO	Author registration	Deadline	Mandatory for Preliminary program. Author must register without knowing if oral or poster	31 January Year n
TPC Chairs	Final paper version	Deadline	Only minor changes and no change on Title, authors to enable programme elaboration in //.	31 January Year n
TPC Chairs	Detailed program with session titles, paper titles, authors, rooms and special sessions	Released to EuCAP StC	One week prior to public release	31 January Year n
AW and GR Chairs	Grants notification of acceptance/rejection to the authors	Released	Must be before the early bird period deadline for the ones not selected	31 January Year n
KN and IS Chairs	Final list of invited speakers & key-notes	Deadline	Needed for Preliminary program	5 February Year n
TPC Chairs	Preliminary Conference Programme	Published on the web	With sessions (Keynotes, invited speakers, regular & convened, Scientific and Industrial (when available) workshops and short courses,	5 February Year n
TPC Chairs	Program APP	Selected and ready for upload	Better to release rather early the Program APP as soon as the program is published	10 February Year n
TPC Chairs	Session chairs	Defined and contacted	Needed only for final program, not for preliminary	10 February Year n
PCO	Early bird registration	Deadline	Five day after program release to give a chance to all to access to this fee but not for long after program release.	10 February Year n

PCO	Industrial workshops	Deadline		15 February Year n
EX and SP Chairs	Exhibitor manual	Released	Needed for practical booth arrangements and shipping.	15 February Year n
PCO	Pre-conference instructions to/from organizer	Released	Instructions to Session Chairs, staff, secretary, session chair feed-back needed for printing	1 st March Year n
PCO	Meeting rooms requests for EurAAP WG, COST, EurAAP, EuCAP StC	Defined	To be visible on final program	7 March Year n
TPC Chairs	Final Conference Programme	Published on web	Any move of paper slot wrt preliminary programme shall be communicated to author.	15 March Year n
PCO	On-site registration	Open	Starting from Sunday 4 PM	31 March Year n
TPC Chairs	Changes in program updated in APP	Published on APP	Shall be done on a daily basis	Conference week
EuCAP Chair	Conference report with feedback/ lessons learnt	Released		31 May Year n