

## European Association on Antennas and Propagation (EurAAP) Ambassador Programme

Each year, EurAAP shall award one Ambassadorship to an exceptional candidate based on nomination by his/her peers. The Ambassador should represent EurAAP and its values, by promoting antennas and propagation activities, within Europe and beyond, in accordance with EurAAP's strategic objectives. The proposed activities can thus be quite flexible and varied including *inter alia*:

- Providing information about EurAAP activities and goals.
- Supporting the work of EurAAP's working groups, the European School of Antennas and Propagation, its journal (Reviews of Electromagnetics), and European Conference on Antennas and Propagation (EuCAP).
- Giving research talks and seminars at esteemed international institutions on topics of contemporary technical and scientific interest.
- Representing EurAAP at workshops / conferences (e.g., as an invited speaker).

### Nomination Process.

The EurAAP Ambassador Programme will be administered by the EurAAP Ambassador Programme Committee (EAPC). This shall comprise three members, with each member serving for three years and one outgoing member being replaced each year. The three members of the committee will be appointed by the EurAAP's Board of Directors.

A call for nominations for the position of EurAAP Ambassador will be made each year on the 1<sup>st</sup> of September with deadline on the 30<sup>th</sup> of October. The call will be promulgated through relevant EurAAP mailing lists and details will be accessible on the EurAAP website.

Nominations will be sent directly to the contact member of the EAPC as identified in the call.

Nominations shall comprise a lead endorsement letter accompanied by one or at most two further letters of recommendation. The lead endorsement letter should make a case for the nominee addressing the following:

- The nominee's track record of support for EurAAP activities and aims, as well their promotion and development of antenna and propagation activities throughout Europe and beyond.
- The nominee's research, teaching, and scholarly achievements.
- The nominee's ability as a communicator and commitment to outreach/dissemination activities.
- A list of at least 2 proposed lecture titles along with abstracts (one paragraph each). Further information that will assist the EAPC in gauging the quality of the application, such as slides or tables of contents is permissible but not mandatory.

Nominees (and those nominating) must be members of EurAAP. Members of the EAPC and EurAAP Board of Directors (BoD) cannot nominate and cannot be nominated during the years in which they are serving on the EAPC and/or the BoD.

An individual can only serve once as an ambassador in any three-year period and cannot serve as Ambassador in any year where they are already serving in a similar role elsewhere (e.g. IEEE Distinguished Lecturer)

The overall budget for the Ambassadorship is €5000 per annum.

Each January the EAPC shall review the nominations and make a recommendation to the EurAAP Board of Directors who shall have the final say on the appointment. The incoming Ambassador will be announced during the Delegate Assembly Meeting at the EuCAP conference in March/April each year and the Ambassadorship will typically run from June 1 to May 31 the following year.

### Ambassadorship Regulations

Immediately after the appointment as Ambassador, a proposed programme of travel and Ambassadorial activities along with indicative costs should be provided. At this stage this is a tentative programme, but the Ambassador should give an indication of proposed lectures (online and in person/visits/activities). The final workplan will evolve over the course of the Ambassadorship, with input from the EAPC and EurAAP.

The incoming Ambassador shall agree a draft itinerary in consultation with the EAPC before June 1. The EAPC may request that the itinerary includes at least one activity to represent EurAAP in an official capacity.

If supporting an ESoA course, the Ambassador cannot make use of the ESoA Guest Lecturer Program.

To promote the Ambassador programme, the itinerary should include at least one online activity (lecture etc) that can be remotely made available to an international audience. Ideally this would be a dedicated live-streamed online event to facilitate wide audience interaction.

This draft itinerary may evolve further over the course of the Ambassadorship, and it is the intention of the programme that flexibility be shown in response to opportunities as they arise. Nonetheless all travel **must** be agreed with the EAPC in advance of it being undertaken. It is therefore advisable that sufficient time is given so that approval can be granted in each instance.

After each trip/activity the Ambassador will submit a brief description of their activities (2-3 paragraphs) to the EAPC along with at least one picture (to be used in social media promotion of EurAAP and the Ambassador Programme). Collectively these will comprise the final report for the Ambassadorship.

All qualifying expenses will be reimbursed by EurAAP subject to the programme budget limit of 5,000 euro per year. Receipts must be presented for any submitted expenses. All air travel should be economy class.

Ambassadorial visits can coincide with other activities (research trips etc) but only the expenses associated with the Ambassador Programme can be claimed from EurAAP. If other sources of funding are available (such as perhaps an Invited Speaker role at a conference) the possibility of accessing these funds should be investigated first.