

EuMA

GUIDELINES

For the European Microwave Week

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Note: parts of the Sections in Chapter 2 have been extracted from “A guide to Conference Planning”, IEEE Meetings Organization Manual.

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PREFACE

The information contained herein includes European Microwave Association (EuMA) requirements and recommendations for the organization of the European Microwave Week (EuMW) and related events, in collaboration with both the professional conference organizer (PCO) and the local organizer (LO). The selection of the LO is made by the PCO in agreement with the General Chairman (GC) and the EuMA President.

General information, financial and publication forms will be designed as needed, and completed by the EuMW GC according to the instructions provided.

Should any question arise please contact the EuMA President who will interpret EuMA Policy and furnish policy documents. This manual, as well as the forms reproduced herein, are available in electronic format from the EuMA website (www.eumwa.org). Comments and suggestions on this manual are welcome and should be sent to the EuMA President. E-mail: w.heinrich@eumwa.org

An independent document briefly describes the European Microwave Association and the way it operates.

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1.0 THE EUROPEAN MICROWAVE WEEK

The EuMW consists of the European Microwave Conference (EuMC) in addition to conferences on related subjects, workshops, etc., and the EuMW exhibition.

The EuMC is the core event of the EuMW; the exhibition is an essential part of the EuMW.

1.1 GENERAL CHAIRMAN

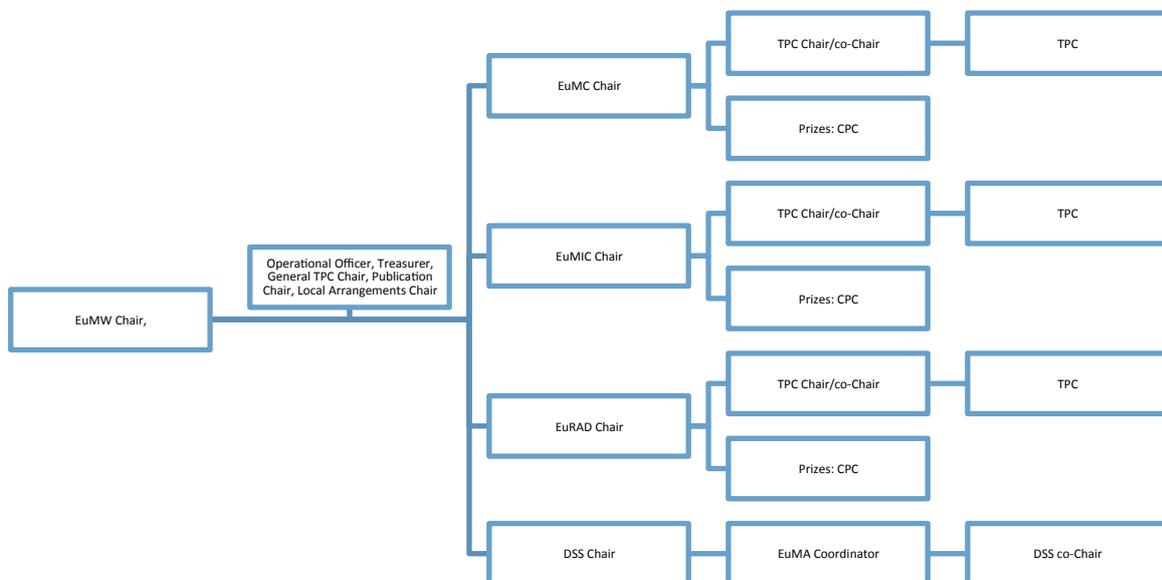
The General Chairman (GC) is appointed by the EuMA Board of Directors as the Chairman of the EuMW at least 4 years before the event. He has the task of coordinating the events taking place during the Week and can be considered as having final approval in, and taking care of, certain aspects of the organization, as well as liaison with both the Professional Conference Organizer (PCO) and the Local Organizer (LO). He appoints the Treasurer at least three years in advance. He is also responsible for appointing the various EuMW Committees. The GC may appoint a Vice-Chair at least 18 months prior to the event, and a EuMW Operational Officer.

The GC reports to the Board of Directors.

1.2 ORGANIZATIONAL STRUCTURE OF EUMW

Each Conference held within EuMW has a conference Chair who is responsible for the event as a whole. Each Conference Chair is assisted by a number of Conference Committees as detailed in Chapter 2.

The organizational structure is schematized in the following diagram (instead of TPC chairs, also Co-chairs can be appointed for each of the conferences):



The Conference Chairs are proposed by the General Chair and appointed 3 years prior to the event by the current EuMW Steering Committee (see 1.2.1).

The GAAS representative in the Steering Committee (see 1.2.1) should be contacted before proposing the EuMIC Conference Chairs.

All Conference Committees report through the Conference Chairman to the GC. To help coordination and organization among EuMW conferences, cross-sectional tasks should be handled by joint conference committees (e.g. Local arrangements, Publications, etc.).

1.3 EUMW STEERING COMMITTEE

A EuMW Steering Committee (StC) oversees the various conference committees to assure consistency in operations from year to year.

The EuMW Steering Committee is composed by Voting Members and Non-Voting Members.

Voting Members are:

- the EuMA President, who chairs the EuMW Steering Committee
- the EuMA BoD and EuMW Officer
- the GAAS representative
- the EuMW GCs of past, current and next three years

Non-Voting Members are:

- the IEEE MTT-S delegate
- the EuMA Conference Software Officer and Deputy
- the EuMW Conference Chairs (3), TPC Chairs, and Treasurers of current and next year
- the EuMW Operational officers of current, past, and next 2 years

The Steering Committee appoints the relevant Conference Chairs (see 2.1)

The StC meets at least twice a year, namely at the occasion of the TPC meeting and during the EuMW.

The EuMW StC has the following responsibilities:

- upon proposal of the General Chair, appoints the Conference Chairs (see 2.1)
- upon proposal of the General Chair, appoints the TPC Chairs / co- Chairs (see 2.1)
- upon proposal of the General Chair, appoints the Technical Program Committee (see 2.2)
- selects conference topics and coordinates conference programs (see Chapter 4)
- publicizes and promotes the Conferences by issuing a Call for Papers and Final Program

1.4 EUMW FINANCES

The EuMW Finances is about

- a) Bank accounts
- b) Budget
- c) Cash flow and handling
- d) Income
- e) Insurance and bonding
- f) Expenses
- g) VAT
- h) Auditing
- i) Records
- j) Financial reports
- k) Conference closing and final financial report

1.4.1 The EuMW Treasurer chairs the EuMW Finance Committee. Additional members may be appointed with the task of dealing with the specific financial issues relevant to the various conferences of the EuMW.

1.4.2 Over the years VAT on registration fees has been due only once, in Paris 2015. When VAT is due, the EuMW Finance Committee should pay a very special attention to the various aspects involved, in cooperation with the EuMA Treasurer and the EuMW Officer.

1.4.3 A EuMW Treasurer Handover meeting is organized by the EuMW Officer together with the EuMA Treasurer, about 10 months prior to the EuMW.

1.4.4 Conference Bank Account. It is the responsibility of the EuMW Treasurer to collaborate with the EuMA Treasurer to establish one or more EuMW bank accounts in the name of the EuMA for the purpose of receiving and disbursing funds. The procedures may vary from country to country.

1.4.5 Insurance and Bonding will vary amongst countries according to local laws and practice. Separate insurance forms must be submitted for each conference or separate function organized during the EuMW. One insurance form is needed for each budget submitted.

1.4.6 A petty Cash fund may be maintained by the EuMW Treasurer for convenience in meeting small obligations. Replenishment of the petty cash fund may be made from depository funds following specific guidelines, as required by the external auditor. The person(s) responsible for petty cash funds must maintain an accurate record and keep receipts of all transactions.

1.4.7 The EuMW Treasurer is responsible for implementing the general rules concerning the conference fee policy (see Chapter 3)

1.5 LOCAL ARRANGEMENTS COMMITTEE

The Local Arrangements Committee has the task of supervising and arranging meeting facilities and registration, organizing hospitality and social functions in coordination with the PCO and LO. Subcommittees may be appointed to carry out responsibilities in the following areas:

- a) Meeting facilities, signs, audio/visual arrangements, committee-meeting arrangements, operations and message centre, monitor co-ordination and communications.
- b) Hospitality and guest activities, function planning, social program, hotel arrangements (including room assignment), airline and car rental agreements and security (with Exhibition and Industry Committee).
- c) Inspection trips and tours, hotel selection and negotiation (with PCO).

It is highly desirable that the Local Arrangements Chair be recruited from the EuMW local geographic entity. That person could appoint various subcommittees, as necessary to assist in effectively coordinating the implementation of conference plans at the local level.

1.6 VISA ASSISTANT

It is highly recommended that a person in the EuMW team is identified as to be responsible for Visa affairs. The name of the Visa Assistant with full contact info (i.e. email address, postal address, fax, and phone numbers) should be published in both Conference Programme and EuMW website.

The Visa Assistant will receive and follow up Visa Requests by EuMW attendees and will be the addressee of any question regarding Visa. The Assistant may require authors of papers to state whether the presentation of their paper at EuMW was conditional on obtaining a visa to attend the conference.

Letters sent in support of visa requests should always be sent on behalf of EuMW, and not on behalf of the employer of the EuMW Chairman.

1.7 PUBLICITY

- a) Copies of all publicity material for EuMW, including Calls for Papers, conference programs and exhibition prospectuses, should be distributed to all members of the Board of Directors as a matter of course.
- b) The full program for the EuMW should appear on the EuMW website each year.
- c) The EuMW call for papers or program should be distributed at other conferences of similar scope wherever possible, using “contra” arrangements where appropriate.
- d) All publicity material for EuMW should state the ownership by EuMA of EuMW as well as EuMC and EuRAD and the joint ownership of EuMIC by EuMA and GAAS Association.
- e) An abbreviated “initial program” for EuMW is not usually printed or distributed. However, in the event that the date of the IEEE MTT-S International Microwave Symposium is such that it would be impossible to print the EuMW program in time for distribution at that event, a 2 or 4 page flyer should be prepared instead, giving reference to the EuMW website.
- f) A separate Call for Papers should be published for each of the conferences held during the EuMA, in addition to a sheet promoting the entire EuMW.

1.8 PLANNING SCHEDULE FOR THE EUMW

- a) The EuMW GC should follow the planning schedules defined in Appendix A “Checklist for EuMW Chairman” for organization and reporting.
- b) The website for centralized information access is www.eumwa.org for EuMA and www.eumweek.com for the EuMW. The GC should co-ordinate with the other affiliated Conference Chairs to define different Calls for Papers and one page for the promotion of the whole EuMW containing the general description of each conference.
- c) The GC should consult with the past General Chairs regarding drafts of the first announcement, preliminary program, setting up to Technical Program Committees (TPDS), Conference Services (rooms, seats, audio-visual aids), document reproduction services, computer (IT) services, seating plan, sponsors, security (passes, access control), registration, delegates’ bags, proceedings, hotel links, social events, opening and closing addresses, etc. (see Appendix A.)

1.9 SELECTION OF EUMW VENUES

- a) The EuMA President and Board of Directors, together with the PCO, are to attest the adequacy of the proposed site and negotiate favourable costs for facilities and services. The selection has to be made at least four years before each relevant EuMW.
- b) The negotiation and booking of room blocks at the most favourable rates in the headquarters and auxiliary hotels should be carried out according to the Agreement with the PCO.

1.10 PHOTOGRAPHY AT EUMW/EUMA

1.10.1 General Policy for Attendees

- a) The same rules apply for photographs and videos.
- b) EuMW attendees are permitted to take photographs during the EuMW for their personal use only.
- c) Photographers must be unobtrusive and not disturb or disrupt the events that they photograph.
- d) In particular, photography during sessions should not disturb speakers, chair, or audience.
- e) The visuals presented by speakers are considered as private information and taking pictures of these is only allowed with the prior agreement of the speaker and session chair.
- f) Similarly, taking pictures of posters is only allowed with the prior agreement of the speaker.
- g) Photographers must not intrude between speakers of Prize and Awards recipients and the audience during events such as opening and closing sessions.
- h) Photography during EuMA meetings should not disturb or disrupt the meetings.

1.10.2 Official Photographer on Main Events

- a) It is recommended to the EuMW team to hire a local professional photographer.
- b) He / She must operate with the utmost discretion.
- c) The cost will be introduced in the EuMW Budget but EuMA will be charged for this cost.
- d) A contract will determine the rights and obligation of this photographer.

- e) The photographer will cover the important events during the EuMW, which are: opening and closing sessions of all four conferences; awards and prizes ceremonies; welcome reception; general overview of conference activities; general view of the exhibition.
- f) No professional photographer should be hired for taking pictures at the TPC meeting.

1.10.3 Official Videos on Interviews and Main Events

- a) EuMA and PCO agree on the details
- b) The cost is to be shared 50 – 50 between EuMA and the PCO
- c) The videos are put on the EuMA website.

2.0 CONFERENCE CHAIRMEN AND COMMITTEES

This Chapter introduces the various Committees of the conferences held within the EuMW along with descriptions of their main tasks. Although the committees belonging to different conferences have different functions, for practical reasons some of them, e.g. the Local Arrangements Committee, may coincide; similarly, one person could be Chair of more than one Committee.

As a general rule, each Conference Committee reports to the General Chair through the relevant Conference Chairman.

2.1 CONFERENCE CHAIRMAN

The Conference Chairman has the overall responsibility of the conference organization and operation. He coordinates the activities of the various committees and performs any additional task necessary for the successful progress of the conference, not included among those of specific committees.

In particular, the Conference Chairman is responsible for the Publicity and Public Relations. He will arrange for mailing of the Calls for Papers and publicity mailing lists, as well as placement of the Conference on the calendars of various publications and through news media. He will arrange for local publicity of the advance program and advertising in related conferences (with Publications Committee).

Conference Chairmen are nominated by the EuMW GC and appointed by the EuMW Steering Committee three years in advance (see 1.2.1).

Recommendations for publicity and public relation activity:

- a) Local publicity could include meetings at a university, governmental facility or local Institute.
- b) Conference calendar listing in appropriate publications requires the name of the city, hotel, dates, and contact name/ address/ Tel-fax numbers/ e-mail
- c) Contacts with local officials, politicians, industrialists, and academics are necessary for the Welcome address, e.g. The Mayor, local Alderman, university Rector.
- d) A Conference Preview should be written/ approved by the Publicity Committee and includes a brief highlight of the Conference about three months it is to take place.
- e) Prepare Press kits and arrangements at the Conference. It is important to define policy early on regarding attendees who represent the press. Invitations to the press may be selective or open.
- f) Promotion of local industry attendance could carry an offer for a discount on multiple registrations (with Exhibition and Industry Committee)
- g) Exhibit at other conferences and trade shows with presentation of the Calls of Papers and Advance programme. A video or slides of the conference city, give away items and novelties with the conference logo.
- h) A Post-Conference article could be written highlighting the events, speakers, special announcements, etc. for publication in journals, magazines and on the Internet (with Publications Committee).
- i) A professional photographer is recommended to insure usable photos and timely turnaround.

2.2 PAPER REVIEW PROCESS AND TECHNICAL PROGRAMME COMMITTEE

The paper review process is probably the most important part of developing a strong program. The review involves 2 EuMW groups/committees: the Reviewer Panel and the Technical Program Committee (TPC), the latter consisting of different subcommittees within each conference, which are devoted to certain technical areas.

The review process can be summarized by the following steps

- Authors submit a summary of their papers to a central EuMW database
- The submitted papers are allocated to technical fields and the respective committees by the TPC chairs (or the conference chair/ vice-chair)
- Each member of the reviewer panel is assigned to one or more TPC subcommittee according to his/her technical expertise. He/she reviews the papers and feeds back scores and comments to the TPC subcommittee.
- A TPC meeting is held. Based on the reviewers' results, the TPC selects the papers to be presented at the conferences. This is usually performed within the subcommittees. TPC meets at the earliest six months before the EuMW.
- Authors are notified of acceptance or rejection.
- Authors of accepted papers submit final version for inclusion in the digest and submit copyright statements (handled through a web-based database)
- Digest is compiled (typically as a CD-ROM)

2.2.1 Reviewers Panel

The members of the Reviewers Panel should be experts in one of the conference topics. Also, they must be prepared to handle a workload of 10 ... 30 papers within the given time slot. Typically, a minimum of 300 reviewers is needed to cover the entire set of conference topics and to ensure a sufficient number of reviews per paper submitted.

GC should pass on to their successors their Panels of Reviewers for all conferences with the relevant information (name, e-mail, and speciality) so that this list only needs to be updated every year. The GC indicates which reviewers among the Panel have effectively reviewed papers.

The EuMW team should set up a web-based procedure in order to check availability of the reviewers from last year and new reviewers and update the relevant information.

Reviewers may be offered a one-year free EuMA membership (the procedure has to be checked in advance with EuMA Headquarters).

2.2.2 Technical Program Committee

The primary objective of the Technical Program Committee (TPC) is to ensure that a well-balanced, high quality program is organized and presented at the Conferences. This objective should influence every facet of its activities, ranging from the completeness of the Calls for Papers to the selection and review of every paper, and even to assisting in the scheduling of session rooms and helping with local arrangements.

The TPC is appointed by the EuMW Steering Committee 18 months prior to the conference.

TPC meetings are held over a weekend to reduce costs.

TPC duties include:

- a) Review papers for presentation (with the Reviewers Panel)
- b) Select papers to be presented
- c) Organize sessions and select session chairs

- d) Plan and organize workshops, focus sessions, short courses, etc.
- e) Complete conference program
- f) Correspond with authors on acceptance/ rejection
- g) Provide instructions to speakers and session chairs
- h) Select elements of program for publicity (with Publicity Committee & PCO)
- i) Recommend Conference Prizes

Specific sub-committees such as “Workshops and Special Session sub-Committee” and “Conference Award sub-Committee” may be appointed for f) and i).

Beyond this the TPC chair is responsible for the following actions (in cooperation with the Publication Chair):

- Organize the TPC meeting: finding a hotel (in cooperation with the PCO) and mailing invitations to all TPC members
- Soliciting the final version of the accepted papers to be included in the conference digest together with the relevant copyright statements
- Compile the conference digest

2.2.3 Composition of TPC

The TPC of the EuMW is the union of 3 TPCs that are in charge of the duties described in Section 2.2.2 a-i for each of the Conferences held during EuMW, respectively. The TPC of each conference is again subdivided into Subcommittees, which are devoted to technical fields. These fields typically are related to the technical areas mentioned in the Call for Papers, the authors are required to allocate to upon submission.

The total number of TPC members is typically 101, including the Chairmen and Secretaries of each Conference. In order to ensure a reasonable workload for each TP sub-Committee (SC), and to create a well-balanced team suitable for the needs of each Conference, the total of 93 members is normally divided between the three TPCs as listed in Table 2.1.

Conference	TPC Members
EuMC	63
EuRAD	19
EuMIC	19

Table 2.1 Composition of TPCs of Conferences in EuMW

The number of TPC members from the same country may not exceed 25% of the total number. The number of TPC members from outside Europe should not exceed 20% of the total number. The TPC membership should represent as many countries as possible of the geographical area of the EuMA General Assembly. The TPC should include 2 members from the Asia-Pacific region representing the links with APMC conference.

To ensure continuity from year to year operation, the future TPC Chair should be included appropriately as member of the TPC and 50% of the members should continue from one year to the next.

In addition to the TPC composition described in the preceding subsections (see Table 2.1), the GAAS Association may propose extra TPC members for EuMIC, according to the MoU between EuMA and GAAS Association. The number of extra members is typically 2 and must not exceed 6. Expenses for these extra members are kept separately and charged to GAAS Association.

2.2.4 Recommendations for Paper Review

There are three main types of papers: “open call” in response to the Calls for Papers, “key-note” requested by the TPCs from well-known authorities who will present them to the plenary session of a conference and “solicited” requested by the TPCs for focus sessions. Both open call and solicited papers should pass the regular review process described above, only the key-note presentations should be handled separately.

The deadline for submitting abstracts or summaries of papers should be set sufficiently in advance of the date of the deadline to allow for proper review. A schedule showing dates for the different tasks, deadlines and dependencies should be established to help all TPC members as well as the authors.

2.2.5 Paper Handling Software

As of 2017, a new software is used, covering the entire paper handling process from paper submission to conference program and digest compilation.

The modules provided by the software are extended and/or adapted to *EuMA* needs.

EuMW teams are advised to take into account the software capabilities and limitations early in their planning.

All software-related issues are coordinated by the *EuMA* Conference Software Officers Matthias Rudolph and Marc van Heijningen (eumw@eumwa.org).

2.3 PUBLICATIONS COMMITTEE

2.3.1 Definitions of the Conference Publications

- Call for Papers is a public announcement of a meeting(s) and contains all relevant information for contact with and participation in the conference.
- Abstracts are a collection of statements that comprise the essential points of the papers. The length is determined by the Technical Program Committees (TPCs).
- The First Announcement provides advance information such as names, sponsors, location, date, list of sessions, and may contain the registration form. Final Call for Papers provides all updated and detailed information.
- The Advance Programme contains detailed information on the sessions
- The Proceedings is a collection of the papers presented at the conference. They could be produced in both paper and electronic form (CD-ROM, USB stick).

2.3.2 The duties of the Publications Chair comprise overseeing the production of all material that is published in relation to the Conference: Conference logo, letterhead and envelopes, Calls for Papers, Advance Program, Conference Proceedings, CD-ROM, Final Program, Session signs and other signage, and Final report.

2.3.3 Conference Proceedings production and sales is the responsibility of the PCO.

2.3.4 The Conference Proceedings need to be identified by an ISBN number (each conference separately). *EuMA* has available a stock of such numbers. They are available at *EuMA* Headquarters.

3.0 FINANCIAL POLICIES FOR EUMW CONFERENCES

The financial policy illustrated in this Chapter applies to all EuMW (owned or co-sponsored) conferences held within the EuMW.

3.1 FEE POLICY

The following criteria are to be followed in determining the fee structure of EuMW conferences.

3.1.1 General Criteria: Conference fees should be established in such a way as to budget a surplus of 100.000 € (not considering the exhibition). Actions, such as inexpensive accommodation options, low-cost travel options etc. should be taken in order to increase attendance, rather than to increase income.

3.1.2 Academic and non-academic delegates: The same fee will be applied to both academic and non-academic delegates.

3.1.3 Late, member and multiple registrations: As summarized in the Table 3.1, a system of penalties/ discount is applied with respect to the basic fee (early registration for EuMA members)

Percentage increase for Late Registration	40%
Percentage increase for Non-Members	40%
Reduction for 2 Conferences registered	20%
Reduction for 3 Conferences registered	30%

Table 3.1 Penalties/Discounts Overview

3.1.4 Reduced fees and free registrations

- Reduced fees are implemented for students (aged 30 or younger at the time of the Conference and undergraduate or PhD students providing a supervisor email address) to include also senior persons aged 65 years of more. Reduced fees are also implemented for special categories (i.e. grantees) as detailed below.
- Basic fee is applied for GAAS, IET, and IEEE society members.
- Free registration is offered to the recipients of Distinguished Service Award and Outstanding Career Award.
- Session Chairmen are not entitled to free registration.
- Authors of solicited papers presented in a focus session are not entitled to free registration.
- TPC members are not entitled to reduced fee.

As summarized in the Table 3.2, the following discounted or complimentary fees are allowed (the General Chair having discretion in dealing with cases of hardship):

- The EuMA BoD as well as EuMA Headquarters People (Honorary Secretary, Assistant to the President, Headquarters Assistant, EuMA Booth Assistants) would be entitled to an "Access all Areas" badge.
- EuMW General Chair, co-Chair, if appointed, and Operational Officer would be entitled to free registration for all three Conferences.
- The EuMA GA would be entitled to reduced fee registration for all EuMA Conferences
- Members of the EuMW Steering Committee would be entitled to reduced fee registration for the Conference they are appointed for.
- Individual Conference Chairs and TPC Chairs/ co-Chairs would be entitled to free registration for the Conference they are associated with.

- The key-note speakers at a EuMW Conference should receive free registration (one per paper) for the Conference at which their paper is presented.

- The invited speakers of the DSS Forum should receive a free registration for the EuRAD Conference.

3.1.5 Cancellation Policy

- Full refund 60 days before start of event
- 50% refund 30 days before start of event
- No refund less than 30 days before start of event

3.1.6 Substitution Policy

Substituting the name of a registered employee of a given company by another name of the same company can be allowed.

3.1.7 Workshops and Short Courses

Free registration to workshops and short courses is granted to:

- Conference Chairman
- Conference Operational Officer
- Up to two organizers of the workshop or short course
- Workshop speaker (one per paper)

	EuMC	EuRAD	EuMIC	EuMC WS	EuRAD WS	EuMIC WS	DSS Forum
EuMA BoD, EuMA Staff	Free	Free	Free	Free	Free	Free	Free
EuMW GC, VC, Operational Officer	Free	Free	Free	Free	Free	Free	Free
EuMA General Assembly	Reduced	Reduced	Reduced				
EuMW Steering Committee	Reduced	Reduced	Reduced				
EuMC Chair and TPC Chair / co-Chair	Free						Free
EuRAD Chair and TPC Chair / co-Chair		Free					Free
EuMIC Chair and TPC Chair / co-Chair			Free				Free
Distinguished Service Awardee	Free	Free	Free				Free
Outstanding Career Awardee	Free	Free	Free				Free
APMC Speaker	Free						
Senior and Student	Reduced	Reduced	Reduced	Reduced	Reduced	Reduced	Free
EuMC Keynote Speaker (max 6)	Free						
EuRAD Keynote Speaker (max 4)		Free					
EuMIC Keynote			Free				

Speaker (max 4)							
EuMC Work Shop Organizer (2)				Free			
EuMC Work Shop Speaker (1/p)				Free			
EuRAD Work Shop Organizer (2)					Free		
EuRAD Work Shop Speaker (1/p)					Free		
EuMIC Work Shop Organizer (2)						Free	
EuMIC Work Shop Speaker (1/p)						Free	
DSS Forum invited speakers		Free					

Table 3.2 Reduced fees and free registrations

3.2 SEED MONEY

The EuMW GC may receive seed money from the EuMA Treasurer well in advance. Larger amounts may be given upon motivated request subject to EuMA Treasurer approval. The seed money will be budgeted in the EuMW accounts. The detailed procedure for the local bookkeeping is described in Appendix C.

3.3 GRANTS AND FUNDS TO HELP ATTENDANCE

Grants are established by EuMA to promote participation in the EuMW

3.3.1 EuMC Student Grants

Fourteen Student Grants per year established to promote student participation in the EuMC. The value of the grants is €500 (€750 from 2018 on) plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMC Chair.

3.3.2 EuMIC Student Grants

Six Student Grants per year established to promote student participation in the EuMIC. The value of the grants is €500 (€750 from 2018 on) plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMIC Chair.

3.3.3 EuRAD Student Grants

Five Student Grants per year are established to promote student participation in the EuRAD. The value of the grants is €500 (€750 from 2018 on) plus a voucher for complimentary attendance at the conference. The grants are decided by the EuRAD Chair.

3.3.4 Grants for NIS, Africa and Middle East Countries

Twenty five Grants per year are established to promote participation in the EuMW of delegates coming from those countries entitled to CEM (Complimentary EuMA Membership), namely NIS, Africa and Middle East Countries. The value of the grants is €500 (€750 from 2018 on) plus a voucher for complimentary attendance at the conference. The grants are decided by the EuMW General Chair.

The NIS, Africa and Middle East Countries are: Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Algeria, Egypt, Jordan, Lebanon, Libya, Mauritania, Morocco, Syria, and Tunisia.

3.3.5 The EuMW GC may dispense up to 2.5k€ at his discretion for helping attendance to the EuMW. The funds will be budgeted within EuMW accounts and its use documented in the financial report.

3.3.6 The EuMA President may dispense up to 2.5k€ at his discretion for helping attendance to General Assembly or EuMW. The funds will be budgeted within EuMA accounts.

3.3.7 Sharing the total 25 Student Grants as described in Sec. 3.3.1 – 3.3.4 is recommended. The EuMW GC may however decide to distribute these grants differently among the various Conferences, according to requests from Conference Chairs.

3.3.8 Applicants for a Student Grant must be aged 30 years or younger at the first day of the EuMW, be full time student (i.e. undergraduate or PhD student) and they will be asked to provide a supervisor email address.

3.4 MEETING EXPENSES

The EuMA BoD normally meets four times a year, namely in January, March/April, July and September/October. The procedure for reimbursing expenses to BoD members and equivalent can be found as an annex in the EuMA Booklet

The EuMA GA meets twice a year, namely in March/April and September/October.

The EuMW StC normally meets twice a year, namely in March/April and September/October.

The EuMW TPCs meet once a year, namely in March/April.

Committee members receive financial support for travel expenses upon request and for accommodation, as specified in this section.

Concerning accommodation, the BoD determines the number of nights paid. Accommodation expenses cover the cost of a one-person room. Possible extra-costs are considered as private expenses and will not be paid by EuMA.

Sharing Meeting Expenses between EuMA, EuMW, and Associations:

1. The procedure is such that one single EuMA/EuMW officer checks the validity of a given invoice. The EuMA of EuMW treasurer keeps originals, respectively.
2. The procedure is intended to be unambiguous about how to share.
3. BoD determines the number of nights paid.
4. Paying the cost of hotel room expenses in general implies the cost of a one-person room. The extra-cost for a guest room and breakfast, if any, is a private expense, not paid by EuMA/EuMW.
5. Individual attendees pay private expenses before leaving the hotel.

Invitations of EuMW teams to EuMA meetings.

The full team from a EuMW is invited to attend the six meetings before a EuMW takes place, but none afterwards. That is, January BoD, March StC and October StC before the EuMW, then January BoD, March StC and October StC in the year of the EuMW. The full team is considered to be the General Chairman, EuMC Chairman, EuMIC Chairman, EuRAD Chairman, TPC Chairman, Treasurer, and Operational Officer.

The General Chairman of a EuMW is invited to attend the nine meetings before a EuMW takes place.

The General Chairman of the Previous EuMW is invited to the January BoD meeting to present a report on the EuMW. He is invited to the March-April meeting also, to present a high-level summary to the GA and StC members. No other member of the Team is invited to either of these two meetings.

As an example, these people are invited to the January meeting of Year N, when the EuMW is held: the full teams of Years N and N+1, respectively, the General Chair of Year N+2, and the General Chair of year N+1.

- 1) Sharing meeting Expenses: Expenses related to the organization of such meetings and for supporting the participation of committee members are shared among EuMA, EuMW, and Related Associations as detailed in Table 3.3
- 2) Board of Directors meetings: EuMA BoD members are entitled to be reimbursed for travel expenses + 2 nights of accommodation per person for the January and April meetings. For the September meeting, they are entitled to 3 nights of accommodation.
- 3) General Assembly meetings: EuMA GA members attending the April and September meeting are entitled to 2 nights of accommodation per meeting
- 4) Steering Committee meetings: EuMW StC members are entitled to be reimbursed for travel expenses plus 2 nights of accommodation per person for the April meetings. For the September meeting, they are entitled to 2 nights of accommodation
- 5) Technical Program Committee meeting: For the TPC meeting, accommodation of the TPC members is covered by the EuMW budget while travel expenses are generally not covered. In special cases, the EuMW General Chair may decide to subsidize or reimburse travel cost as well. These expenses are to be paid from the EuMW budget.
- 6) Refundable air travel expenses of a TPC member should not exceed the cost of the economy class ticket.
- 7) Invitations of EuMW Officers to Handover meetings.

A EuMW Treasurer Handover meeting is organized every year by the EuMW Officer together with the EuMA Treasurer, about 10 months prior to the EuMW. Expenses are covered by the EuMW Officer's budget.

More general EuMW Handover meetings are held over the year, please see Appendix B for all details. The BoD decides about these meetings: number of meetings, invitations, and payment of expenses.

Paid by

January Meeting (BoD Meeting, EuMW teams, Handover Meeting)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms, including BoD, EuMA observers, Software Officers: 2 or 3 nights EuMW Teams: 2 nights	EuMA
Travel expenses for BoD members, and special guests invited by EuMA President	EuMA
Travel expenses for Software Officers	EuMA
Handover Meeting Attendees, year N-1	EuMA
Travel expenses and individual rooms of members of current EuMW not members of BoD	EuMW
Additional EuMW Team Members of other years, attending just Handover Meeting	EuMW

March / April Meetings (3 TPCs, GA, BoD, StC, EuMW teams & Handover Meeting)	
Meeting rooms, refreshments, meals	EuMW
Individual hotel rooms BOD, EuMA observers: 2 or 3 nights GA, StC: 2 nights EuMW teams: 2 nights	EuMW
Travel expenses according to EuMA rules for TPC members invited by EuMW General Chair	EuMW
GA members who require a 3 rd night, for attending the GA meeting	EuMA
Travel expenses for members of BoD and special guests invited by EuMA President	EuMA
Travel expenses for Software Officers	EuMW
Travel expenses for members of StC appointed by EuMA not members of a TPC, charged to the appropriate Conference	EuMW
Extra cost due to GA meeting: one-day meeting room, refreshment and lunch for GA and StC members, observers and invitees. EuMW treasurer actually pays the total, keeps the originals and sends a note to EuMA for reimbursement.	EuMA
Travel expenses of StC members appointed by an Association other than EuMA, not members of a TPC	Association
Extra cost due to additional GAAS TPC members, if any: taking the total cost of the TPC meeting and calculating the proportions due to these members, EuMA later subtracts this amount from the GAAS share of the EuMW	EuMA
Handover Meeting Attendees, year N-1	EuMA
Additional EuMW Team Members of other years, attending just Handover Meeting	EuMW

September / October Meetings (GA, BoD, StC, EuMW teams & Handover Meeting)	
Meeting rooms, refreshments, meals	EuMA
Individual hotel rooms for	EuMA

BoD, EuMA observers: 3 nights GA, StC: 2 nights EuMW teams and Software Officers: 2 nights	
Travel expenses and extra nights for Software Officers	EuMA

European Microwave Week	
EuMA Awardees (2): free registration to EuMC invitation (2 pers.) at Welcome Reception personal travel expenses accommodation for up to three nights (double room if requested)	EuMA
APMC Speaker (3): free registration to EuMC invitation (2 pers. at Welcome Reception accommodation for up to two nights (double room if requested)	EuMA

November/December Meeting with Treasurers	
Meeting room, refreshments, meals	EuMA
Travel expenses and individual hotel rooms, 1 night (2 nights in justified cases)	EuMA
EuMA Secretary General, EuMW Officer	EuMA
Treasurers N, N+1, N+2	EuMA
General Chair and Operational Officer N+1	EuMA

Table 3.3 Sharing Meeting Expenses

3.5 EUMW BOOKKEEPING PROCEDURES

EuMW bookkeeping procedures are based on recommendations established by the EuMA professional auditor in 2005, and used with success since then.

They are also based on experience.

a) A EuMW bank account is to be opened in the name of

European Microwave Association

Place du Levant 3

B-1348 Louvain-la-Neuve

Belgium

The procedure for opening a EuMW account should start well in advance: experience shows it may take up six months to have the account operational.

b) The local EuMW account is to be opened the year before the conference and closed as soon as possible after the end of the conference to avoid extension over more than two calendar years.

c) The EuMW account should have two signatories: the EuMW Treasurer and the EuMA Treasurer or his/her representative designated by BoD, acting independently. The EuMW Treasurer manages the account.

d) The EuMW local bookkeeping is part of the legal EuMA bookkeeping and is subject to Belgian law.

e) Registration fees for EuMW Conferences are deposited in the EuMA Registrations account in Belgium. Both Professional Conference Organizer (PCO) and EuMA have access to this account. There is a MoU between EuMA and the PCO (presently Horizon House, HH) by which HH is the only partner to transfer funds out of this account while running the EuMW. Once EuMA receives the Final Settlement, the Secretary - Treasurer transfers the money to the appropriate accounts.

f) All EuMW-related invoices to be paid by EuMA must be addressed to:

European Microwave Association

Rue Louis de Geer 6

B-1348 Louvain-la-Neuve

Belgium

VAT number: BE 0464 401 356

If estimated to be useful, another name may be added to the EuMA name

g) The Local Team is required to request assistance on local VAT issues from a professional tax advisor, and to contact EuMA before establishing such a link. There is a consensus that VAT, when due, is due in the country where the event is organized. EuMA has received advice from VAT experts for several years. The EuMA Treasurer is available for some more information on this. If the registration fees of the conference are subject to VAT, a local accounting company has to be hired for local VAT declaration.

h) Each EuMW Treasurer who disposes of a EuMA local account must forward to the EuMA Treasurer, a yearly bank statement as of 31 December of every year, along with the listing of numbered transactions and corresponding original justifications.

3.6 DUTIES OF EUMW TREASURER

The EuMW treasurer is submitted to the authority of the GC, who appointed him. He/she is also submitted to the authority of the EuMA Secretary, in particular to comply with the EuMA constraints for fulfilling its legal obligations in Belgium, and also of the EuMW Officer, in particular for establishing the EuMW Budget and Final Results together with the GC and the EuMA Secretary.

For transferring funds to an individual person (e.g. student helpers, ...), the treasurer shall use the EuMA expense forms, adapted to the specific EuMW and treasurer address. These forms require the full postal address and the email address of the individual, which are mandatory for the Belgian administration, in particular for individuals receiving a EuMW/EuMA Prize, like for instance a Student Prize. They are mandatory also for student helpers. EuMA indeed has to establish in all those cases a fiscal file, requiring full postal address, sent to both the individual and the Belgian administration. Local legal obligations have to be investigated before transferring money to an individual person in any case.

Specific duties are the following:

a) An elementary cash-flow bookkeeping of the local EuMW account recording all transactions should be maintained by the EuMW Treasurer and reported to the EuMA Treasurer. Such financial report is to be audited both by the EuMA internal auditor, as a part of the budgetary bookkeeping, and by the EuMA professional auditor, as a part of the legal bookkeeping.

b) This local bookkeeping is held in one single currency, EUR or GBP.

c) Every single transaction however small it may be, is to be recorded separately. Transactions are numbered one by one. Transactions must never be grouped together nor recorded as one

single transaction. Original documents for justifications should accompany every transaction. They are numbered according to the transaction number.

d) The EuMW local account can be used for registrations received during the EuMW. Such registrations are to be recorded in a separate document along with original documents whenever necessary. After the closing of the EuMW, the final amount is to be transferred to the EuMA Registrations account (see 3.5.e)), IBAN: BE95 0014 3969 9258, BIC: GEBABEBB.

e) A detailed "Cash Account" (xls file) should record all cash transactions (e.g. poster printing, cash transfer from HH, etc.), with the corresponding original justification (receipt, invoices, etc.). The final cash result should be transferred to the local account and the document sent to EuMA.

f) A monthly bank statement should be requested from the EuMW local account. To facilitate the clerical work to be done by EuMA accounting unit, the transactions made on EuMW local account have to be reconciled with such statement, month by month.

g) Every four months, the monthly bank statements, along with the listing of numbered transactions and corresponding original justifications, are sent by the EuMW Treasurer to the EuMA Treasurer.

h) Furthermore, a monthly bank statement, along with the listing of numbered transactions and corresponding original justifications, will be sent by the EuMW Treasurer to the EuMA Treasurer, at the end of the month of September, October, and November of the EuMW year, to avoid EuMA HQ receiving too many documents in January which is its busiest month of the year.

4.0 CONFERENCES IN EUMW

4.1 PROCEEDINGS OF CONFERENCES AND WORKSHOPS

4.1.1 Proceedings of Conferences

By “TPC Chair” is here understood either the General TPC Chair, if any, or a EuMW Officer especially appointed by the General Chair to be the contact with Causal, that presently produces the EuMW Proceedings.

The TPC Chair collects any author change request and the list of no-show papers, and sends these to Causal, which accommodates the changes.

Causal finalizes the IEEE Xplore file set and ensures that the no-show papers are marked, so that they can be suppressed on IEEE Xplore as recommended by IEEE policy.

Causal obtains the approval of the file set from the local TPC Chair before sending it to IEEE, on the basis of a short summary report generated by Causal.

Causal sends the file set directly to IEEE, with a backup copy to EuMA Headquarters. Causal copies to Raymond Quéré any correspondence it may have with IEEE.

The TPC Chair sends to Causal the IEEE Letter of Acquisition for each of the Conferences as soon as he/she receives them.

4.1.2 Proceedings of Workshops

All Workshop materials are published on a single electronic device.

4.2 THE EUROPEAN MICROWAVE CONFERENCE (EUMC)

4.2.1 Scope of EuMC

EuMC deals with a broad range of high frequency related topics, from materials and technologies to integrated circuits, systems and applications, addressed in all their aspects: theory, simulation, design and measurement. This includes the latest developments for passive components, modelling and design of high frequency and high data rate photonics, highly stable and noiseless microwave and millimetre-wave sources, new linearization techniques and the impact of new packaging technologies on development applications. Special emphasis will be placed on emerging technologies. The scope also includes electromagnetic field theory, theoretical and experimental developments in wave propagation and antenna systems, and advanced simulation techniques.

EuMC should give emphasis to industrial applications and this should be highlighted in publicity.

4.2.2 EuMC sessions and workshops schedule

The EuMC will occupy not less than three days, typically from Tuesday through Thursday, while Sunday, Monday, and/or Friday will be devoted to EuMW Workshops. If it is necessary to accommodate more sessions, Monday afternoon can be used as a 4th day for EuMC sessions. In this case workshops will be only on Sunday, Monday morning, and Friday.

According to the agreements with APMC, a special session with invited speakers proposed by APMC is to be included in the program. The EuMA International Officer is the point of contact for

the EuMW team. The approved procedures for APMC – EuMC Speakers Exchange can be found in Appendix C

4.3 THE EUROPEAN RADAR CONFERENCE (EURAD)

4.3.1 Scope of EuRAD

EuRAD is dedicated to a broad range of radar related topics, ranging from target and natural environment observation and radar-specific analogue/digital microwave technologies to radar system design and applications.

The objective of the EuRAD conference is to provide an open forum for the presentation and discussion of current advances in radar technology, associated antenna and RF devices, target tracking and multi-source radar data processing, ground penetrating radars, environmental remote sensing systems and typical hazard prevention or monitoring applications, SAR related techniques including emerging applications in the domain of polarimetry, interferometry and differential interferometry.

EuRAD emphasises civil and military microwave electronics in all areas of radar.

4.3.2 EuRAD sessions and workshops schedule

EuRAD will occupy two full days, typically from Wednesday morning till Friday noon. Wednesday morning and Friday afternoon will be devoted to EuRAD workshops.

4.4 THE EUROPEAN MICROWAVE INTEGRATED CIRCUITS CONFERENCE (EUMIC)

4.4.1 Scope of EuMIC

EuMIC focuses on semiconductor devices and integrated circuits for RF, microwave, millimetre-wave and THz frequencies, including but not limited to physical fundamentals, advances in material technology, process development and technology, device fabrication, testing and reliability, physic-based and empirical-behavioural modelling of microwave and optoelectronic devices, thermal simulation and packaging of high power devices, integrated solid-state circuits, characterization methodologies and high volume manufacturing.

EuMIC deals in particular with the design of devices and monolithic ICs based on GaN, RF CMOS and SiGe, GaAs, InP, SiC, SOI, graphene and other semiconductor materials. Other topics are MEMS fabrication technology and other emerging semiconductor technologies.

Special emphasis will be given to applications covering the field of wireless, telecommunications (RF, microwave and optical), automotive, sensors, military and space.

EuMIC is driven by solutions for volume manufacturing in the semiconductor industry.

4.4.2 EuMIC sessions and workshops schedule

The EuMIC will occupy two days, typically Monday and Tuesday. Sunday and, if necessary, Wednesday morning will be devoted to EuMIC workshops.

4.5 THE DEFENCE, SECURITY AND SPACE FORUM

4.5.1 Scope

The Defence, Security and Space (DSS) Forum is a one-day forum, focusing on a special topic and has become an essential part of the EuMWeek, with a significant feature being its high industrial participation. The forum will typically be on Wednesday, in the middle of the Week, in order to have maximum synergy with the exhibition and the related conferences.

The Defence, Security and Space Forum is jointly organised by EuMA and by Horizon House / Microwave Journal (HH/MWJ).

The Forum addresses Safety, Security and Defence issues in a broad sense and features the EuMW Defence/ Security Executive Forum. Each year the DSS Forum is dedicated to a new “hot” and appealing topic.

Regarding the format, the DSS Forum typically consists of dedicated sessions and a plenary forum discussion with executives from governmental agencies, from science institutes and from leading industries. The dedicated sessions are complementary to scientific conference papers and will therefore feature tutorial-like presentations by recognised speakers.

The goal of the DSS Forum is to attract new (local) industry and participants who have not previously attended; to attract new (local) exhibitors by giving them exposure; and to provide new exclusive information that attendees “cannot get anywhere else”. Additional goals are to create a link between industry – policy makers – science; to improve the external profile of the EuMW; and to increase the impact and quality of the EuMW.

4.5.2. The yearly topic

For reasons of consistency and recognisability the title of the event is the Defence, Security and Space Forum. However, every year is dedicated to a special “hot” topic. This topic should be appealing to industry and sponsors and should particularly reflect local industrial activity.

The yearly subtitle of the event should reflect the yearly topic.

The topic will be presented to and agreed with the ILC (Industrial Liaison Committee) one (1) year before the event.

4.5.3 The format

Lessons learned since the Forum began in 2010 indicate that the most appreciated outline for the program is:

- Early Morning session – EuRAD Opening Session, organised by EuRAD
- Late Morning session – First Special Session with invited speakers, organised by DSS team
 - The late morning session has a tutorial flavour and typically consists of 2-4 recognised speakers.
- Lunch & Learn Session – Funded session including lunch boxes, organised by HH/MWJ
- Early Afternoon Session – Microwave Journal Industry Panel Session, funded and organized by HH/MWJ
- Late Afternoon Session – the Executive Forum Panel Session, organised by DSS team
 - The forum discussion consists of 4-5 executive speakers by preference from industry and government, each with a 15-20 minute challenging presentation, followed by a panel discussion
 - Preferable this session needs to be led by a well known external moderator.
- Cocktail Reception – funded drinks and snacks organised by HH/MWJ

Time slots of the sessions are in line with the regular paper sessions and coffee breaks. The individual presentations are not synchronized with the time slots of the papers in the regular sessions.

All presentations are by invited authors. The costs of travel and hotel accommodation of invited authors will in principle not be reimbursed. A call for abstracts/papers shall not be distributed to guarantee the high quality and a line-up of professional speakers. Authors will be offered a free registration to EuRAD and the exhibition. Additional incentives to the authors could be considered, like a dinner by invitation only, or free entrance to another EuMW social event.

All sessions throughout the day will be in the same room, which is in principle the room allocated for the EuRAD Opening Session.

Signage outside the room and banners inside this room are organised by HH/MWJ.

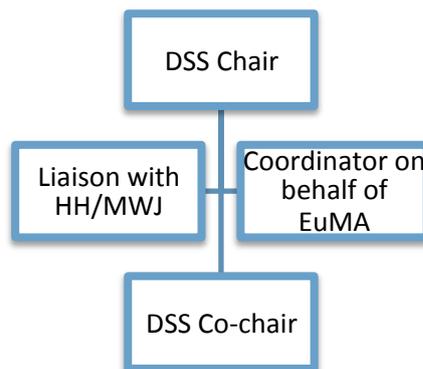
The line-up of speakers shall be announced in the Program Book (if possible). Other requirements for the Program Book are:

- A 1-page summary with a detailed programme overview; and
- The Forum shall appear in all time tables (detailed daily time schedule and the summary time tables at the end)

All presentations will be made available after the event in the Knowledge Centre on the EuMA website and on the Microwave Journal website.

4.5.4 The team

The organisational structure of the DSS team is shown in the following diagram:



The DSS Chair and DSS co-chair are proposed by the General Chair and appointed at least 2 years prior to the event. A coordinator will be appointed on behalf of EuMA BoD to guarantee consistency from year to year. HH/MWJ will appoint a liaison officer on their behalf.

4.5.5 The fee

The DSS Forum is considered as a gift to the participants of the EuMW, therefore a small token registration fee, which should be kept fairly low, will be asked from all attendees. A different fee between paid registered attendees from the conferences and attendees from the exhibition/exhibitors may be considered. Visitors and other external guests are welcome, at an appropriate fee, however, which may be subject to preregistrations.

4.5.6 Sponsors

The additional costs for the DSS like signage, banners, flyers, interviews, video recordings, advertisements, lunch boxes and cocktail reception are covered by HH/MWJ and sponsors. Sponsorship is the responsibility of Horizon House / Microwave Journal.

4.6 TRADE MARKS

EuMA®, European Microwave®, EuMIC®, and EuRAD® are registered Trade Marks belonging to the European Microwave Association and are protected by the European Union.

4.7 PUBLICITY

Publicity for the EuMW should be done in compliance with Sec. 1.3

4.8 NO-SHOW AUTHORS

The GC should pass on to his/her successors a list of persistent no-show authors.

5.0 OTHER CONFERENCES WITHIN EUMW

Other Conferences not belonging to *EuMA* may be held within *EuMW*. This could be either on a permanent or occasional basis. In both cases an agreement must be signed in advance. Correspondingly, the agreement with the *PCO* should be approved by *EuMA*.

6.0 AWARDS AND PRIZES

Awards and Prizes are presented during the EuMW in order to recognize the most significant scientific contributions in various technical areas as well as outstanding contributions to the microwave community. Prizes and Awards are funded by the EuMA or sponsors, as detailed in the following sections. Rules for establishing and awarding the Prizes are proposed by the Awards Committee (see EuMA booklet) and approved by the BoD.

In order to coordinate the different activities, the EuMA President should have the final responsibility for obtaining sponsorship of awards, grants and prizes, and also for maintaining relations with the companies that sponsored awards, grants, and prizes. This applies mainly to the conference-related prizes and awards described in the following subsections 6.3 to 6.7. The role of the President is to align the different activities, to avoid double efforts and to allow for long-term relationships with the sponsors. It should not at all prevent conference chairs and others from activities to raise sponsorships.

The Awards are announced in the Programme Book of the same year, prior to the Awards Ceremony.

The EuMA medals are produced in Warsaw, Poland. As soon as the names of the Award winners are known, the Award Committee Chair orders the medals, and pictures of the medals, to use during the Opening Ceremony.

6.1 THE DISTINGUISHED SERVICE AWARD

6.1.1 Terms of reference

The Award is given each year to recognize an individual who has given outstanding service for the benefit of the European microwave community and, in particular, for the advancement of the European Microwave Association. The Award is presented during the European Microwave Week opening session. The Award consists of a bronze medal carrying the name of the Awardee.

6.1.2 Deadline for nominations

Nominations can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its January meeting.

6.2 THE OUTSTANDING CAREER AWARD

6.2.1 Terms of reference

The Award is given in alternate years to the EuMA Pioneer Award, to recognize an individual whose career has exemplified outstanding achievements in the field of Microwaves. The Award is presented during the European Microwave Week opening session. The Award consists of a bronze medal carrying the name of the Awardee.

6.2.2 Deadline for nominations

Nominations can be submitted any time. The Awards Committee considers each year all nominations submitted by 31 August in its autumn meeting during the European Microwave Week and proposes an Awardee for decision by the Board of Directors in its January meeting.

6.3 THE PIONEER AWARD

A new award has been created: the EuMA Pioneer Award, starting 2018. It would be awarded in alternate years to the Outstanding Career Award.

6.4 CERTIFICATE OF APPRECIATION FOR EUMW GENERAL CHAIR

A simple Certificate of appreciation is presented to each General Chairman in recognition of Distinguished Service as General Chairman of the European Microwave Week in the Awards ceremony of the next European Microwave Week. The template is prepared at HQ.

6.5 BEST PAPER PRIZE OF THE INTERNATIONAL JOURNAL

The Editor-in-Chief of the International Journal of Microwave and Wireless Technologies presents a certificate to the Best Paper winner(s) in the Awards ceremony of the European Microwave Week.

6.6 CONFERENCE PRIZES

6.6.1 Conference Prizes are awarded for the best paper contributed to each Conference held during the EuMW in the opinion of its TPC and of the EuMW StC.

6.6.2 The Prize is awarded at each Conference.

6.6.3 Selection is based entirely on the material submitted – abstract, full paper and presentation.

6.6.4 Criteria for selection are the same as those used by the reviewers – originality, value, clarity/quality, and interest to Community.

6.6.5 Papers already presented at other Conferences are not eligible unless substantially revised before re-presentation.

6.6.6 The Prize is an international award with no restriction as to age or nationality. Members of the TPC, excluding the Conference Chairman, the co-Chair, TPC Chair, and Conference Operational Officer, are eligible provided they are not party to the decision making.

6.6.7 The value of each Conference Prize can be found in Table 6.1. Each prize winner will also be entitled to a one-year free EuMA membership.

6.6.8 A Certificate is presented to each Prize Winner.

6.6.9 The Certificate templates are prepared by EuMA Headquarters and brought to the EuMW. Each Prize Committee adds the names and the Chair signature to complete the Certificate. It is recommended that someone with a nice writing hand print the names neatly and clearly.

6.6.10 Presentation of the Prize usually takes place at the closing session of the relevant Conference.

6.6.11 The Prizes are funded by either EuMA or a sponsor and shall exist as long as this funding is provided.

6.7 YOUNG ENGINEER PRIZES

6.7.1 “Young Engineer Prizes” (YEP) are awarded annually to young engineers who submit and present the most outstanding paper at each Conference held during EuMW in the opinion of its TPC and EuMW StC.

6.7.2 The YEP is an international award. Members of the TPC, excluding the Conference Chairman, co-Chair, TPC Chair and Conference Operational Officer, is eligible provided they are not party to the decision making.

6.7.3 Eligible candidates must be aged 30 years or younger at the first day of the EuMW; be the first author of a paper accepted for inclusion in the program of the Relevant Conference and published in the volume of Conference Proceedings; be the presenter of the paper during the Conference in either an oral or a poster session. The first author must have a major contribution in the work reported; the date of birth of the first author must be given and the major contribution must be described in an electronic statement signed by all other authors of the paper (effectively the co-authors state that their contribution was merely advisory), and this statement must be submitted together with the original submission to EuMW. The number of co-authors of the paper is not limited.

6.7.4 Papers already presented at other Conferences are not eligible unless substantially revised before re-presentation.

6.7.5 Selection is based entirely on the material submitted- abstract, full paper and presentation.

6.7.6 Criteria for selection is the same as those used by the reviewers – originality, value and method.

6.7.7 Each Prize is valued at 2.000 € plus a one-year free EuMA membership.

6.7.8 The YEP is awarded at each Conference. A Certificate is presented to each Prize Winner. Presentation of the Prize usually takes place at the closing session of the relevant Conference.

6.7.9 The Certificate templates are prepared by EuMA Headquarters and brought to the EuMW. Each Prize Committee adds the names, and the Chair signature to complete the Certificate. It is recommended that someone with a nice writing hand print the names neatly and clearly.

6.7.10 The YEPs are funded by either EuMA or a sponsor and will exist as long as this funding is provided.

6.8 PRIZE SELECTION PROCEDURE

The following procedure is to be followed for the selection of the various Prizes. The selection procedure starts in April at the time of the TPC meetings and ends at Conference time.

6.8.1 During the TPC meeting, Conference Prize Committees for each Conference are composed of at least 5 members, selected from among the TPC and StC members, and chaired by the relevant Conference Chairman.

6.8.2 The GC appoints a Prize Chair/Secretary for all the CPCs. The tasks of the Chair/Secretary are:

- a) Coordinate the actions of the three CPCs during the TPC meeting.
- b) Monitor the over-all process of Prize Awarding (including the timing of conference Chairs' activities related to their Conference Prize Committees).
- c) Organize and prepare the list of nominees to be sent to the Conference Chairs at the various stage of the Prize Selection procedure.
- d) Complete the set of documents (Certificate –template EuMA HQ, Letter of the EuMA Secretary-Treasurer, any EuMA gift, if applicable, and any other document that may be edited by the EuMW team) for the Conference closing session.
- e) If requested by the GC, moderate the Prize ceremonies.

6.8.3 During the paper review process, reviewers shall be asked to indicate whether a paper is considered worthy of a Prize in a special box on the reviewers' form.

6.8.4 First evaluation step. At the end of the TPC meetings, each sub-Committee (SC) should make two nominations (one for the Conference Prize, one for the Conference YEP). For each nominated paper, the SC shall fill in the first part of Paper Evaluation form that will be available for each SC table. The SC shall provide in the form the following data:

- paper identification data (paper number, authors, full title)
- SC identification
- the score assigned by reviewers (available to SC members through the review software)
- the score assigned by the SC (on behalf of TPC).

6.8.5 Forms shall be collected at the end of TPC. Data (subtotal of assigned scores) shall be recorded and a 'long list' of nominated papers shall be edited as a result of the first evaluation step and made available to each CPC. This task will be completed by the Secretary of the CPCs (see 6.6.2).

6.8.6 Intermediate evaluation step. Full versions of papers nominated after TPC shall be distributed to all CPC members of the relevant Conference as soon as possible. A score shall be assigned to the full version and recorded in the Paper Evaluation Form.

6.8.7 Final evaluation step. The Conference Chairs shall arrange well in time for two CPC Meetings during the EuMW. The first meeting is to inform the members about the procedure in more detail. The 'long list' of nominated papers will be considered and a 'short list' of no more than five will be selected for final evaluation. Adequate attendance of CPC members at the various nominee presentations will be ensured (at least three people for each oral presentation or poster session). A score will be assigned after the presentation and recorded in the Paper Evaluation Form (Form available upon request to EuMA Headquarter). The second and final meeting is to decide about the winners. During the Final Meeting of the CPC the motivation for prize awarding to the individual winners are formulated. If two papers are deemed to be so good that no decision can be reached as to which is the better (i.e. they have the same total score), the Prize shall be shared between the two.

6.8.8 Nominees are informed about their nomination directly after their presentation (not before) by one of the Prize Committee members attending the presentation. During this informative meeting, it is checked whether (or not) the first author of a paper nominated for the Conference YEP fulfils the conditions according to Sec. 6.4.3. The nominees specifically are invited to attend the Conference Closing Session.

6.8.9 All papers selected to the short list receive a letter of appreciation, template available at HQ.

6.9 EUMW BEST PAPER PRIZES

Prize names and amounts for each Conference are listed in Table 6.1

Note that two Young Engineer Prizes are awarded at EuMC.

<i>Prize</i>	<i>Amount</i>
EuMC Microwave Prize	5.000 €
EuMC Young Engineer Prize (x2)	2.000 € each
EuRAD Prize	3.000 €
EuRAD Young Engineer Prize	2.000 €
EuMIC Prize	3.000 €
EuMIC Young Engineer Prize	2.000 €

Table 6.1 Prize Names and Amounts.

6.10 STUDENT PRIZES

There may be more than one Student competition in a given EuMW

The EuMW Student Challenge is running through the EuMW. It aims at stimulating in students and young researchers technical and application-oriented innovation; more over it promotes active participation, team working, and networking, key elements in all working environments.

The value of the Prize is of 1.500€. Teams of participating students aim at achieving a novel application oriented concept from oral presentations and posters contributed to the conferences belonging to the current EuMW. All participants are invited to a student evening event. The final stage and result of the competition includes the preparation and defence of a poster by each team to explain and clarify the novel concept developed during the EuMW by each team. The posters are presented to the technical jury and audience in a Poster Session. The technical jury, composed by eminent members of academia and industry, evaluates the posters and selects the winning team that will receive the EuMW Student Challenge Prize. All PhD and Master students registered to any of the EuMW Conferences are eligible for participating to the Student Challenge.

A Student Challenge Organizing Team is appointed for Each EuMW. It shall be responsible of all the procedures and actions related to the Student Challenge Prize (including registrations, meetings preparation, procedure implementation, etc.). The Student Challenge Certificate is made by the local team, not by EuMA HQ.

Detailed schedule, participation rules, and winning criteria are distributed in advance to the participants by email, and available at the registration desk of the EuMW.

Other Student competitions may take place in a given EuMW, for instance a Student Design Competition, for which there is much flexibility. When this is the case, it might be wise for the Local Team to set up a Student Activities Committee.

6.11 TRANSFER OF EUMW PRIZE MONEY

6.11.1 Channels of sponsorships and money transfer

Some EuMW Prizes are sponsored. The sponsorship may be obtained through direct solicitation either by EuMA or by the local EuMW team. The EuMA President coordinates these actions.

Both EuMA and EuMW have a bank account at their disposal where sponsors can transfer the money related to the Prize they are funding. Whether Prize money is to be transferred to the EuMA account or to the local EuMW account is left to the discretion of the EuMW General Chair, or to the preferences of an established Sponsor.

The corresponding account has to integrate these amounts adequately in its bookkeeping. In other words, the account where Prize money has been transferred initially – EuMW or EuMA – is considered as a question of bookkeeping only, and not as an operational matter and it does not affect the procedure for paying Prize Money to the Winners.

6.11.2 Payment to winners and procedure

The procedure has always been straightforward: EuMA handles this for the Best Paper Prizes, by providing a letter to the winner, through the Prize Chair/ Secretary, indicating how to proceed, asking for appropriate bank account details, and transferring the money from the EuMA account, even when the corresponding Prize money is in the local EuMW bank account.

The letter contains a request for the Winner's personal data and account details as well as the instructions in order to get a one-year free EuMA membership.

Once bank and account information is available, then the filled form is mailed back to EuMA HQ, the EuMA Secretary – Treasurer transfers the Prize money. The reconciliation between EuMA and EuMW accounts, including funds that have been an income and not an expense, is made later as a pure bookkeeping matter, when the EuMW local team comes to the end of the process.

The members of the Local Team responsible for student activities mentioned in 6.9 handle the payment of the Student Prizes.

7.0 POST CONFERENCE RECOMMENDATIONS

There is a need to collect information regarding attendance and comments on a survey form for continuous improvement.

7.1 POST CONFERENCE RESPONSIBILITIES

Each TPC Chair/ co-Chair prepares a report for the EuMW GC. Such report is included into or used to prepare the GC report.

The post conference activities of the GC include collaborating with the Professional Conference Organizer for the completion of the financial and administrative commitments of the Conference, production of the Financial Report, and notification to the EuMA BoD within the contractual time.

The PCO provides a *Unique Delegate List*. The formula for calculating the unique delegate number for a EuMW is the following:

- number of delegates paying for any registration (including workshop - only and Defence, Security and Space - only attendees)
- EuMA Awards recipients (2)
- BoD Members (10)
- affiliates of the BoD (4) (HQ Assistant, Secretary Emeritus, Honorary Secretary, International Officer)
- 10 members of the EuMW core – team (General and Conference Chairs (4), TPC Chairs (4), Treasurer, Workshop Chair)

The post-conference duties include a Wrap-up session, Preparation of Final Report, Financial accounting, including Return of loans, surplus and audit, Letters of appreciation, Conference article and statistics.

7.2 FINAL REPORT

The Final Report of EuMW is established by the GC and the Treasurer. It is presented

1. At the January BoD/ StC meeting of Year N+1: detailed report with all necessary items to be followed up by the Year N's team and the financial results, presented by the General Chair.
2. At the March StC / GA meeting: high level summary presented by the General Chair, in order to inform the GA.

The final report will be passed over to the next GC.

7.3 HANDOVER MEETINGS

Transfer of information and experience from year to year is essential to preserve the high quality standards of the conference week and to satisfy delegate and visitor needs and interests.

Handover Meetings have proven to be an efficient and useful tool for systematic knowledge transfer and, hence, have to be routinely organized by the respective conference teams. A scheme of Handover Meetings is attached in APPENDIX B, and the relevant activities are also

indicated in the Checklist in APPENDIX A. Modifications may be required from year to year and should be harmonized in advance with the EuMW Officer.

APPENDIX A – CHECKLIST FOR EUMW

		Months prior Conf.	Planned	Actual date
1	Proposals of venue to EuMA President	60-48		
2	Appointment of General Chair	48		
3	Appointment of Conference Chairs and Treasurer	36		
4	EuMA agreement with Exhibit Manager. Meeting of the EuMA conference committee for the final selection of conference location, date, venue, etc.	36		
5	Block hotel rooms (through PCO or other hotel reservation agency)	36		
6	EuMA agreement with other sponsoring organizations	36-24		
7	Attend Handover Meetings at Conference Week	24		
8	Appointment of Chair of Defence, Security and Space Forum	24		
9	Organization of conference committees; coordinate with Exhibit Manager	24-18		
10	Prepare EuMW Planning Schedule. Establish Conference theme. Attend the EuMA January meeting; assist in organizing and attend Handover Meeting	21	Jan	
11	EuMW General Chairman Prepare Preliminary Budget forms: submit to EuMA. Summary of finances, income and expenses, social functions, grants, etc. Attend Handover Meeting	18	Apr	
12	Start procedure on IEEE society cosponsoring	18	Apr	
13	Call for Papers ready to be presented to the BoD for review (distribute 2 weeks in advance)	18	Apr	
14	First announcements; Exhibit Manager promotion	16	Jun	
15	Distribute Call for Papers	12	Oct	
16	Establish website for reviewers, send email to reviewers	12	Oct	
17	Submit TPC proposal to BoD / StC	12	Oct	
18	Conference Committee / Exhibit Manager meeting at prior year conference location.	12	Oct	
19	Initial Exhibits / Conference Promotion, Publicity to Trade Magazines, Transactions and News Releases	12-10	Oct-Dec	
20	Check details of rooms in conference centre for the different sessions and events (n° of seats, etc.)	12	Oct	
21	Print and mail Final Call for Papers	12	Oct	
22	Assist in organizing Handover Meeting	12	Oct	
23	Organize Treasurer Handover Meeting	11/10	Nov-Dec	

24	Submit final list of Reviewers as well as TPC members and SC Chairs to BoD / StC	10	Dec	
25	Detailed budget of EuMW	9	Jan	
26	Mail out invitations for TPC meeting	10	Feb	
27	TPC select invited speakers, special sessions, define Session Chairmen, etc.	6	Apr	
28	TPC Meeting to select paper titles, abstracts and summaries. Notify authors.	6	Apr	
29	Organize compact Handover Meeting	6	Apr	
30	Update of detailed budget	6	Apr	
31	Second Promotion / Publicity material to trade magazines, and news releases	6-4	Apr-Jun	
32	Layout detailed program with session titles, paper titles, authors, session chairs and special sessions	5	May	
33	Detailed guidelines for preparation of papers	5	May	
34	Set up list with those entitled for reduced registration to conferences and workshops, to be used for the online registration software	5	May	
35	General Chair review composition. Printing of short Program Book in view of IMS distribution and full Program Book for the Conference Week.	5-4	May-Jun	
36	Mailing of advance programs and registration information	4-3	Jun-Jul	
37	Update Conference Program as displayed on Website after printing, to remove errors, account for withdrawals, etc.; Support / Update Application for Smartphone	4-0	Jun - Oct	
38	Receive final text from the authors –decision re-editing/ revision	3	Jul	
39	Final Publicity to all trade journals, etc. (including titles of all sessions)	3	Jul	
40	Proceedings to printer and available at Conference	2-1	Aug-Sept	
41	Deadline for advance registration	2-1	Aug-Sept	
42	Final check with organizer: registration procedure, hotel bookings and transport links, technical services, special requirements, electric plugs etc.	2-1	Aug-Sept	
43	Check details of conference centre (audio-visual aids, pointers, boards, flags, stationery, water)	2-1	Aug-Sept	
44	Pre-conference instructions to/from organizer, staff, Operational Officer, Chairman	1	Sept	
45	Prepares Session Chair feedback sheet	1	Sept	
46	On-site Registration, Exhibition, session timing, workshops, IT facilities, press	-	Oct	
47	Organize Handover Meeting(s)	-	Oct	

48	Support and attend Treasurer Handover Meeting	+1/+2	Nov/Dec	
49	Compile feedback/lessons learned	+2	Dec	
50	Report to the EuMA BoD / StC	+3	Jan	
51	Support and attend Handover Meeting	+3	Jan	
52	Final Report to the EuMA GA / StC; attend Handover Meeting	+5	Mar	

APPENDIX B – HANDOVER MEETINGS

	Meeting	Topics	Attendees	Organizers
1	BoD January Meeting (avoid overlap with other meetings)	Paper handling, TPC meeting, SC composing, prizes, grants, visa affairs, Sponsoring, budget issues, general overview of lessons learned and suggestions for Team N & N+1	N-1: GC, O.O., TPCC, Treas. N: Team* N+1: Extended Team** N+2: GC, O.O. N+3: GC Software Officers EuMW Officer	EuMW Team N
2	TPC meeting (late afternoon)	Grants, prizes, programme book, handling final papers & WS, general issues, staff, lessons learned from TPC meeting, critical review of topics, sessions, WS & SC	N-1: GC, O.O., TPCC N: Ext. Team** N+1: Ext. Team** N+2: GC, O.O., TPCC N+3: GC Software Officers EuMW Officer	EuMW Team N
3	During EuMW	Registrations, exhibition, workshops, events, Software & paper submission, TPC issues	N: Ext. Team** N+1: Ext. Team** N+2: GC, O.O., TPCC, Treas. N+3: GC Software Officers EuMW Officer	EuMW Team N
4	November/December (convenient location for Team N+1)	Bookkeeping, Final Balance N, Budget N+1, Preliminary Budget N+2, HH- relations, financial venue issues, sponsoring, TPC update	N: Treasurer N+1: GC, O.O. N+2: Treasurer EuMW Officer EuMA Secretary General	EuMW Team N+1

* EuMW Team: General Chairman, Operational Officer, EuMC Chairman, EuMIC Chairman, EuRAD Chairman, TPC Chairman, and Treasurer

** Extended EuMW Team: members of EuMW Team N+1 may be invited in addition to the EuMW Team, since they are there anyhow

Definition year N: Full year, when the EuMW takes place (Jan-Dec of that year)

APPENDIX C – EXCHANGE OF APMC-EUMC SPEAKERS

1. The MoU between *EuMA* and APMC establishes that each party organizes a Special Session, respectively at EuMC and APMC of the same year (usually in October and December, respectively).
2. Each Session typically consists of 3 invited papers representing the research activities in the respective geographical area.
3. The MoU should be in place at least 12 months before the EuMC.
4. The EuMC TPC Chair is responsible for organizing the APMC Special Session at the EuMC and for selecting the three invited speakers from Europe for the EuMC Special Session at the APMC.
5. The APMC TPC Chair is responsible for organizing the EuMC Special Session at the APMC and for selecting the three invited speakers from Asia Pacific for the APMC Special Session at the EuMC.
6. The selection of the *EuMA* speakers should be completed three months before the paper submission to the APMC. Selected Speakers need to submit their paper by the APMC deadline.
7. The selection of the APMC speakers should be completed three months before the paper submission to the EuMW. Selected speakers need to submit their paper by the EuMW deadline.
8. Invited papers are subject to review.
9. The final invited papers are selected at the individual TPC meetings.
10. Prof Roberto Sorrentino and Prof Kamran Ghorbani are the liaison officers for the *EuMA* and APMC respectively.

APPENDIX D – LIST OF ABBREVIATIONS

BoD	Board of Directors of <i>EuMA</i>
CPC	Conference Prize Committee
DSS	Defence, Security and Space Forum
EAC	<i>EuMA</i> Awards Committee
<i>EuMA</i>	European Microwave Association
EuMC	European Microwave Conference
EuMW	European Microwave Week
EuMIC	European Microwave Integrated Circuit Conference
EuRAD	European Radar Conference
ExCom	Executive Committee of <i>EuMA</i>
FinCom	Financial Committee of <i>EuMA</i>
GA	General Assembly of <i>EuMA</i>
GC	General Chairman
LO	Local Organizer
PCO	Professional Conference Organizer
SC	Sub Committees of TPC
StC	Steering Committee
TPC	Technical Program Committee
O.O.	Operational Officer