

IRMMW-THz IOC Meeting minutes

Monday September 26, 2016, 12:30pm

Gun-sik: welcome everybody, please sign the attendance sheet. Acknowledged new member Roger Lewis. Announced certificates for new AIOC member Chao Zhang, and for 2017 Chair Peter Uhd Jepsen.

Presentations from 2019 proposers:

Daria Kozlova (St. Petersburg)

Carlo Sirtori and Jerome Tignon (Paris)

1:35pm: discussion of issues (budget, venue, collection of fees, Shocklogic, visas, etc.)

VOTE (by secret ballot): Paris 16, Russia 9

Bob Giles: Discussion of potential 2020 venue UMass Lowell

Peter Jepsen: update on 2016 conference

POST MEETING UPDATE: the Society has issued an invoice to Jepsen in the amount of \$35,000 for the hosting fee.

POST MEETING UPDATE: The final IEEE Xplore archival files (after removal of "no show papers" and updating of the Program Guide) have been compiled, burned to a CD and sent to IEEE Conference Services in Piscataway, NJ, well before the required Oct. 30th deadline. IEEE has reported receiving the CD's and will let us know if there are any issues prior to uploading the papers to Xplore. This closes out our Letter of Acquisition requirements for the 2016 conference.

Enrique Castro-Camus: will update by email because he has to chair a session at 2pm

POST MEETING UPDATE: A credit card payment gateway for collecting registration fees in US dollars was investigated in case it turned out to be preferable to potential services available in Mexico. Bank of America is willing to provide a very generous (and low) rate for 2017 conference credit card fees based on the new tax-exempt status for the Society. Percentage fees for the many available credit cards would range from 2.2 to 3.2% depending on the specific card benefits and country of origin. This is less than half the rate that Shocklogic quoted, and a bit lower than the fees Enrique was quoted by his Mexican banks. As of time of writing, Enrique is planning to use a local payment gateway via a Mexican bank, but collect fees in dollars. The Society will make sure the Bank of America offer will stand until such time as a final payment gateway decision has been made. Bank of America will also provide an on-site credit card payment system that wirelessly interfaces with on site laptops or IOC devices if requested.

POST MEETING UPDATE: A US checking account for use by the 2017 conference Chair, has been opened and is now available. It can be used to collect and hold registration fees, booth payments or donations for the 2017 conference as desired. This proved very useful in 2015, when the conference was in Hong Kong, especially for some of the booth payments.

Masahiko Tani & Toshitaka Idehara: update on 2018 conference (more details to be emailed)

CLOSE: 2:35pm

2016 IRMMW-THz International Organizing Committee Roster: IOC Meeting Attendance: Monday Sept. 26

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