

Minutes of the IOC meeting in Shanghai , China on September 19, 2006

Date: Sept. 19, 2006

Time: 12-2 PM

Location: Tang room, Hotel Equatorial, Shanghai , China

In attendance:

M. Chamberlain, J-L Coutaz, G.P. Gallerano, T.V. George, M. Griffin, Q. Hu, M. Koch, J. Leotin, N. C. Luhmann, R. Miles, D. Mittleman, K. Mizuno, M. Motokawa, G. Neil, G. Nusinovich, M. von Ortenberg, T. Parker, K. Sakai, X.C. Shen, S. Liu, P. Siegel, R. Temkin, M. Thumm, M.Q. Trinh, K. Wood, X-C Zhang, W. Lu (by invitation).

Summary of Remarks/Actions (time sequenced):

1. Opening welcome from K. Mizuno.

2. Introduction by K. Wood of new IOC member for 2007, M. Griffin.

3. Proposal presentation from Korea for hosting 2009 IRMMW-THz conference on Jeju island

A very detailed presentation from Dr. H. Lim of the Korea Science and Engineering foundation (haniolim@kosef.re.kr) was delivered to the IOC members for hosting the 2009 conference. Potential dates, travel logistics, site amenities, accommodations, activities, costs, and local organizing committee make up were all relayed. The proposal was unanimously accepted by the IOC.

4. K. Mizuno outlined procedures for proposing future venues (post 2009).

Proposals are to be submitted to the IOC chair on or before January 30th. The same procedures used this year to reduce the number of submitted proposals to two via IOC email vote will be followed. The two winning proposal teams will then be asked to present at the IOC meeting in Cardiff for final selection. It was agreed that the procedures and submission deadline be relayed to the general conference community at the banquet on Sept. 21. It was also noted that Italy has already presented a proposal for hosting in 2010. However it was agreed that this proposal would be written up and resubmitted for the January 30th deadline so it can be fairly judged against other potential submissions.

5. W. Lu presented the statistics on the 2006 conference attendance and relayed some of the difficulties encountered with the paper submission process.

There was a request for a financial breakdown indicating the number of attendees who paid the full fee and the number who were given reduced rates so that a total cost intake could be estimated for future conferences. This information is to be provided to the Korean organizing committee to help them re-assess their planned budget and expenditures for 2009 with an update to be given to the IOC at next year's meeting. A more detailed breakdown of represented countries would also be helpful.

6. P. Siegel described the new procedures for IEEE co-sponsorship which now requires a yearly application (forms and boilerplate available from pshs@caltech.edu) to be submitted to Ryan Miyamoto (ryan.miyamoto@ieee.org), MTT-S Conference Sponsorship Coordinator.

The MTT-S sponsorship committee can now vote on conference co-sponsorship without waiting for ADCOM approval. The Cardiff local organizing committee (LOC) is ready to submit the forms immediately following this conference. Acceptance of co-sponsorship from MTT-S will result in an MOU (memorandum of understanding) from IEEE which must be signed by an individual responsible for the conference – either an IOC chair/vice-chair or the LOC chair and returned to MTT-S. Co-sponsorship for IRMMW-THz2006 was obtained this summer but future sponsorship should be sought as soon as the conference venue announcement is ready for release. IEEE will then advertise the conference in their MTT-S Microwave Magazine.

7. K. Wood presented the status of the Cardiff meeting to the IOC, with detailed site and accommodations information.

The 2007 committee is paying particular attention to flexibility in handling variable attendance with expansion space available at the conference site and expandable hotel room blocks. No major concerns

were raised.

8. P. Siegel previewed a permanent website for the general conference (www.irmmw-thz.org) and proposed a standardized URL for future local venues (www.irmmw-thz20XX.org).

Links to the 2006, 2007 and 2008 conferences are already in place. Suggestions for web content, deletions, expansions and corrections were solicited and should be sent to irmmw-thz@caltech.edu. R. Temkin suggested that the website be maintained by an appointed Web Secretary and that the website be supported from funds derived from the individual conferences. P. Siegel agreed to serve as the first Web Secretary through 2008.

9. A suggestion was made to begin implementing (or at least discussing) the possibility of written by-laws for the IOC and the individual conference hosts.

A committee of 3-5 individuals representing Europe, Asia and the US was suggested in order to begin the process with a goal of having a presentation at the next IOC meeting in Cardiff. Interested individuals should contact phs@caltech.edu.

10. M. Griffin presented a series of proposals for refereeing of future conference submissions.

The four proposals spanned status quo to rigorous peer review and subsequent publication of digest papers. An active discussion followed with many participants and several additional suggestions/modifications to the four original schemes. After much airing of views it seemed possible to get a consensus without having to resort to post meeting discussion. Several hand votes were taken that eventually converged to a procedure for 2007. The consensus process is as follows:

A. A one page abstract will be solicited by and submitted to the local program committee (PC).

B. The PC will review and select acceptable presentations from the submitted abstracts following a self derived process.

C. Authors will be informed of their paper acceptance/rejection.

D. Authors will then be required to update and submit a final one page write-up to the PC by the locally set deadline. Submissions will be in full compliance with required IEEE publication format.

E. The final paper submissions will be compiled into a digest and handed out at the start of the meeting to all attendees either on CD or in paper form as determined by the local PC.

F. Those authors who wish to submit formal papers based on expanded digest write-ups to Int. J. of IRMMW will be strongly encouraged to do so.

It was further agreed that these procedures would be relayed to the attendees at the 2006 banquet.

Several people reiterated the view that Int. J. of IRMMW is specifically meant to be a forum for previewing papers presented at IRMMW-THz conferences. It seems reasonable to suggest to the current editor of Int. J. of IRMMW that a special issue highlighting expanded papers from the conference be considered each year (with full peer review of submitted manuscripts). This would help both the conference and the journal. Such a possibility could be advertised to attendees at the end of the conference or at the banquet.

11. K. Mizuno requested feedback on the current IOC membership and scope.

T. Parker suggested that continued IOC membership be contingent on regular attendance of the conference. X-C Zhang suggested IOC membership be expanded to include more women. P. Siegel suggested that IOC membership be expanded to include countries without representation, but with significant numbers of conference attendees. No one objected to the current IOC size. This matter was also discussed at the IOC meeting in Williamsburg last year and the following statement was agreed there: "Care should be taken to ensure that the committee continues to provide adequate representation of the scientific areas supported by the conference and the countries which are active in these areas. It was suggested that one simple mechanism for streamlining the committee would be to drop members of the IOC who fail to attend two or three consecutive meetings. It was agreed that the Chairman should have the authority to determine the membership of the IOC." A process for asking non-participating IOC members to step down and new members to step in will be discussed by T.Parker

and K.Mizuno off-line and passed on to the IOC for concurrence.

12. Since the IOC meeting went beyond the planned 1:30 PM time period a suggestion was made to reserve time for a spillover session next year in the event that additional discussion time was required.

This was not a particularly well accepted proposal. K. Wood suggested that perhaps a two hour (rather than the usual one and one-half hour) general lunch period could be arranged on the day of the IOC meeting in Cardiff to allow an extra 30 minutes for discussions. If this suggestion does not materialize, we will just have to talk faster next year!

13. M. Thumm suggested we consider shortening the conference name to something like IRMMW and THz.

Since there was not time to have a lengthy discussion on this topic it is left as a "TO DO" item for the next meeting or a discussion via email.

14. The meeting broke up for a group photo.

At least we can say it ended with many smiling faces!

See you all next year.