POTENTIAL SPEAKER LIST FOR 2008

WORKING SCHEDULE

IRMMW-THz 2008 PRELIMINARY SCHEDULE						
Time	**Sun 9/14**	**Mon 9/15**	**Tues 9/16**	**Wed 9/17**	**Thurs 9/18**	**Fri 9/19**
8:00		Registration				
8:30		Registration	Announcemt	Announcemt	Announcemt	Announcemt
9:00		Plenary 1	Plenary 2	Plenary 3	Plenary 4	Plenary 5
9:30		M1A(Chameau)	T1A(Rosen)	W1A(DeLucia)	R1A	F1A(Button Pze)
10:00		M1B (Elachi)	T1B(Rutledge)	W1B(Mittleman)	R1B(Seracini)	F1B(Griffin)
10:30		Coffee M1	Coffee T1	Coffee W1	Coffee R1	Coffee F1
11:00		M2 A-E	T2 A-E	W2 A-E	R2 A-E	F2 A-E
11:30		90 min	90 min	90 min	90 min	90 min
12:00		5 talks	5 talks	5 talks	5 talks	5 talks
12:30		Luncheon	Luncheon	Luncheon	Luncheon	Bus to JPL
13:00		By Laws	IOC	Button Awd	J IRMMW	Luncheon
13:30		90 min	90 min	90 min	90 min	JPL Tour
14:00		M3 A-E	T3 A-E	W3 A-E	R3 A-E	90 min
14:30		5 Talks	5 Talks	5 Talks	5 Talks	
15:00		90 min	90 min	90 min	90 min	Bus to Caltech
15:30		Coffee M2	Coffee T2	Coffee W2	Coffee R2	Bus to Getty
16:00	Registration	M4 A-E	T4 A-E	W4 A-E	R4 A-E	
16:30	and	5 talks	5 talks	5 talks	5 talks	
17:00	Reception	90 min	90 min	90 min	90 min	Dinner at Getty
17:30	Dabney	Poster 1	Poster 2	Poster 3	Poster 4	
18:00	Gardens	MP	TP	WP	RP	
18:30	Caltech					Return 7PM
19:00			Reception	IOC/LOC	BANQUET	
19:30			Asia	Dinner		
20:00			Pacific			
20:30			Museum			
21:00			Pasadena			
21:30						
22:00						
		90 minute session		**60 minute session**		
		1x5 open	5	1x5 open	5	
		1x25 min	25	1x25 min	25	
		4x15 min	60	2x15 min	30	
		Talks=5	Time=90	Talks=3	Time=60	
		Plenary Session		**Poster Session**		
		2x45 min	90	4 total at 90 minutes each		
		Talks=2	Time=90	**Plenary=**	**10**	
		#parallel sessions	**#15 min talks**	**# keynote talks**	**Total Talks w/plenary**	
		4	208	52	270	
		5	260	65	335	
		6	312	78	400	
		7	364	91	465	

IRMMW-THz 2007 IOC Meeting Minutes: DRAFT
Date: Sept. 4, 2007
Time: 1-3 PM
Location: Room L, Cardiff City Hall, Cardiff, UK

In attendance:
M. Chamberlain, J-L Coutaz, B. Danly, G.P. Gallerano, M. Griffin, A. Hadni, Q. Hu, T. Klaassen, J. Leotin, A. Litvak, R. Miles, K. Mizuno, M. Motokawa, G. Neil, G. Nusinovich, M. von Ortenberg, T. Parker, K. Sakai, X.C. Shen, L. Shenggang, P. Siegel, R. Temkin, M. Thumm, K. Wood, Andrea Doria (by invitation).

Absent: TV George, T. Itoh, L. Katehi, M. Koch, H. Kurz, A. Leitenstorfer, D. Lippens, N.C. Luhmann, D. Mittleman, C. Pidgeon, M. Tran, X-C Zhang

<u>Topics/Discussions (time sequenced):</u>
1. Opening welcome and thanks to the LOC in Cardiff from K. Mizuno.
2. Presentation from Italy (G.P. Gallerano) on 2010 venue in Rome
3. Procedures for 2011 conference site selection (USA)
4. Discussion on affiliations for Russia and Australia (Canada as well)
5. Report on Cardiff Conference (K. Wood)
6. Report on Pasadena Conference (P. Siegel)
7. Report on Korea Conference (Absent)
8. Solicitation of new IOC members from India, Korea, Australia, Canada
9. Discussion/vote on IOC members as invited speakers
10. Discussion on split of poster vs. oral presentations
11. IOC Chair selection procedures
12. Conference name change/discussion
13. By Laws discussion and subcommittee member selections
14. Discussions on IOC membership requirements
15. Action Items for IOC Chair/vice-Chair

<u>Detailed Summaries of Above Items:</u>
1. IOC Chair K. Mizuno expressed the IOC members thanks for the excellent venue put together by the Cardiff LOC. Special thanks to K. Wood, M. Griffin and T. Parker.

2. G.P. Gallerano delivered a very detailed and extensive presentation on the proposed IRMMW-THz 2010 conference. A change from last year’s proposal is to move the conference from the original cruise ship to a fixed site in Rome some 15 minutes by metro from the city center. A conference hall was identified, hotels and site logistics detailed, specific cost breakout shown, and organizing committee members and host organizations identified. The conference would be hosted by several local and distributed universities (Pisa, Bari etc) in Italy with primary support from ENEA in Frascati. A financial estimate of costs and revenues was shown based on attendance of 400 or 500 delegates and a fee of 500 Euros. With the planned hall costs, food and excursion costs added there was a gap of some 15-20K Euros that would be made up through sponsors and industry exhibits. There was some very specific discussion by the IOC of the risks of counting too heavily on all attendees paying full fees and a recommendation to try to secure expected external sponsor funding before committing monies to the venue logistics. Data from Cardiff and the experiences of past conference chairs was reported. A vote of “confidence” in the Italian LOC and plans for the 2010 venue was taken. Unanimous approval for “go ahead” was the result.

3. Suggested procedures and a timeline for selecting the 2011 conference site and the hosting organization were presented by K. Mizuno. Although the procedures suggested do not differ from last year's process there was significant discussion regarding the timeline and logistics for making the selection. A suggestion was made to delay the decision from the June 2008 date in light of the fact that there was already a country pre-selection. However it was pointed out that Canada might also be a potential proposer. It was decided that proposers for 2011 would have to attend the Pasadena conference for a short presentation to the IOC. Formal proposals would then be submitted and distributed to the IOC afterwards. The procedures used for 2009 and 2010 would then be invoked, i.e. if more than 2 proposals are received the IOC will down select through email (or web) voting to two candidates. More polished proposals would then be presented at the 2009 meeting in Korea and a final selection made at this time. A vote was taken and the motions described were carried.

4. A brief discussion on where Russia and Australia fall in the Europe-Asia-USA conference sequence was held. Due to the fact that Russia proposed with Asia for 2009, it was decided that Russia should co-align with Asia and not Europe. There was general agreement that Australia should also align with Asia . At the same time the issue of Canada and South America was raised. There was general agreement that Canada and/or South America would align with the USA proposal sequence. A final vote was taken with majority concurrence on the suggested country alignments.

5. K. Wood presented the statistics-to-date for the current conference (the presentation package will be made available after the Cardiff conference is complete). There was some general discussion about the mix of delegates, the addition of a large number of paid industry exhibitors and the split of talks vs. oral presentations. Final conference statistics will be compiled and available to future chairs at the end of the week. The secretary has plans to upload this presentation information to the secure IOC web site when it is made available.

6. P. Siegel presented the status of the 2009 Pasadena venue. All current information is available on the now running organization web site: irmmw-thz2008.org. A large (20+) LOC has been established drawn from members of the chair's technical group. Subcommittees have been established and regular planning meetings are now taking place. The brochure has been published and will appear in the winter issue of IEEE MTT Magazine. Copies will also be distributed at the European Microwave meeting in October. Some sponsorship funding has been secured from JPL and additional funding is being sought from US National Institute of Health and will be sought from US Dept. of Defense agencies. The LOC is not counting on these external sponsors for costing of the venue however. One change from the 2009 procedures involves the requirement of submitting a fully IEEE compliant formatted 1 page PDF abstract that can serve as a final paper submission if the official 2 page summary is not received by the LOC deadline. There was some discussion of the logistics of being at a site without co-located meeting rooms. Longer session coffee breaks (30 minutes) are proposed to allow delegates to more casually transfer between locations but it will be difficult to avoid missing a talk if a location change is desired within the confines of a session. The majority of the discussion focused on the proposed schedule which suggests a much greater focus on oral talks over poster sessions. This was accomplished by shortening the talks from 20 to 15 minutes and holding 5 parallel sessions over 41/2 days. With six 15 minute, one 20 minute and one 10 minute talk in each session plus nine plenary talks, this results in the possibility for 389 oral presentations using five parallel sessions. For four parallel sessions the number drops to 313. There was animated discussion regarding both the issue of shorter talks and the ratio of oral to poster papers. Several folks suggested that the 10 minute slot be removed and the time added to the keynote giving 7 talks per session rather than 8. There were other suggestions regarding posters and the possibility of increasing their status/desirability amongst delegates. Also the merits of having an excursion scheduled for Friday along with a short morning technical session were questioned. There was general agreement that having an incentive based early registration process was desirable. All these and more off-line suggestions will be brought up with the Pasadena LOC and decisions distributed sometime in spring 2009 to the IOC for

comments (once abstracts are in). One immediate action item is the choice and solicitation of invited speakers (which will draw on IOC connections and suggestions taking the lead from Williamsburg on this process). There was not sufficient time to go through all the other changes for 2008. They are summarized on the presentation package: 2008-progress-report.ppt.

7. No report on the 2009 venue in Korea was made as no representative from Korea was present at the IOC meeting. The IOC chair/vice chair take responsibility for not formally requiring the Korean delegation's attendance. They will be contacting the 2009 chair Hanjo Lim immediately following this conference to ask for a formal written presentation that will be subsequently distributed to the IOC.

> Dr. Lim and Professor Han were unable to attend the meeting in Cardiff but sent this short report:
> For the success of IRMMW-THz 2009, we have been making significant efforts
> - to organize LOC from the members of Korean optical, mmw, and THz communities
> - to get sponsorship from Korean government, national institutes, and industry
> - to select the best conference agency
>
> For the details, we will submit a progress report by the end of September.
> Thank you very much.
> Best regards,
> Professor H. Han

8. It was suggested that the IOC have membership representation from countries that are likely to hold venues in the future. Four such places were identified: India, Australia, Canada and Korea. A vote was taken to get consensus on the additional member solicitations. The majority vote was “FOR” adding members from the 4 countries if agreeable candidates were found. The IOC members were asked to nominate potential delegates which would undergo a selection process through email or web voting. It was pointed out that a “no go” or “no candidate selection” vote should also be a counted response. This means that a majority of votes for “no candidate” would mean not adding any delegates from the proposed country at this time. Candidate nominations should be sent to K. Mizuno along with a sentence or two describing the nominee’s qualifications.

9. A short discussion was initiated on the merits of having IOC members participate in invited keynote and plenary talks. The issue was raised by D. Mittleman to T. Parker. The general feeling was that the IOC is an advisory body to the LOC and that the decision on invited speakers could be left to the LOC without conflict of interest. It was also pointed out that the size and scope of the current IOC makes it difficult to disqualify these individuals from participating as invited speakers without compromising the selection pool. A hand vote was taken with the large majority agreeing to continue to allow IOC members to serve as speakers in the conference series.

10. There was some discussion of the merits of adding posters in lieu of oral presentations at the conference. The secretary’s sense was that at least a small majority of the comments pointed towards more posters and fewer oral talks and parallel sessions. No formal vote or recommendations were made however.

11. K. Mizuno presented a procedure for selection of a new chair after the generally agreed upon 3 year term alternating between candidates from Europe, Asia and USA. The proposed selection sequence involves submissions of candidate names directly to the current IOC Chair on or before Jan 1, 2008. Distribution of candidate names would be made in February with voting completed by March 31. The selected candidate would be notified at this time by the current chair to see if acceptance was confirmed. It was suggested that candidates be solicited before their names are submitted to assure they are aware of, and accept the potential nomination, and that a few sentences on the merits of the candidate be included

with the individual nominations sent to the IOC chair to help with the voting. A vote was taken on these procedures and there was majority agreement to adopt them as stands.

12. The suggestion that was raised last year at the IOC meeting to consider renaming the conference was discussed. The list of submitted name changes (from the web site) was presented. They can be found through a link on the Committees page. There was some discussion as to the necessity of considering a name change but it was generally agreed that a vote on such a change was agreeable. There was a reminder that the conference name and associated journal - IRMMW - should be linked. As such a change in the conference name could have an impact on the journal and vice-versa. Since time for discussion was getting short there was a suggestion that we postpone the vote for a couple of weeks and give the IOC time consider the existing list and add any other variants that they want to have considered in the voting. A hard deadline for the final name designation was set later in the day by the need for the IRMMW journal to determine if such a change is required in its own designation. As such ALL VOTING MUST BE COMPLETED BY SEPTEMBER 30th. All existing and any new name suggestions will be compiled and sent out via email for consideration on Saturday Sept. 22nd. On September 30th all received inputs will be tallied and the final decision announced on the web site and communicated to the IRMMW Journal editor. There was an issue raised about IEEE concurrence if a name change was carried. The vice-chair accepted responsibility to pursue this with the IEEE and will have an answer in the email with the name change suggestions. A vote was taken as to whether to go ahead with this process. A majority was in agreement to complete the suggested voting procedures.

13. The issue of developing a written set of by laws for assisting IOC decision making and information transfer to future conference hosts was again raised. There was some discussion and it was suggested that P. Siegel and T. Parker form a subcommittee with participation from R. Temkin and M. von Ortenberg. Their goal will be to generate a draft set of by laws for distribution to the IOC membership before next year's conference in Pasadena . It was further suggested (see 14) that this subcommittee also tackle the issue of IOC membership. A vote was taken for permission to go ahead with the by laws subcommittee and majority approval was given.

14. The final subject of the meeting was the issue of IOC membership. A proposal to remove IOC members who have not participated in the last 3 meetings was put forth. There was discussion that resulted in a slight qualification that individuals who attended the conference but were somehow absent from the IOC meeting in particular still be counted as having participated in the IOC. A vote was held and there was overwhelming agreement to carry out the proposal. The IOC chair and vice-chair were charged with generating an appropriate letter which would be sent to the individuals in question within a short time. It was suggested that this notice be passed through the non-affected IOC members but there was no consensus on this step. However in the interest of professionalism the said letter and list of affected IOC members will be sent out to the unaffected IOC members for comment before being officially delivered. A date of Sept. 30th will be targeted for the draft letter distribution. The larger issue of the current IOC size, function and responsibilities was then discussed with a view towards further consolidation of the committee. Since time was already well over the scheduled meeting slot and several members had to dash off for talks, it was agreed that the By Laws subcommittee would tackle this issue and report on several suggestions at the time the draft by laws are distributed for comment. It was further suggested that this issue be discussed at the 2008 conference and that perhaps an extra meeting slot be scheduled for this and the By Laws discussions. The 2008 conference chair has reserved such a slot on Monday Sept. 15 from 12:30-2:00 pm at a location that will be announced in advance of the conference.

15. Action Items for IOC Chair/Vice Chair
(1) Inform Korean delegation of the need for submission of a written report on status of the 2009 conference. Further require attendance and formal presentation at the 2008 IOC meeting.

(2) Collect and compile nominations for 2011 venue for presentations in Pasadena
(3) Collect and distribute nominations for IOC membership from India, Australia, Korea and Canada. Add members selected to 2008 IOC meeting list.
(4) Collect and distribute nominations for IOC chair and inform selected chair of said selection before 2008 conference
(5) Collect and compile all suggested conference name changes and send out for final vote via email by Sept. 22. Compile responses and send out results on Sept. 30th.
(6) Draft and submit for review letter of dismissals for IOC members who have not attended the conference within the last 3 years (including Cardiff). Send final letters out to affected individuals.
(7) Set up one extra IOC meeting slot for 2008 to discuss the inputs from the By Laws subcommittee, including the issue of continued IOC membership.

Despite the rushed meeting it appears we have worked through and resolved a very wide range of issues with very few agenda items left hanging. The secretary would like to again remind IOC members to utilize the web site both for information updates and exchanges. The secure portion of the site can be accessed via www.irmmw-thz.org/committees/ using the IOC secure link with the login name: iocmember and password: irmmw-thz.

See you all next year in sunny California where I hope you will find the conference as vibrant and exciting as I have found it over the last 4 years.

Your general secretary by default,
Peter Siegel
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