

MINUTES OF THE INTERNATIONAL ORGANIZING COMMITTEE MEETING OF THE
36th INT. SYMPOSIUM ON INFRARED, MILLIMETER, AND TERAHERTZ WAVES

DATE: TUESDAY, OCTOBER 4, 2011

LOCATION: Hyatt Regency Houston, Redbud Room, Houston, Texas, USA

TIME: 12:00-2:30 PM

The following IOC members, constituting a quorum of the IOC were present:

Rene Beigang, Jean Louis Coutaz, Gian Piero Gallerano, Qing Hu, Fritz Keilmann, Martin Koch, Jean Leotin, Roger Lewis, Alexander Litvak, Shenggang Liu, Neville Luhmann, Andrea Markelz, Emma MacPherson, Dan Mittleman, George Neil, Gun-Sik Park, Kiyomi Sakai, Peter Siegel, Richard Temkin, Manfred Thumm, Ken Wood, Xi Cheng Zhang, Chao Zhang

The following retired IOC members were also present:

Martyn Chamberlain, TV George, Gregory Nusinovich

The following IOC members were NOT present:

Armand Hadni, Nuria Llombart Juan, Terry Parker, XueChu Shen

Peter H. Siegel served as Chair of the meeting. Minutes are presented in Time Order

- A. The meeting was opened with a summary of the agenda by the Chair. The draft agenda was distributed to the IOC by email on August 11, 2011. The final agenda was distributed to the full IOC on September 22. Plans for attendance by IOC membership was requested through email at the same time.
- B. The first agenda item (Retiring IOC members) was already addressed at the Society Meeting on Monday (see Minutes) so the Chair moved to item 2: Proposals for the 2014 conference.
- C. 2014 Proposals: The Chair explained that no 2014 proposals were received prior to the deadline of January 31, 2011. The Chair himself then submitted a proposal to host the conference at Caltech under the theme *THz: The Next Generation* that was distributed to the full IOC on February 22, 2011.
 - a. In July, Chris Walker approached the Chair and asked if a late proposal could be submitted. Since no other such requests had been submitted at this time, the Chair deemed that such a proposal could be entertained subject to the approval of the IOC. Chris Walker prepared a proposal that was then submitted for approval to the full IOC on August 18, 2011.
 - b. Chris Walker was asked to present the 2014 proposal. The venue would be held at Loews Ventana Canyon Resort in Tucson, Arizona for the period September 14 – 19 or September 21 – 26, 2014. A successful ISSTT conference had been held there this past April. An underwriting agreement had already been obtained from

the University of Arizona. Chris described the location, facilities, logistics and current local organizing committee. The proposal is available for download by IOC members from the Society web site on the Committee page.

- c. There was considerable discussion on the venue, focusing especially on the hotel capacity and the isolated location. Concern about transportation as well as room overflow were raised. Chris Walker was asked to leave the room while committee members had a chance to further critique the proposal.
 - d. In the end most IOC members felt that the site was a viable one and that, although the transportation issue was not ideal, it was workable and the agreement to host overflow attendees at a near by resort with a shuttle service to the conference hotel would be workable. The Chair asked for a vote of “yea” for and “nay” against the single Arizona proposal. In the event of a “nay” vote carrying, the Chair indicated that the conference proposal to host at Caltech would stand. The vote was held. The committee voted unanimously to hold the 2014 conference in Tucson. The committee further requested that the week of September 14-19 was preferred.
 - e. Chris Walker was asked to return to the room and was informed of the decision. He was also informed that he was to take a place on the IOC as an ad-hoc member from 2011-2014 with one full vote.
 - f. Chris thanked the committee and took his place on the IOC.
- D. Dan Mittleman presented the statistics for the 2011 conference. At the time of the meeting 540 participants had been confirmed. The split was 1/3 Europe, 1/3 US and 1/3 Asia. Dan had received several recent government grants and a larger than anticipated commercial vendor participation brought in significant additional revenue. At the time of the meeting the financials were looking positive, but final numbers would not be available until after the hotel charges were tallied. The committee thanked Dan for an incredibly smooth job on the conference, which all felt was very well planned and executed. The presentation was subsequently placed on the Committees page of the society website (www.irmmw-thz.org/committees) for access and download by the IOC members.
- E. Chao Zhang presented the status of the conference in Wollongong in 2012. There was considerable discussion about the details, especially the financials, which the committee felt were not presented with sufficient detail or certainty. Gun Sik Park asked for the attendee break even number, which was not known. The committee strongly suggested that a financial planning spreadsheet be generated with min and max attendee and cost numbers to aid in determining what expenditures could be tolerated. Other logistics items, such as transport from the airport to the conference site, hotel blocks, transport to/from the campus and meeting spaces were also discussed.
- a. A major stumbling block holding up progress, seemed to be the use or abandonment of the Shocklogic database system, which was not supported by

private conference organizers being considered by the Wollongong LOC. The committee felt that this could be resolved with extended discussion after the IOC meeting. A 5PM meeting was arranged with Dan Mittleman, Rene Beigang, Gian Piero Gallerano, Peter Siegel, Chao Zhang, Roger Lewis and Mandy Nevin (the Houston administrative assistant) to discuss the Shocklogic system and alternative possibilities.

- b. Results of 5PM supplemental meeting: The individuals mentioned in E.a. met at 5PM in the Redbud room to discuss the Shocklogic system and all its pluses and minuses. The discussion touched on all aspects of the Shocklogic system, including payment collection options and Abstract/Registration database linkage issues. Dan, Mandy and Gian Piero were extremely helpful in elucidating the problems as well as the advantages served by the Shocklogic system. Mandy Nevin was even able to create and export the full 2011 database to a new 2012 folder to get the Wollongong team started. At the conclusion of the meeting, Chao and Roger agreed to try out the system and to work with Mandy during the next three days to get as far along as possible. They also had two students with them that were going to be charged with the task of helping to run the database. By the end of the conference Roger informed the Chair that they had made great progress and were definitely going to use the Shocklogic database for 2012.
 - c. The domain name: www.irmmw-thz2012.org was still being held at Network Solutions. The Chair contacted Network Solution on Friday and received instructions on how to export the domain name to the Wollongong LOC. The instructions were passed on to Roger Lewis who will initiate the transfer when he returns home. Currently the .com suffix is being advertised for 2012, but the LOC intends to switch over to .org from this point forward, but will maintain both url's.
- F. Rene Beigang was asked to present the status of the 2013 conference in Mainz. His presentation was extremely thorough and detailed. The issue of the conference fee was raised by Xi Cheng Zhang, who commented that it seemed to be quite high at 600 Euro's (late registration) and 500 Euro's (early registration). Rene responded that he thought the high cost of the conference hall would not allow a lower fee, but that he would try to see if it could be reduced. Other IOC members thought the fee was not unreasonable compared to other conferences they attend. The Chair thanked Rene for his excellent summary.
- G. Having run over considerably, the meeting was adjourned with the promise that next year the committee would not have to rely on the current Chair to keep the meeting on schedule! That duty would fall to incoming Chair, Gian Piero Gallerano and Vice-Chair Gunsik Park.

Minutes generated and distributed 10/10/11 by Peter H. Siegel, current chair.

Meeting: IRMMW-THz International Organizing Committee

Date: Tuesday, October 4, 2011

Time: 12:00-1:30PM

Place: Hyatt Regency Houston, Texas, USA: Redbud Room

Final Agenda

12:30-12:40 Set-up, introductions and seating

12:40-12:45 Recognition for Retiring IOC members (Peter Siegel)

TV George, Minh Quang Tran, Martina Havenith, Koji Mizuno

12:45-1:00 Discussion and Proposals for IRMMW-THz 2014 (Peter Siegel)

Tucson Arizona, USA (Chris Walker)

1:00-1:10 Discussion and voting for IRMMW-THz 2014 venue (ALL)

1:10-1:30 Report from IRMMW-THz 2011 LOC (Dan Mittleman)

1:30-1:45 Report from IRMMW-THz 2012 LOC (Roger Lewis/Chao Zhang)

1:45-1:55 Report from IRMMW-THz 2013 LOC (Rene Beigang)

ADJOURN