

MINUTES OF THE INTERNATIONAL ORGANIZING COMMITTEE MEETING OF THE
37th INT. SYMPOSIUM ON INFRARED, MILLIMETER, AND TERAHERTZ WAVES

DATE: TUESDAY, SEPTEMBER 25, 2011

LOCATION: CSE Meeting Room, Building 11, University of Wollongong

TIME: 12:30-2:30 PM

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

Rene Beigang (Ad Hoc)
Gian Piero Gallerano (Chair)
Masanori Hangyo
Peter Uhd Jepsen
Kodo Kawase
Martin Koch
Roger Lewis (Ad Hoc)
Shenggang Liu
Nuria Llombart-Juan
Emma MacPherson
Dan Mittleman
George Neil
Gun-Sik Park (Vice-Chair)
Terry Parker
Kiyomi Sakai
XueChu Shen
Peter Siegel (General Secretary/Treasurer)
Manfred Thumm
Chris Walker (Ad Hoc)
Ken Wood
Xi Cheng Zhang
Chao Zhang (Ad Hoc)

The following Advisory (AIOC) members were also present:

Gregory Nusinovich

The following IOC members were NOT present:

Jean Louis Coutaz	Andrea Markelz
Armand Hadni	Richard Temkin
Qing Hu	Alexander Litvak
Fritz Keilmann	Neville Luhmann
Jean Leotin	

Gian Piero Gallerano served as Chair of the meeting. Minutes were prepared by Peter Siegel and are presented in Time Order.

- A. The meeting was opened with a summary of the agenda by the Chair. The final agenda was distributed to the full IOC on September 17, 2012. Final plans for attendance by IOC membership was requested through email at the same time.
- B. New IOC members: Masanori Hangyo, Peter Uhd Jepsen and Kodo Kawase were welcomed by the Chair.
- C. 2015 Proposals: Two proposals were received in January for the 2015 conference in Asia: Hong Kong, China (Emma MacPherson, Chinese University of Hong Kong, LOC Chair) and Sendai, Japan (Kiyomi Sakai, LOC Chair). A few days before the conference Kiyomi Sakai requested that Professor Taiichi Otsuji of Tohoku University make the presentation and that he would assume the role of local conference chair. Dr. Otsuji was present at the meeting for the presentation. The Chair announced the presentation sequence as Hong Kong, followed by Japan.
- D. Professor Emma MacPherson gave the presentation for Hong Kong, China. The event would be held at the Chinese University of Hong Kong (CUHK). Local Organizing Committee member, Professor Andy Chan of Hong Kong City University, was present in the audience and was introduced. The presentation package has been included on the society web page under Committees (www.irmmw-thz.org/committees) and can be downloaded by IOC members (login name=iocmember, password=irmmw-thz). The venue would be held in the CUHK conference centre, a short distance from a metro stop and next to a new Hyatt Regency 5 star hotel (3 years old, 567 rooms, \$128/night). Many other hotel options are available including a University Guest house for students at \$55 per night. Sponsors to date include CUHK (\$6000 loan), HKUST (\$2500), Teraview (\$5000 with advertising rights). Conference room use charges total \$7000. Preliminary budgeting shows an expected profit of \$83,000 with 500 attendees using \$550 regular and \$400 student registration fees. Dates for the conference would be August 23-28 in order to be able to use the university facilities (pre-class dates) and avoid public holidays. Weather is likely to be hot. Local attractions and restaurants near the university abound. A metro connects visitors to the port where ferries to Hong Kong Island or Macau can be taken. Advantages include convenient location and reasonable costs. The presentation was completed in 17 minutes.
- E. Peter Siegel asked a question concerning personnel support to help with the conference. Dr. MacPherson responded that there would be a large number of students available as well as technicians to help with arrangements. Manfred Thumm asked for some more information on the conference center set up and detailed lecture rooms. Also the locations for the poster sessions. Dr. MacPherson assured the committee that there was enough room in the centre for all the planned events. Terry Parker asked if there was a large enough room for the Plenary. Dr. MacPherson replied that there was one room that could

hold 600. Overflow could be accommodated outside the hall. Shenggang Liu noted that he had spoken with the President of the City University and that Chinese Academy of Sciences would support the conference. There was a question about additional low cost hotels for students. Dr. MacPherson replied that many lower cost hotels were accessible through the metro. Peter Siegel asked about THz background on the LOC. Dr. MacPherson replied that Andy Chan and Andrew Poon had Photonics background, Vladimir Chigrinov has a background in liquid crystals, Zhang and Lei have biomedical background. Peter Siegel asked who on the LOC, besides Emma, had been to an IRMMW-THz meeting before. Dr. MacPherson replied that although no one on the LOC had been to an IRMMW conference before, she has been to ten, and Andy Chan is here this year. Gregory Nusinovich asked about the program committee. Dr. MacPherson plans to have significant THz and IRMMW representation on the program committee. Peter Siegel asked who would be a back up for Dr. MacPherson. Dr. MacPherson replied that a post doc could be, but that she was not planning to need one. Questioning concluded after approximately 12 minutes and the Chair announced that the Sendai committee should be brought in for their presentation.

- F. Professor Taiichi Otsuji made the presentation. The conference venue would be held at Sendai International Center close to the Sendai train station. Sendai is now fully recovered from the March 2011 earthquake. Dates would be Sept. 27-Oct 2, coinciding with autumn in Sendai. Sendai is accessible by air or train (3 hours) from Tokyo. Within walking distance of the conference center are 2-4 star hotels ranging from 50-250 US dollars a night, including a Japanese hotel with hot springs. The conference center holds 1000 in its large room and has two 500 seat lecture halls and four 60 plus seat lecture rooms. It also has space for coffee and poster events. LOC members include both university and company representatives. Most are from Tohoku or RIKEN. Official sponsors include 4 national agencies, 4 international societies and more than 6 domestic societies. Tohoku University and NTT, Advatest, NEC and Canon have also expressed interest in financial support of the conference. Professor Otsuji expects \$140,000 in sponsorship funds and \$240,000 in registration fees assuming \$500 for regular and \$200 for students (600 total attendees). Projected costs match income at \$380,000. As with Hong Kong, many interesting attractions exist around Sendai and are accessible with public transit. There is a very strong THz community in Japan and a very strong history in THz astronomy as well as many other IRMMW specialty areas. Professor Otsuji assured the committee that there is no danger from radiation and that the area is fully recovered and ready to host this event. The presentation lasted 15 minutes, after which the Chair opened the meeting up to questions.
- G. Peter Siegel asked Professor Otsuji to identify members of the LOC that have THz background and also how much of the listed support from sponsors is already pledged, rather than anticipated. Professor Otsuji responded by describing the LOC members' expertise areas – all had significant background in IRMMW and/or THz. Professor Otsuji

stated that already \$130,000 has already been promised. Gregory Nusinovich and Manfred Thumm asked about the constitution of the program committee. XueShu Shen asked how many Japanese participants in the conference in Sendai are present at *Wollongong*. Professor Otsuji responded that about 30 Japanese scientists likely to help out in Sendai were here in Wollongong. Questioning was completed after approximately 6 minutes.

- H. The Chair called for comments and discussion from the committee members. There were no calls for extended discussion. The Chair called for a written vote. Emma MacPherson was brought back into the room in order to participate in the written balloting. The ballots were handed out. The Chair tallied the results with the assistance of the Vice-Chair in the scrutiny of ballots: 12 votes for Hong Kong. 9 votes for Sendai. The Chair informed the two proposing teams of the winning party.
- I. Roger Lewis and Chao Zhang presented the status of the conference in Wollongong in 2012. The presentation slides have been uploaded and are available on the society web site at: www.irmmw-thz.org/committees
- J. A total of 450 delegates from 27 countries attended. 418 were paid registrants. (*NB. These are final numbers as received from Roger Lewis on Oct. 25*). The split was 145 Europe, 268 Asia, 48 Americas. 25% of the attendees were students. There were 453 papers split up as: 10 Plenary talks, 57 invited talks, 199 contributed talks and 187 posters. 633 abstracts were submitted. 453 were accepted. 124 were incomplete, 42 were withdrawn. 14 were rejected. 19 sponsors paid some form of fee. 300 people registered early, 68 were regular registrations and 26 were late registrations. 403 hotel rooms were confirmed as booked by registrants.
- K. Following the presentation Peter Siegel raised an issue that came up during the summer, wherein presenters who had multiple papers were asked to pay registration fees corresponding with the number of submitted manuscripts. This policy was not discussed previously in any IOC meetings, and raised a red flag for some participants, who complained to the IOC chair and general secretary about the fairness of such a policy. Peter was concerned both that the policy had been implemented without adequate knowledge or discussion within the IOC, as well as the precedent that this policy was setting for conference. No prior conferences had implemented such a fee per paper policy. Roger and Chao responded that the policy was clearly stated on the registration page. However several IOC members present, who saw the statement referred to, did not understand the implications, and would have strongly objected if they had. There was a long discussion on the policy, with expressed pros and cons on both sides of the issue. Roger Lewis pointed out that, after a specific request from the IOC Chair in August, no extra fee was collected and participants who had paid more than one fee were given a refund. Peter Siegel pressed for a motion to be placed on the table to amend the By-Laws with a clear policy statement on this issue, so that future conference organizers would have an approved procedure to follow. After additional discussion, a motion was drafted

and presented for vote: “There will be no limit placed on the number of papers per registered participants.” The motion was seconded. A hand vote was taken. The vote was 14 for, 1 against, 1 abstain. The Motion was carried. Peter Siegel subsequently placed the Motion into the By Laws as Article 28 – 2012, Number of Papers per Registered Participant which reads as follows:

28. ARTICLE. 2012 Number of Papers per Registered Participant

- a. As an addition to Article 9 subheader g is included as follows:
 - g. There will be no limits placed on the number of papers per registered participant.

- Amended By-Laws are available on the society web page at: www.irmmw-thz/committees .
- L. Rene Beigang reported on the status for 2013 in Mainz, Sept. 1-6. The conference will be held in the Rheingold Hall, which has already been secured. 4 parallel sessions are planned on most days with 5 sessions on some days as needed. The sessions will generally have 5 talks: 1 invited and 4 regular. There are also the usual 10 plenary talks in 5 sessions plus 3 poster sessions planned. The schedule has already been laid out and is available in the presentation package which can be downloaded from the society website at www.irmmw-thz.org/committees . A conference dinner, welcome reception and an excursion to the Cloister Eberbach (Name of the Rose fame) are planned. The technical program committee has been formed and is chaired by Martin Koch. The budget is based on 550 participants paying 520/620 Euros regular/late registration and 400/450 students. 20 exhibitors are expected. 8 sponsors have been identified to date and industrial sponsors are being solicited. Brochures have been printed and distributed. Advertising has begun. The website is now open. *(NB Post conference, the domain name www.irmmw-thz2013.org was secured by Peter Siegel and passed over to the 2013 LOC).*
 - M. Chris Walker reported on the status of the 2014 conference in Tucson on September 14-19th. The conference theme remains “THz-The Next Generation.” Peter Siegel is helping out as co-chair. The biggest change since last year is a decision to move the conference venue from a somewhat isolated resort hotel site, which was not large enough to accommodate a very well attended event, to a location on the campus of the University of Arizona. This has substantial benefit both on the cost side as well as accessibility, accommodation choice, and size flexibility for presentations and poster sessions. Chris was also able to obtain strong university support of the conference. Several sponsors have been identified which include: The University of Arizona, Arizona State University, Raytheon Missile Systems, Air Force Research Laboratory and TeraVision Inc. The LOC has been formed and a list of individuals is available in the presentation package, which can be downloaded from www.irmmw-thz.org/committees . The conference will be held in the U of A Student Union complex third floor, which has adequate event space for the planned sessions. There are many hotels near to the U of A campus and others served by a city streetcar system. Typical rates are \$150 per night. No block rooms have been

reserved, as the number of citywide hotel beds is quite large. Possible excursions include Mount Graham (Binocular telescope), the U of A giant mirror fab lab, Kitt Peak etc. – sticking with the Space Science and Astronomy theme. Post meeting, Peter Siegel received the 2014 approval and signed MOU for IEEE Technical co-sponsorship of the conference. *(NB. IEEE is considering a new policy that would charge non-financially sponsored conferences like ours a very large fee for archiving paper files on Xplore (>\$25/paper!). This policy has not yet been approved and is being fought by Microwave Theory and Techniques society executive council members. However the decision on the policy will not be known until the spring. If IEEE does implement this policy, it will be to the society's advantage to seek minimal (10% or less) financial sponsorship from IEEE MTT society – thus negating the Xplore fees. Other options can also be considered if the policy goes forward. Peter Siegel will keep the IOC informed of any developments in this area.)*

- N. As a final discussion issue, Terry Parker raised an issue related to the Kenneth J Button Prize. Over the last year the Institute of Physics has indicated that it no longer wants to host the prize. Terry went through a very detailed explanation of the events leading up to this decision, including extensive background on the prize, in order to make it clear to the committee members what was at stake and what options might be considered. Since the IOP decision was not up for negotiation, a plan was already being pursued to remove the prize funds from the IOP and temporarily place them elsewhere until a permanent home for the prize could be arranged. In parallel, Peter Siegel was pursuing a possible home for the prize within the IEEE. Other possibilities were discussed at the meeting as well as logistics for actually removing the funds from a holding account in Britain to another bank that may or may not be in UK. One simple solution is for the funds to be placed into the existing IRMMW-THz society account in the US. Terry felt that in order to move forward a motion from the IOC was needed to give the society treasurer the authority to take over the funds and temporarily hold them until a permanent solution was found. A motion was drafted: “The IOC permits the movement of the Kenneth J Button Prize funds from the IOP to another institution for temporary stewardship until a permanent home for the prize is found. The treasurer of the IRMMW-THz society will have the authority and control over the holding and placement of the funds.” The motion was brought to a hand vote. The vote was unanimous. The motion was carried. *(NB. Post conference, Peter Siegel presented the issue of moving the KJB prize to IEEE at the MTT society AdCom meeting in October. The proposal was well received. Terry and Peter are in the process of drafting a formal motion for the IEEE MTT Prize Committee that details the process involved in deciding on and awarding the KJB prize, and sets formal guidelines for how the prize will be administered if IEEE decides to become the steward for the funds. Terry and Peter will keep the IOC informed of progress. The IEEE Awards Committee will meet in January to look over the motion and will then present its recommendations to the*

MTT Society AdCom for vote and approval. After this the IEEE TAB must hear the motion and vote of formal acceptance. This would take place in the spring of 2013.)

O. Having run over considerably, the meeting was adjourned.

Meeting: IRMMW-THz International Organizing Committee

Date: Tuesday, September 25, 2012

Time: 12:30 -14:00

Place: CSE Meeting Room, Building 11, University of Wollongong

Final Agenda

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| 12:30 - 12:35 | Set-up, introductions and seating |
| 12:35 - 12:40 | Welcome (G.P. Gallerano) to new IOC members:

Masanori Hangyo, Peter Uhd Jepsen, Kodo Kawase |
| 12:40 - 13:05 | Presentation of IRMMW-THz 2015 proposals

(G.P. Gallerano)

Hong Kong, China (Emma MacPherson) 10 min.

Sendai, Japan (K. Sakai) 10 min |
| 13:05 - 13:15 | Discussion and voting for IRMMW-THz 2015 venue (ALL) |
| 13:15 - 13:30 | Report from IRMMW-THz 2012 LOC (Roger Lewis/Chao Zhang) |
| 13:30 - 13:40 | Report from IRMMW-THz 2013 LOC (René Beigang) |
| 13:40 - 13:50 | Report from IRMMW-THz 2014 LOC (Chris Walker) |
| 13:50 – 14:00 | Administration of the Kenneth J. Button Prize (Terry Parker) |

ADJOURN