

MINUTES OF THE INTERNATIONAL ORGANIZING COMMITTEE MEETING OF THE
38th INT. CONFERENCE ON INFRARED, MILLIMETER, AND TERAHERTZ WAVES

DATE: TUESDAY, SEPTEMBER 3, 2013

LOCATION: Hilton “Gold Saal”, Congress Center Mainz

TIME: 12:30-14:30

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

Rene Beigang (Ad Hoc)

Jean Louis Coutaz

Gian Piero Gallerano (Chair)

Masanori Hangyo

Qing Hu

Peter Uhd Jepsen

Kodo Kawase

Fritz Keilmann

Martin Koch

Jean Leotin

Alexander Litvak

Shenggang Liu

Nuria Llombart-Juan

Neville Luhmann

Andrea Markelz

Dan Mittleman

George Neil

Gun-Sik Park (Vice-Chair)

Terry Parker

Kiyomi Sakai

XueChu Shen

Peter Siegel (General Secretary/Treasurer)

Richard Temkin

Manfred Thumm

Ken Wood

Chao Zhang

Xi-Cheng Zhang

The following Advisory (AIOC) members were also present:

Michael von Ortenberg

The following IOC members were NOT present:

Armand Hadni, Emma MacPherson, Chris Walker (Ad Hoc)

Gian Piero Gallerano served as Chair of the meeting. Minutes were prepared by G.P. Gallerano with additions from P. Siegel and are presented in Time Order.

- A. The meeting was opened with a summary of the agenda by the Chair. The agenda was distributed to the full IOC on August 22, 2013. Plans for attendance by the individual IOC members was requested through email at the same time.
- B. 2016 Proposals and Down Select Process: The IOC Chair received 4 proposals for hosting the 2016 Conference in Europe by the advertised deadline of January 31, 2013:
 - (1) Copenhagen, Denmark. Submitted by IOC member Peter Jepsen (TU Denmark);
 - (2) Pamplona, Spain. Submitted by Ramón Gonzalo, Francisco Falcone, Miguel Berruete (UPNA), Enrique García (UC3 de Madrid);
 - (3) Leeds, UK. Submitted by Giles Davies (Univ. Leeds);
 - (4) Paris, France. Submitted by Carlo Sirtori (Univ. Paris-Diderot) and Jerome Tignon (LPA-ENS).

After a month long period to allow questions/answers to be addressed to/from all four proposals, an email vote of the IOC membership was conducted by the Chair to down select to two finalists. The IOC collected and tallied the votes and announced the two finalists via email on March 10: Copenhagen, Denmark and Paris, France.

The IOC Chair informed all proposal candidates of the outcome of the vote by the IOC. The representatives from Copenhagen and Paris were instructed to prepare a formal presentation for the IOC meeting in Mainz. Both candidates were also authorized to distribute additional documentation to IOC members immediately before the meeting.

- C. At the IOC meeting, the Chair announced the presentation sequence as Copenhagen followed by Paris.
- D. Peter Jepsen gave the presentation for Copenhagen. A copy of the slides can be downloaded from the Society website on the Committees page. The event would be held at the “Bella Center” between September 26-30, 2016. The Bella is a leading conference center 5 minutes by taxi or 15 minutes by public transportation from the Copenhagen airport. The Center has an on-site metro station, which is just 5 metro stops and 8 minutes from the city center. The Center features excellent integrated AV systems and superb acoustics in all lecture rooms, with efficient integration of exhibition, catering and meeting facilities. There is an on-site 4-star hotel and 2-star hotels are a short walk away. The Local Organizing Committee would be composed of internationally recognized scientists from Denmark (Ahrus, Copenhagen, Lund) and more generally from Scandinavia. Strong support from DTU is expected, with 2 full-time DTU secretaries having extensive conference experience and an “unlimited” number of student assistants. Additional administration support is guaranteed by the Copenhagen Mayor’s office. A preliminary budget was presented. Registration fees were set at: Regular - 600 €, Student - 400 €. The fee would include: Welcome reception, Lunches, Coffee breaks, Gala dinner, Conference guide, USB proceedings and conference material.

- E. Questions were raised about finances, the use of a paid conference organizer and the associated 35 Euro fee/registrant, the ability to pay the required Society hosting fee, the hotel costs, etc. The questions were fielded quite well by the presenter.
- F. Professor Carlo Sirtori, Univ. Paris-Diderot, gave the presentation for Paris. The event would be held at the “Grand Amphitheatre of the Université la Sorbonne” (Plenary Sessions) and the “Couvent des Cordeliers” (Parallel sessions, poster sessions, exhibition, coffee-breaks), within few minutes walking distance from each other. The proposed dates are September 18-23, 2016 with an alternative date of September 25-30. Conference Co-chairs would be Carlo Sirtori (MPQ, University Denis Diderot Paris 7) and Jérôme Tignon (LPA, Ecole Normale Supérieure and University Paris 6). The Local Organizing Committee would be composed of scientists from MPQ-Paris, LPA, ENS, CNRS-Paris, APC-Paris, CNAM-Paris, LERMA-Paris, IEMN-Lille, L2C-Montpellier. A nation wide steering committee representing the French community is supporting the application of Paris for hosting IRMMW-THz 2016. The Program Chair would be Wojciech Knap from L2C-Montpellier. A preliminary budget was presented. Registration fees were set at: Early Bird Regular - 600€, Student - 400€, Late reg. Regular - 600€, Student - 400€. The fee would include: Welcome reception, Coffee breaks, Gala dinner, Excursion, Conference guide, USB proceedings. A list of public sector & academic sponsors, as well as industrial sponsors and exhibitors was provided.
- G. Similar questions were put to the presenters as for Denmark. The major issues with the proposal venue were (1) the lack of collocation of the Plenary and individual session rooms, since it required having the entire set of attendees navigate the streets of Paris to get from one place to the other, (2) the split responsibility amongst more than one group of hosts, (3) the high costs of the room rentals and the professional conference service organization that would be helping run the event, and (4) the difficulty of getting rooms in Paris at this time of year without formal blocks being set aside. The proposers fielded the questions nicely but there were definitely more problems raised with the Paris proposal than the Danish proposal.
- 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. Peter Jepsen 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. The results were: 19 votes for Copenhagen, 8 votes for Paris. The Chair informed the two proposing teams of the winning party and warmly thanked both teams for their efforts in preparing the proposals. The winning Copenhagen presentation package has been uploaded to the Society web page under Committees

(www.irmmw-thz.org/committees) and can be downloaded by IOC members (login name=iocmember, password=irmmw08).

- I. Reports on the status of the 2013, 2014 and 2015 conferences followed. The presentation slides for all these updates have been uploaded to, and are available from the Society web site at: www.irmmw-thz.org/committees.
- J. René Beigang reported on the status of the ongoing IRMMW-THz 2013 in Mainz. A record attendance of 661 participants from 30 different countries has been reached. This figure includes 54 exhibitors, 14 staff, 5 guests, and 11 one-day registrants. Regarding the papers presented at the conference, 685 abstracts were received, 20% were rejected. A total of 545 papers were presented. This includes 9 Plenaries (1 Plenary speaker did not receive a Visa in time to attend) , 40 Invited Keynotes and 240 Posters. The technical program committee was chaired by Martin Koch, who reported some difficulties with the Shocklogic system for scoring the abstracts in the case of a reviewer who did not assign any score (this will be fixed in 2014). The Technical Exhibit in 2013 was very successful in registering 34 companies. The overall financial budget is positive and will allow the payment of the Society hosting fee.
- K. Peter Siegel (Co-chair with C. Walker) reported on the status of the 2014 conference in Tucson on September 14-19th, which has the theme “THz-The Next Generation.” The conference venue will be the Student Union on the campus of the University of Arizona. A separate nearby facility (Centennial Hall) will host the Plenary 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. The LOC has been finalized and an International Advisory Committee is being formed. Peter Siegel asked for more volunteers from the IOC to join the IAC (*several IOC members responded positively by email after the Conference ended*). Four Plenary speakers are already confirmed plus the Kenneth J. Button Prize talk which goes to Xi Cheng Zhang (determined after the conference ended). 3 to 5 more Plenary speakers are needed. The IOC recommended that these speakers cover broader disciplines and include at a minimum one speaker representing the gyrotron community. Peter is in communication with Rick Temkin and Manfred Thumm to secure such a speaker. Key dates are already planned and set. Potential sponsors are not confirmed yet and it looks like there could be NO US financial sponsors. Peter is planning for a fully self-funded event (registration fees only). The banquet has been moved to the campus (student union) and one major excursion is now planned – to the Sonoma Desert Museum, where an open tour and private cocktail reception are envisioned.
- L. Prof. Edward Parrott gave the update on the status of the 2015 conference on behalf of Prof. Emma MacPherson. He was accompanied by Prof. Andy Chan (who also participated in Emma’s presentation last year). The event will be held at the Chinese

University of Hong Kong (CUHK) from August 23-28, 2015. The venue is at the new 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). The Conference Chair, Emma MacPherson, will be supported by a Co-Chair, Kwai Man Luk, Director of MMW State Key Lab, City University and by a Honorary Chair, Benjamin Wah, Provost, CUHK. Xi-Cheng Zhang, HUST, has been appointed as a Technical Program Chair. The LOC includes members from CUHK, CityU, HKUST, Shenzhen University, and the Chinese Academy of Sciences Institute of Biomedical and Health Engineering, Shenzhen, China (IBHE). An International Technical Program Committee of about 48 members is being finalized. Many hotel options are available including a University Guest house for students at \$55 per night. Sponsors to date include CUHK, HKUST, Teraviva. The updated budget shows an expected profit of about \$76,000 with 600 attendees using \$550 regular and \$400 student registration fees.

N. The meeting ended at 14:30 and was adjourned until the next IOC meeting in Tucson.

Meeting: IRMMW-THz International Organizing Committee

Date: Tuesday, September 3, 2013

Time: 12:30 -14:00

Place: Hilton “Gold Saal”, Congress Center Mainz

Agenda

- 12:30 - 12:35 Set-up, introduction + *hosting fee 2016/2017* (G.P. Gallerano)
- 12:40 - 13:10 Presentation of IRMMW-THz 2016 proposals
- Copenhagen, Denmark (Peter U. Jepsen) 10 min. + 5 min quest.
- Paris, France (Carlo Sirtori/Jerome Tignon) 10 min. + 5 min quest.
- 13:10 - 13:20 Discussion and voting for IRMMW-THz 2016 venue (All)
- 13:20 - 13:30 Report from IRMMW-THz 2013 LOC (René Beigang)
- 13:30 - 13:40 Report from IRMMW-THz 2014 LOC (Peter Siegel)
- 13:40 - 13:50 Report from IRMMW-THz 2015 LOC (Edward Parott, on behalf of Emma McPherson)
- 13:50 – 14:00 Status of archiving past conferences & hosting of new web sites

ADJOURN