

MINUTES OF THE INTERNATIONAL ORGANIZING COMMITTEE MEETING OF THE 35th INTERNATIONAL SYMPOSIUM ON INFRARED, MILLIMETER, AND TERAHERTZ WAVES

DATE: SEPTEMBER 7, 2010

LOCATION: Angelicum Room 9, Rome, Italy

TIME: 12:40-3:00 PM

PRESENT: Gian Piero Gallerano, Armand Hadni, Qing Hu, Fritz Keilmann, Martin Koch, Jean Leotin, Roger Lewis, Alexander Litvak, Shenggang Liu, Neville Luhmann, Emma MacPherson, Bob Miles, Dan Mittleman, George Neil, Gun-Sik Park, Terry Parker, Kiyomi Sakai, Xue Chu Shen, Peter Siegel, Richard Temkin, Manfred Thumm, Andrea Markelz, Ken Wood

The following IOC members were not present:

Martina Havenith, T.V. George, Koji Mizuno, Minh Quang Tran, Xi-Cheng Zhang, Jean Louis Coutaz (because he was presenting for IRMMW-THz 2013)

A. The meeting was opened with a summary of the agenda by the chair and preparation for the presentations for the 2013 conference.

B. Presentations for 2013 were made in order of their submission. Two bids were received on the time schedule advertized on the society website in January 2010. A third proposal by UK (University of Leeds) was received in March but had to be turned away by the Chair because it was so far beyond the official closure date for acceptance of proposals.

C. Jean Louis Coutaz presented the bid for IRMMW-THz 38 in Montpellier, France. Afterwards the French proposers left the room.

D. Rene Beigang presented the bid for IRMMW-THz 38 in Mainz, Germany. Afterwards the German proposers left the room.

E. The committee discussed both proposals and a closed vote for one team followed. The Chair collected and tallied the ballots and announced the winner as Germany by a vote of 12 to 11.

F. The chair informed the German team of the decision. No representative of the French team was present and so they were informed by the Chair later in the afternoon.

G. Gian Piero Gallerano presented the statistics for the 2010 conference. 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. At the time of the meeting 614 participants had been confirmed with 30 pending. More than half represented Europe (including Russia), approximately 40% were from Asia and 10% from the US and Canada. 36 countries were represented in the submitted paper list. Final data will be posted when it is available sometime after the conference is over.

H. Daniel Mittleman presented the status of the conference in 2011 (the presentation is also available on line to IOC members through the link above). Dan already has organized his first plenary with two Nobel laureates (Bob Wilson and Robert Curl) and has secured his facilities and hotel block. He has also opened his web site and has all his committees in place as well as his up front funding. He is ready to begin preparations for registration and abstract submission and will consider using the Shocklogic system that has been customized for 2010 (more on this at the end).

I. Roger Lewis presented the status of the conference in 2012 in Wollongong. He has been forced to change the initial conference dates to Sept. 23-28 due to local constraints on the facilities. The changes will be posted on the society website before the end of the month and announced on the front page as well. Roger will also consider using the Shocklogic system as his database. Committees are still in flux and funding has not yet been secured but Roger is taking back many notes from this year's event.

Gian Piero presented to a subset of the committee the database system that was used for 2010 and recommended that the society pursue a contract with the company (Shocklogic) to secure the database for 3 years and transfer much of the customized conference materials forward. This would save both time and money for future organizers as well as provide a database of attendees and registration information that will make it faster for registrants and an updated mailing list accessible to the society. It was agreed that the society would fund the contract if it were negotiated and reasonable. Gian Piero and his current web team will take the initiative to pursue this course within the next few weeks.

K. All business having been completed the meeting was adjourned.

Minutes generated and distributed 9/18/10 by Peter H. Siegel, current chair.

A handwritten signature in blue ink, reading "Peter H. Siegel". The signature is written in a cursive, flowing style with a large initial "P".

Meeting: IRMMW-THz International Organizing Committee

Date: Tuesday, September 7, 2010

Time: 12:40-2PM

Place: Room 9 of the Angelicum, adjacent to the Sala Colonne

Final Agenda as of 9/6/2010

12:40-12:50 Set-up, introductions and seating

12:50-1:20 Proposals for IRMMW-THz 2013

France- Montpellier (Jean-Louis Coutaz)

Germany-Freiburg (René Beigang)

1:20-1:30 Discussion and voting for IRMMW-THz 2013 venue (ALL)

1:30-1:40 Report from IRMMW-THz 2010 LOC (Gian Piero Gallerano)

1:40-1:50 Report from IRMMW-THz 2011 LOC (Dan Mittleman)

1:50-1:55 Report from IRMMW-THz 2012 LOC (Roger Lewis/Chao Zhang)

ADJOURN