

IRMMW-THZ 2019

Paris, France
1-6 September 2019



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1. Welcome to Paris

Accessibility, riche range of accommodation, cultural dynamism... Paris is the place to meet!

- **Paris**, at the heart of Europe, is a connected city with
 - 2 international airports (Paris Charles-de-Gaulle and Paris Orly)
 - an extensive rail network
- **France** is an easy entrance
- country with
 - more than 60 countries exempt from a visa process
 - an easy visa process for other nationalities



2. A prestigious Conference Venue, in the center of Paris

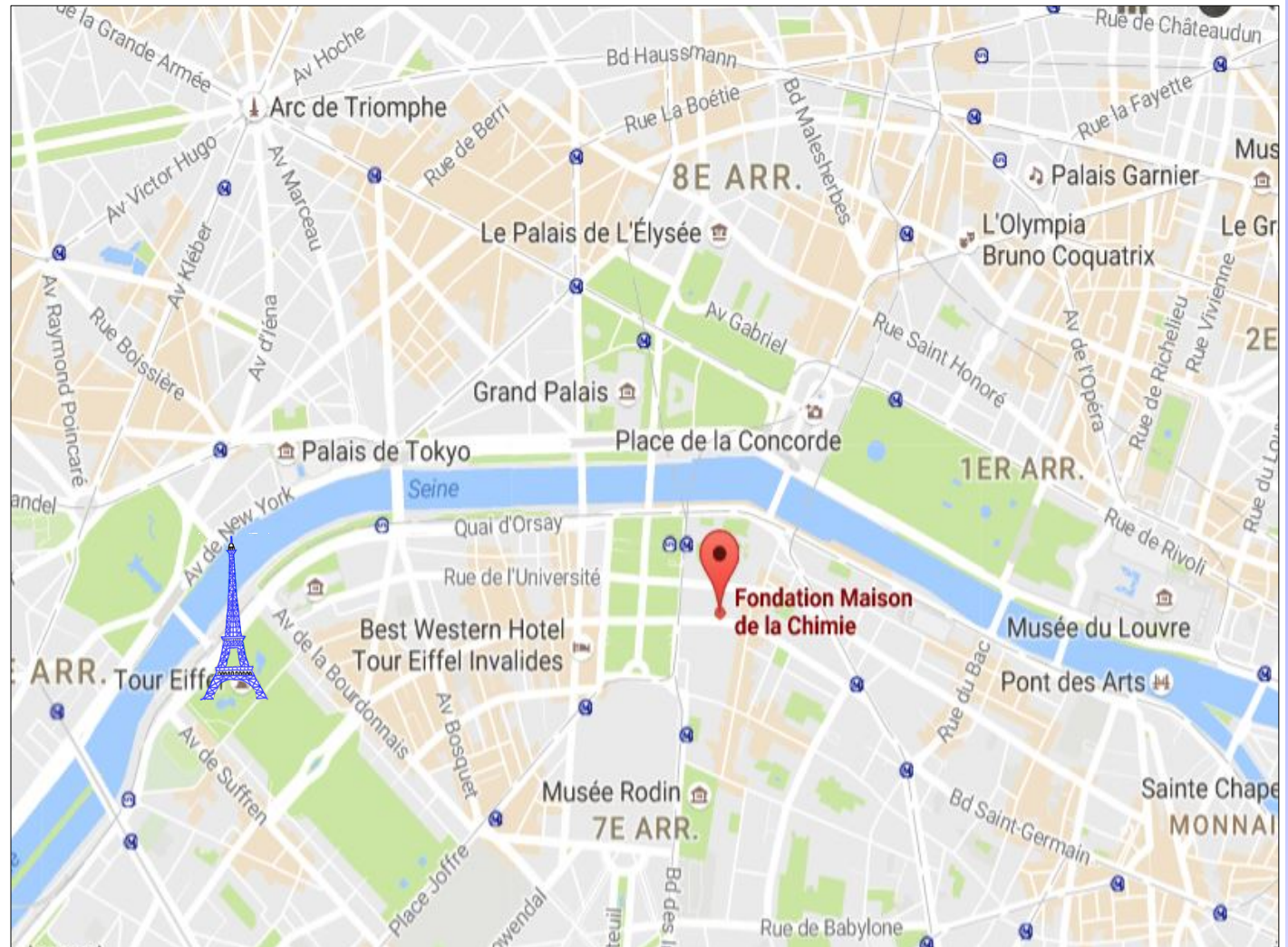
The conference venue, **Maison de la Chimie**, is located in the heart of Paris, in the 7th arrondissement, situated on the Rive Gauche (the left bank of the River Seine).

An area with numerous available facilities:

- Plenty of close hotels
- A wide range of restaurants
- An easy access by private and public transport (metro, city train, bus)

This area includes some of the major tourist attractions of Paris:

- The Eiffel Tower
- Hôtel des Invalides
- World-famous museums (Musée d'Orsay, Musée Rodin, Musée du quai Branly...)



Maison de la Chimie: an exceptional location appropriate for a large conference

A functional, welcoming, elegant, enjoyable and secure workplace

28 rue Saint-Dominique
7th arrondissement, Paris



Courtyard



Exterior facade

The building combines the charm of a former 18th century town house and an authentic Art Déco decoration making it an outstanding venue.

The grand Amphitheatre dedicated to plenary sessions. *Capacity: 854 delegates*



4 or 5 large Rooms dedicated to parallel sessions, meetings. *Capacity: 150 delegates each*



The Hall dedicated to registration.



The large Salon dedicated to poster sessions, exhibition and coffee breaks.



An ample range of accommodations in the close proximity of the venue

Hotels ****

Hotel d'Orsay

Add.: 93 rue de Lille - 7e

Price: 180 euros - Capacity: 42 rooms

Walking time: 7 min

Hotel Le Bellechasse - Saint Germain

Add.: 8 rue de Bellechasse - 7e

Price: 200 euros - Capacity: 33 rooms

Walking time: 7 min

Hotel Duc de Saint Simon

Add.: 14 rue de Saint-Simon - 7e

Price: 275 euros - Capacity: 34 rooms

Transport time: 7 min / Walking time: 10 min

Hotel La Comtesse - Paris Tour Eiffel

Add.: 29 Avenue de Tourville - 7e

Price: 220 euros - Capacity: 40 rooms

Transport time: 14 min / Walking time: 15 min

Hotels***

Hotel Best Western - Tour Eiffel Invalides

Add.: 35 boulevard De La Tour Maubourg - 7e

Price: 115 euros - Capacity: 30 rooms

Walking time: 7 min

Hotel Ibis Paris Tour Montparnasse

Add.: 22 rue du Maine - 15e

Price: 90 euros - Capacity: 45 rooms

Transport time: 13 min / Walking time: 29 min

Hotel Ibis – Paris Tour Eiffel

Add.: 2 rue Cambronne - 15e

Price: 105 euros - Capacity: 527 rooms

Transport time: 12 min / Walking time: 27 min

Inter-hotel Lecourbe

Add.: 28 rue Lecourbe - 15e

Price: 95 euros - Capacity: 44 rooms

Transport time: 19 min / Walking time: 28 min

Hotels**

Hotel restaurant Campanile - Tour Eiffel

Add.: 30 rue Saint Charles - 15e

Price: 80 euros - Capacity: 76 rooms

Transport time: 20 min

Hotel de la Tour Eiffel

Add.: 17 rue de l'exposition - 7e

Price: 95 euros - Capacity: 24 rooms

Transport time: 18 min / Walking time: 16 min

A detailed list of hotels will be provided

3. An experienced Local Organizing Committee

The Conference co-chairs

Carlo SIRTORI - University Denis Diderot, Paris

Jérôme TIGNON - UPMC, Ecole Normale Supérieure, Paris

The Local Organizing Committee

Jean-Louis COUTAZ (University of Savoie, Chambéry)

Jean LEOTIN (Université Toulouse 3, Toulouse)

Jean-François LAMPIN (CNRS, University Lille 1, Lille)

Angela VASANELLI (University Paris-Diderot, Paris)

Juliette MANGENEY (CNRS, Ecole Normale Supérieure, Paris)

Wojciech KNAP (CNRS, University Montpellier 2, Montpellier)

Sukhdeep DHILLON (CNRS, Ecole Normale Supérieure, Paris)

Yanko TODOROV (CNRS, University Paris-Diderot, Paris)

Gaël MOURET (University Littoral Côte d'Opale, Dunkerque)

Patrick MOUNAIX (CNRS, University Bordeaux, Bordeaux)

Emilien PEYTAVIT (CNRS, University Lille 1, Lille)

Jean CHAZELAS (Thales, Elancourt)

Daniel DOLFI (Thales, Palaiseau)

The LOC will be assisted by a
Professional Conference Organizer

ellipse&co is a French company specialised in the organisation and administration of scientific events. *ellipse&co* has a over 13 years experience in organising events.

The conference organization will be implemented by the Local Organizing Committee following the guidelines of the International Society of Infrared, Millimeter, and Terahertz Waves.

The LOC will

- exchange regularly on the organization with IOC
- use the support of the SFP (French Physical Society) for promoting the conference widely
- expand the announcement to related communities in the areas and disciplines involving infrared, millimeter and terahertz waves
- design a dedicated conference website
- extend this mailing list to all French institutions potentially interested by this conference but not used yet to participating
- Organise a school (classes and labs) prior to the conference at the CNRS IEMN at Lille, 1h train from Paris

4. An exciting conference program

Proposed date: September 1-6, 2019

Option: September 8-13, 2019

IRMMW-THz	Sun 1 Sept	Mon 2 Sept	Tue 3 Sept	Wed 4 Sept	Thu 5 Sept	Fri 6 Sept
Morning		Opening ceremony	Plenary Session	Plenary Session	Plenary Session	Plenary Session
		Plenary Session	Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions
		Parallel Sessions				Closing ceremony
Lunch break: 1h30						
Afternoon	Registration	Parallel Sessions	Parallel Sessions	Parallel Sessions	Parallel Sessions	Conference excursion
		Poster session	Poster session	Poster session	Poster session	
Evening		Welcome reception	Gala dinner			

Scientific program

Program committee – under construction

Program Chair: [Jean-Louis COUTAZ](#) (University of Savoie, Chambéry)

The PC will be set up with experts from different institutions and from the IOC to represent all main topics.

Sessions

5 Plenary sessions

4 or 5 oral sessions hold in parallel

1 Award ceremony organized by IOC
(Student Paper Prize, Exceptional Service Award,
2019 K. J Button Award, travel grants...)

4 poster sessions
scheduled in the afternoon on
Monday, Tuesday, Wednesday, Thursday

Key dates

Call for abstracts: [November 5th 2018](#)

Abstract submission deadline: [March 18th 2019](#)

Notification of acceptance and session schedule: [May 10th 2019](#)

Early registration deadline: [June 3rd 2019](#)

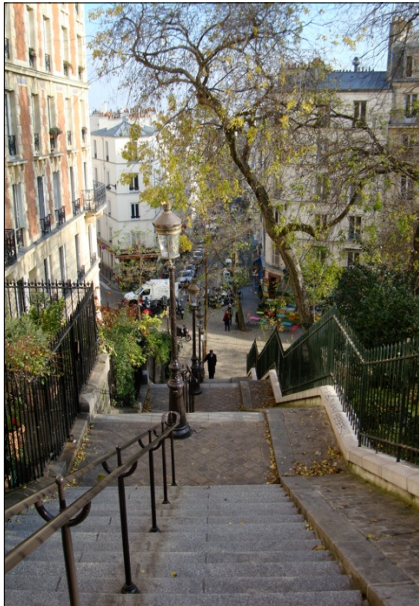
Final papers due: [July 8th 2019](#)

Conference: [September 1- 6th 2019](#)

An exciting social program

Welcome reception - salons of the City Hall

Conference excursion - choose 1 among 4



Gala dinner - Boat trip on the Seine

Wine & cheese - during poster sessions



Optional pre-conference tour - Loire valley

5. A safe provisional budget

Targeted budget: 700 participants

EXPENSES			
I - VENUE	Unit Price	Quantity	Total
Maison de la Chimie – Paris			100 000,00 €
SUB-TOTAL I			100 000,00 €
II - FIXED COSTS			
Equipment rental (including poster boards)			40 000,00 €
Promotion / Advertisement			1 000,00 €
Conference site layout			1 000,00 €
Technical program and Abstracts (incl. Lay-out)			4 500,00 €
Website			3 000,00 €
Misc. Small expenses			1 500,00 €
Exhibit costs			7 000,00 €
Professional conference organizer (all incl.)			18 000,00 €
Participation to speakers/programme committee			6 000,00 €
Travel grants for students			4 000,00 €
Hostess team			1 000,00 €
Musicians			1 500,00 €
Unforeseen events			3 000,00 €
SUB-TOTAL II			91 500,00 €
III - VARIABLE COSTS			
Delegates Bag (incl. Pencil, note-pad, USB)	7,00 €	700	4 900,00 €
Coffee breaks (2x4 days + Fri. morning)	7,00 €	6300	44 100,00 €
Conference Dinner on river Seine (incl. boat rent.)	90,00 €	600	54 000,00 €
Welcome Cocktail	20,00 €	700	14 000,00 €
Committee dinner	45,00 €	50	2 250,00 €
IOC dinner or lunch	45,00 €	35	1 575,00 €
2 Poster sessions food/drinks	12,00 €	1400	16 800,00 €
Excursion (incl. Transport + Entrance fees)	30,00 €	700	21 000,00 €
Invitations	500,00 €	20	10 000,00 €
SUB-TOTAL III			168 625,00 €
IV – SOCIETY MEMBERSHIP REFUND			
	50,00 €	700	35 000,00 €
SUB-TOTAL IV			35 000,00 €
TOTAL EXPENSES (I+II+III+IV)			395 125,00 €

INCOME			
I - REGISTRATIONS	Unit price	Quantity	Total
Early full rate	550,00 €	270	148 500,00 €
Early student rate	300,00 €	155	46 500,00 €
Late registration			
Late full rate	650,00 €	235	152 750,00 €
Late student rate	370,00 €	20	7 400,00 €
Invited	0,00 €	20	0,00 €
SUB-TOTAL I		700	355 150,00 €
II - FORSEEN SPONSORSHIP / EXHIBITION INCOME			
<i>(based on similar conf. in the same location)</i>			
Sponsorship – companies		8	16 000,00 €
Public and institutional subsidies			8 500,00 €
SFP			2 000,00 €
UPMC			1 500,00 €
GDR TéraHertz			1 500,00 €
Paris			1 000,00 €
Ile de France			1 000,00 €
Paris 7			1 500,00 €
Exhibition	1 500,00 €	15	22 500,00 €
SUB-TOTAL II			47 000,00 €
TOTAL INCOME (I+II)			402 150,00 €

- 700 participants, 680 paying participants and 20 invited participants
- Any profit will be reallocated to the benefit of the conference and the IRMMW-THz Society

5. A safe provisional budget

Low hypothesis: 575 participants

EXPENSES			
I - VENUE	Unit Price	Quantity	Total
Maison de la Chimie – Paris			90 000,00 €
SUB-TOTAL I			90 000,00 €
II - FIXED COSTS			
Equipment rental (including poster boards)			35 000,00 €
Promotion / Advertisement			1 000,00 €
Conference site layout			1 000,00 €
Technical program and Abstracts (incl. Lay-out)			4 500,00 €
Website			3 000,00 €
Misc. Small expenses			1 500,00 €
Exhibit costs			7 000,00 €
Professional conference organizer (all incl.)			18 000,00 €
Participation to speakers/programme committee			6 000,00 €
Travel grants for students			4 000,00 €
Hostess team			1 000,00 €
Musicians			1 500,00 €
Unforeseen events			3 000,00 €
SUB-TOTAL II			86 500,00 €
III - VARIABLE COSTS			
Delegates Bag (incl. Pencil, note-pad, USB)	7,00 €	575	4 025,00 €
Coffee breaks (2x4 days + Fri morning)	7,00 €	5175	36 225,00 €
Conference Dinner on river Seine (incl. boat rent.)	90,00 €	500	45 000,00 €
Welcome Cocktail	20,00 €	575	11 500,00 €
Committee dinner	45,00 €	50	2 250,00 €
IOC dinner or lunch	45,00 €	35	1 575,00 €
2 Poster sessions food/drinks	12,00 €	1150	13 800,00 €
Excursion (incl. Transport + Entrance fees)	30,00 €	500	15 000,00 €
Invitations	500,00 €	15	7 500,00 €
SUB-TOTAL III			136 875,00 €
IV – SOCIETY MEMBERSHIP REFUND			
	50,00 €	575	28 750,00 €
SUB-TOTAL IV			28 750,00 €
TOTAL EXPENSES (I+II+III+IV)			342 125,00 €

INCOME			
I - REGISTRATIONS	Unit price	Quantity	Total
Early full rate	550,00 €	225	123 750,00 €
Early student rate	300,00 €	115	34 500,00 €
Late registration			
Late full rate	650,00 €	200	130 000,00 €
Late student rate	370,00 €	20	7 400,00 €
Invited	0,00 €	15	0,00 €
SUB-TOTAL I		575	295 650,00 €
II – ANTICIPATED SPONSORSHIP / EXHIBITION INCOME			
<i>(based on similar conf. in the same location)</i>			
Sponsorship – companies		8	16 000,00 €
Public and institutional subsidies			8 500,00 €
SFP			2 000,00 €
UPMC			1 500,00 €
GDR Téraherzt			1 500,00 €
Paris			1 000,00 €
Ile de France			1 000,00 €
Paris 7			1 500,00 €
Exhibition	1 500,00 €	15	22 500,00 €
SUB-TOTAL II			47 000,00 €
TOTAL INCOME (I+II)			342 650,00 €

- 575 participants, 560 paying participants and 15 invited
- Any profit will be reallocated to the benefit of the conference and the IRMMW-THz Society

Registrations fees

	Early bird June 3rd 2019	Late after June 3rd 2019
regular	550 €	650 €
student	300 €	370 €

Registration fees include

- admission to all scientific sessions and exhibition
- material for attendees: registration material (bag, note-pad, pen), conference paper program, electronic conference proceeding
- Welcome reception
- coffee-breaks
- 2 wine & cheese
- 1 gala dinner
- 1 conference excursion
- 1 year membership at IRMMW-THz Soc.

In addition for attendees

Lunches: a list of a large number of restaurants very close to the conference venue will be provided. A paying option (80 euros), will be arranged for the participants who prefer to have on-site lunches all along the conference.

Accommodation: a list of a large number of hotels very close to the conference venue will be provided.

Optional pre-conference tour: a trip in Loire valley scheduled during the previous week-end.

Optional Accompanying program: accompanying persons will have the opportunity to join the conference at certain times (possibility to purchase full package or separate ticket): welcome reception, gala dinner, conference excursion. The LOC will provide a list of activities, information and contacts for atypical visits of the city and monuments, museums, french cooking classes, wine tasting...

Sponsors & Exhibitors

Public sector & academic sponsors

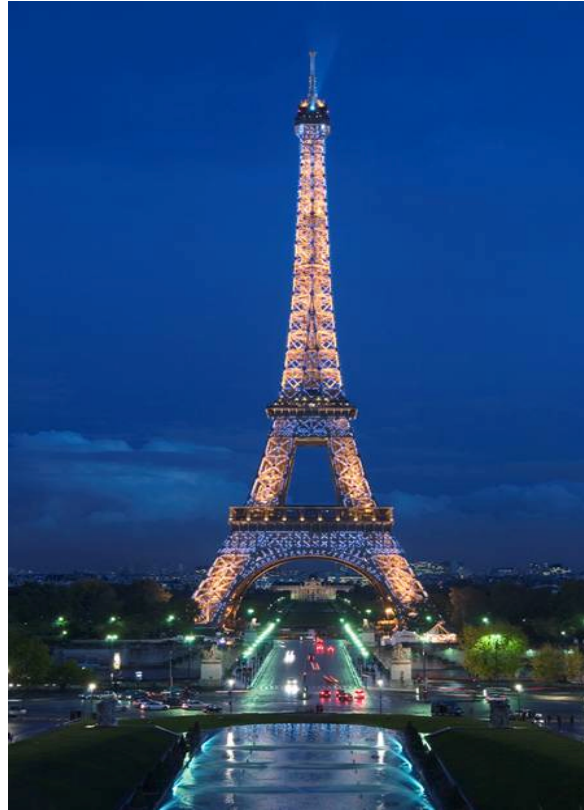
- . Société Française de Physique (SFP)
- . IEEE
- . European Physical Society (EPS)
- . University Paris 7 (René Diderot)
- . Ecole Normale Supérieure, Paris,
- . University Paris 6 (Pierre et Marie Curie)
- . Region Ile de France - City of Paris
- . Ministry of Foreign Affairs - DGA
- . E.U.
- . Agence Nationale de la Recherche
- . CNRS
- . C'Nano
- . ONERA (French aeronautics, space and defense research lab)
- . GDR (Groupement de Recherche) "THz-MIR"
- . Board of Education of Université la Sorbonne
- . Institut d'Astrophysique de Paris (IAP)
- . Conservatoire des Arts et Métiers (CNAM)
- . Institut d'Electronique de France (IEF, Orsay)
- . LPN, CNRS (Marcoussis)
- . Institut d'Optique (Palaiseau)
- . University Paris 13 - University Montpellier 2
- . University de Savoie - University of Dunkerque

Industrial sponsors and/or exhibitors

- .Thales, worldwide electronics group
- .specializing in aerospace, defense and information technology
- .Lakeshore
- .ANRISTU
- .Menlo
- .Toptica
- .REM
- .Springer
- .Coherent,
- .TeraVision
- .ALPES
- .Cascade Technologies
- .Hamamatsu
- .Newport
- .Spectra Physics
- .Roper Scientific
- .Lyted
- .LETI, Grenoble
-

Last but not least, Paris is

- ✓ A major cultural destination
 - 149 museums
 - 30 monuments
 - 4 operas
 - 200 illuminated buildings
 - numerous architectural achievements
 - 426 Parks & Gardens
- ✓ A gastronomic destination



Summary of the merits of Paris for 2019

Paris offers many advantages to welcome the 2019-IRMMW THz conference:

- The attraction of one of the most beautiful and exciting cities in the world
- An easy access Conference venue
- An exceptional Conference venue at reasonable cost
- A venue with a lay-out well-suited to the format of the conference
- A skilled LOC, experienced in conference organization
- An opportunity to reach a wider scientific community
- A wide list of sponsors, public, academic and industrial, liable to provide substantial financial support and to contribute to the success of the 2019 conference

Thank you for your attention

ANNEX 1

Contact information

Prof Carlo SIRTORI

Directeur du laboratoire Matériaux et Phénomènes Quantiques

Université Paris-Diderot - Paris7

Bâtiment Condorcet

Case courrier 7021

75205 Paris cedex 13

carlo.sirtori@univ-paris-diderot.fr

Prof Jérôme TIGNON

UPMC

Directeur du Laboratoire Pierre Aigrain

École Normale Supérieure

24 rue Lhomond

75005 Paris

jerome.tignon@lpa.ens.fr

+33 (0)6 16 92 86 63

Dr Armelle Guilloux

ellipse&co

www.ellipseco.fr

armelle.guilloux@ellipseco.fr

+33 (0)6 12 53 66 28

ANNEX 2

ellipse&co, company presentation - www.ellipseco.fr

Our services include

- The definition and the implementation of all the tasks necessary for the success of the event as
 - . organization of periodic LOC meetings
 - . promotion of the event
 - . management of the relationships with participants, authors, exhibitors by email and phone
 - . document production (flyers, conference poster, paper program...)
 - . participation in the development of partnerships and sponsorships
 - . management of the external service providers (tenders, comparative study, monitoring)
 - . social program building
 - . on-site installation arrangement in connection with the venue manager
 - . ensure the smooth progress of the event all along the conference period
- The supply of a functional dedicated website including a powerful tool

For scientific event organizations, *ellipse&co* uses a cloud based software solution provided by the company *etouches* (used by over 20,000 event professionals) to manage registration and abstract submissions. <http://corp.etouches.com/event-software/>

Main technical features of the dedicated website:

 - . online registration and payment for attendees and for exhibitors
 - . confirmed exhibitor at a glance: possibility to see the booth allocation on the exhibition map
 - . online abstract submission, paper submission, reviewing procedure
 - . detailed Program and individual program "My conference"
- An organization implemented by considering two aspects: efficiency and environment-friendly process

