# Convened Session Proposal

Submission deadline: **Friday 15 June 2018**

This document is a template for all the information relevant to a convened session proposal for EuCAP 2019. Please complete and submit by **Friday 15 June 2018** in PDF format to eucap2019@mazurkas.pl for evaluation by the Convened Session Chairs.

Please use the following for the email subject line: ***EuCAP 2019 convened session proposal***

**IMPORTANT**: please read the guidelines at the end of the template carefully

|  |  |
| --- | --- |
| **Session Title** |  |

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| **Convener 1 – main point of contact** |
| **Name** |  |
| **Company/Organisation** |  |
| **City, Country** |  |
| **Email** |  |
| **Telephone** |  |
| **EDAS ID registration number** to be used for EuCAP 2019 (mandatory) |  |

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| **Convener 2** |
| **Name** |  |
| **Company/Organisation** |  |
| **City** |  |
| **Email** |  |
| **Telephone** |  |
| **EDAS ID registration number** to be used for EuCAP 2019 (mandatory) |  |

* Background of proposers in relation to the proposed session (80-200 words)

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| --- | --- |
| Convener 1 | Convener 2 |
|  |  |

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| * Why is this a good topic for a convened session at EuCAP 2019? (100 words)
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* Please choose one topic from the application track which best suits the proposed convened session

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| T01 Cellular Networks & 5G |  | T07 Defence & Security |  |
| T02 Ultra-High Data Rate Communications |  | T08 Positioning, Localisation & Tracking |  |
| T03 Wireless LANs |  | T09 Space Applications |  |
| T04 Connected objects (IoT, RFID, WSN) |  | T10 Software Tools & Instruments |  |
| T05 Biomedical applications & Biological effects |  | T11 Future applications based on novel concepts |  |
| T06 Radar Systems |  |  |  |

* What is the keyword that applies best to the session? (This should be reflected in the list of papers)

|  |  |
| --- | --- |
| Theory |  |
| Application oriented |  |
| Industry oriented |  |
| International interest/impact  |  |

* Papers

Make a preliminary suggestion of authors and titles. It is up to proposers to explain to potential speakers that, at this stage, the acceptance of the session cannot be guaranteed.

You may suggest, at most, one overview paper for a 5 paper session or two for a full 10 paper session. This is optional. All (remaining) papers must present novel scientific content and are subject to a peer review process. Please indicate in the appropriate column.

|  |  |  |  |
| --- | --- | --- | --- |
| Author(s) | Affiliation, Country | Tentative paper title | EDAS ID registration numberto be used for EuCAP 2019 (when known) |
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* Can you estimate the potential attendance? e.g., based on experience of a similar session you have previously organised?

Approximate number of attendees:

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| --- |
| Based on the previous convened/special session(s):  |

**IMPORTANT**

* Please provide a list of potential reviewers. At least as many as the number of papers but preferably more. Do not include authors of your session.

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| --- | --- | --- | --- |
| **Name** | **Affiliation, Country** | **Email** | **EDAS ID registration number** to be used for EuCAP 2019(when possible) |
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**Convened Sessions Guidelines**

**Rules for proposers**

Proposals can be submitted starting on Wednesday 18 April 2019. The proposal including a mandatory provisional list of authors must be submitted **no later than the deadline (Friday 15 June 2018)** using the template available at the conference web site. Notification of acceptance is to be sent on Monday, 9th July 2018.

Convened sessions must not have more than one paper from each convener's institution or more than one paper from each convener as an author or co-author. In addition, the proposers must be aware that should the number of accepted papers be too low, the session might be cancelled.

**When soliciting authors, please avoid confusion with EuCAP “invited papers”.** In addition, convened speakers and conveners should be informed that they will need to register for the conference at the EuCAP 2019 website.

**Recommendations**

Proposers should try to meet one or more of the following criteria in order to increase the chance of the session being accepted:

* Balance between EU and non-EU contributions
* Significant participation of industry, especially in application/industry oriented sessions
* Dedicated sessions will be favourably considered provided that they are appropriately defined, e.g. with a regional/application focus such as: “State of the art in mobile antenna research in continent X”, or centred on an aspect of a relevant technology: “Industrialisation aspects of metamaterial based antennas”… However, be aware that a scientific/industry workshop may be a better forum in some cases.

**Paper Submissions**

All papers must be submitted by **12 October 2018** and **should conform to the same specifications** as regular papers. The authors cannot be changed after submission and in case of “no show” the paper will not be included in the IEEE-Xplore digital library.

Conveners may solicit one “overview” paper for a 5 paper session or two for a full 10 paper session. Such papers need not necessarily contain new results, and their quality will mainly be judged on the proper coverage of the topic (e.g. not only work from the author’s institution but also that from the general scientific community). Such papers should be reserved to authors having the proper background and recognition to achieve an authorised overview. It is stressed that this is a *possibility* but *by no means an obligation*. All remaining papers must present novel scientific content and are subject to a peer review process.

**Selection criteria**

The selection process of convened sessions will be based on a set of criteria:

* Quality of the solicited authors
* Topic of the session, taking into account the scientific content, the topical character, and the level of expected audience
* Adherence to the above Recommendations Criteria
* Quality with respect to competing proposals

The selection criteria and other constraints may mean a proposal is rejected in spite of its value and the reputation of the conveners. A 10 paper proposal may need to be transformed into a 5 paper session.

**Review Process**

Please note that for EuCAP 2019, and in order to ensure the same quality control as regular papers (including plagiarism and self-plagiarism), convened papers will be reviewed by one of the conveners (except for the conveners’ papers and conveners’ institutions’ papers), and also by other reviewers.