**Convened Session Proposal**

**(Deadline: 27 May 2016)**

This document is a template for all the information relevant to a convened session proposal for EuCAP 2017. It should be duly filled and **submitted in PDF**, by the deadline, to [convened@eucap2017.org](mailto:convened@eucap2017.org) for evaluation by the 3 chairs (Conor Brennan, Raphaël Gillard and Buon Kiong Lau).

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

**Proponent’s e-mails:**  [Proponent1@xxxx.yy](mailto:Proponent1@xxxx.yy), [Proponent2@zzzz.tt](mailto:Proponent2@zzzz.tt)

* **Session Title (short where possible)**

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* **Proponent’s Names and institutions**

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| --- | --- |
| **Convener 1 (main contact person)** | **Institution (name, city, country)** |
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| **Convener 2** | **Institution (name, city, country)** |
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* **Proponents’ background in relation with the session (80-200 words)**

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

* **Motivation and Context (10 lines)**

Why do you think that this is a good topic for a convened session at EuCAP 2017 ?

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* **Conference Topics & tracks**

(please indicate the code of the best suited application track, e.g. T02 ; see the list below)

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* **What is the keyword that applies best to the session (to be reflected in the list of papers)?**
* Theory
* Application oriented
* Industry oriented
* International impact
* **Papers (5 or 10)**

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

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| --- | --- | --- | --- |
| **Author(s)** | **Affiliation, Country** | **Tentative paper title** | **Overview paper\*** |
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|  |  |  | **Yes/no** |
| **Author(s)** | **Affiliation, Country** | **Tentative paper title** | **Overview paper\*** |
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|  |  |  | **Yes/no** |

*\*optional, at most 1 overview paper for a 5 papers session, 2 for a* ***full*** *10 papers session*

* **Can you evaluate the potential attendance, e.g., based on experience of previous similar session you organised?**

Approximate number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the previous convened/special session(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Important: list of potential reviewers**

(At least as many as the number of papers but preferably more)

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| **Name** | **E-mail** | **Affiliation, Country** |
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**Application Tracks**

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

**Convened Sessions Guidelines**

**Rules for proponents**

The proposal must be submitted using the template available at the conference web site, **no later than the deadline (27nd May 2016)**, which includes a mandatory provisional list of authors.

Convened sessions must not have more than 1 paper from each convener's institution and more than 1 paper from each convener as an author or co-author. In addition, the proponents must be aware that in the case of a too small number of accepted papers, the session might be cancelled.

**When soliciting authors, please avoid the confusion with EuCAP “invited papers”. In addition, it is reminded that c**onvened speakers and conveners will need to carry out a regular registration at EuCAP 2017.

**Recommendations**

Proponents should try to meet one or more of the following criteria, in order to increase the chance for the session to be 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 well motivated: regional/application focus such as “State of the art in mobile antenna research in continent X”, “Industrialization 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 will have to be submitted within the **same** **deadline (23rd September 2016)** 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 have the possibility to solicit 1 “overview” paper for a 5 slots session or 2 for a complete 10 slots session. Such papers may not necessarily contain new results, their quality will mainly be judged on the proper coverage of the topic (e.g. not only the author’s institution results but also those from the general scientific community). Such papers should be reserved to authors having the proper background and recognition to achieve an authorized overview. It is stressed that this is a *possibility* but *by no means an obligation*.

**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, the level of expected audience…
* Criteria listed above in the recommendations
* Existence of competing proposals

A proposal may be rejected in spite of its high value and of the high reputation of conveners. A 10 papers proposals may need to be transformed into a 5 papers session.

**Review Process**

Please note that for EuCAP 2017, 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 by other reviewers.