



2018 IEEE MTT-S International Microwave Symposium



2018 Microwave Week Workshop and Short Course

Proposal Form Template

For IMS, RFIC, and ARFTG Workshop Proposals

Please note that the information will need to be entered at the submission website by sections. This file is to help collecting information off-line.

Proposed Workshop/Short Course title:

Half-day or full-day format:

Workshop Organizers info needed

- Name
- Affiliation
- Email
- Phone number
- Brief Bio

Will you be able to chair your workshop if scheduled on Saturday? (Yes/No)

WORKSHOP ABSTRACT (provide a succinct description in < 300 words)

WORKSHOP JUSTIFICATION (Briefly describe the importance of this topic and its relevance to the community)

Provide an estimated number of attendees.

Has this topic been the subject of an IMS/RFIC/ARFTG Workshop previously?

If yes, in which year(s)?

If yes, which Technical Committee(s) sponsored the workshop?

Endorsement by an IMS Technical Committee, RFIC or ARFTG?

Committee Number(s) and contact information (name, email):



PARTICIPATION PLAN (Participation of attendees is an important aspect of workshops. Briefly describe your approach and plan to actively engage and involve attendees of the workshop)

SPEAKERS info needed

- Title
- Abstract
- Name
- Affiliation
- Email
- Phone
- Brief Bio

Additional information can be uploaded or entered as texts.

Acceptance of proposals will be based on the following review criteria:

- **Technical Content (25%):** Does the Workshop contain new technology or state-of-the-art results? Does it address a rapidly evolving technical area? Does it present new and innovative ideas to the attendees?
- **Quality (25%):** Are the speakers recognized authorities and /or contributors in their field? Has their participation been confirmed? Is it well organized with a coherent theme? Is the number of speakers appropriate for the time allocation? Are developments from across various regions of the world represented?
- **Interactivity (25%):** Is the plan to ensure active attendee participation well-articulated? Interaction between the speakers and the attendees is crucial to a good Workshop, and it is what distinguishes them from the Technical Sessions. Such attendee participation must not be limited to short question and answer sessions at the end of each talk.
- **Interest to IMS attendees (25%):** Is this Workshop different from previous Workshops? Is it relevant to today's microwave engineers? Does the proposal contribute to the innovation of the IMS workshop program? Are outstanding new speakers microwave engineers involved in the workshop? Are emerging areas of interest to the microwave community among the proposed topics?



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Agreements needed from organizers:

* Statement of Clearance Approval

By checking this box, I certify that I and all of my co-authors have read and agree that:

(1) The information contained in the submitted materials (the Work) is not subject to any restriction related to its disclosure, because it is not defense-related, classified, or subject to any other disclosure restrictions by any government, including the United States government, that has authority to restrict the dissemination of such information.

(2) Any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information contained in the submitted materials have been obtained.

(3) The foregoing applies to all future versions of the Work, edited by me, an assistant, co-author or any person working with me.

(4) I agree to be responsible for any costs incurred by the, MTT-S, IEEE, International Microwave Symposium (IMS) and their agents if the clearances are disapproved at any time for any reason. If the information is subject to any disclosure restrictions, I certify that all necessary written authorization(s) for its public disclosure have been obtained and are attached herewith. I understand that the IEEE reserves the right to refuse publication of the Work or participation at a conference for failure to certify the foregoing.

* Statement of Obligation:

By checking this box, I certify that I and all of my co-authors have read and agree that:

All presenters are obligated to submit, by the deadline and in the format(s) specified in the Call for Proposals, a version of their abstract and presentation suitable for distribution to attendees.

* Statement of Authorization to Distribute:

By checking this box, I certify that I and all of my co-authors have read and agree that:

The International Microwave Symposium is granted authorization to reproduce the workshop and short course material as they deem appropriate. The material will be solely distributed to IMS workshop/short course attendees. The author(s) retain their full copyright. It is the responsibility of the author(s) to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it.

By checking this box, I certify that I and all of my co-authors have read and agree that:

(1) Registration fee waivers for the Workshop and Short Courses will be given to organizers (maximum two) and to speakers who submit notes by the specified deadline and in the correct format. The waiver does not apply to other workshops.

(2) Accepted Workshops and Short Courses will be scheduled during one of the workshop days of the IMS week. The assignment of the workshops in a given day will be conducted to satisfy the planning constraints. Hence, organizers are expected to inform their speakers accordingly.

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