# Convened Session Proposal

Submission deadline: **Thursday, 18 June 2020**

This document is a template for all the information relevant to a convened session proposal for EuCAP 2021. Please complete and submit by **Thursday, 18 June 2020** in PDF format to **cs@eucap2021.org** for evaluation by the Convened Session Chairs.

Please use the following for the email subject line: ***EuCAP 2021 convened session proposal***

**IMPORTANT**: **Please read the guidelines at the end of the template carefully.**

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| --- | --- |
| **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 2021 (mandatory) |  |

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| Convener 2 |
| Name |  |
| Company/Organisation |  |
| City |  |
| Email |  |
| Telephone |  |
| EDAS ID registration number to be used for EuCAP 2021 (mandatory) |  |

1. **Background of the 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 2021? (100 words) |

1. **Please choose one topic from the application tracks which best correspond to the proposed convened session**

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| T01 LTE & Sub-6GHz 5G  |  | T07 Defence & security |  |
| T02 Millimetre wave 5G |  | T08 Positioning, localization & tracking |  |
| T03 Wireless LANs |  | T09 Space (incl. cubesat) |  |
| T04 IoT & M2M |  | T10 EM modelling & simulation tools |  |
| T05 Biomedical & health |  | T11 Fundamental research & emerging technologies |  |
| T06 Aircraft (incl. UAV, UAS, RPAS) & automotive |  |

1. **Please identify the preferred session format for your convened session**

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| Oral session  |  |
| Poster session |  |
| Oral or Poster session |  |

1. **Papers**

Make a preliminary suggestion of authors and titles filling in the table below. It is up to the proposers to explain to the 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. Please indicate overview paper(s) appropriately in the table. All (remaining) papers must present novel scientific content and are subject to a peer review process.

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| --- | --- | --- | --- |
| Author(s) | Affiliation, Country | Tentative paper title | **EDAS ID** registration numberto be used for EuCAP 2021 (if known) |
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1. **Reviewers**
* **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 numberto be used for EuCAP 2021 (if known) |
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| **One of the conveners must act as a meta-reviewer for the papers related to the proposed Convened Session.** **Please provide below the name of the Convener who will act as the meta-reviewer.** |
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**Convened Sessions Guidelines**

Proposals can be submitted starting on May 18, 2020. The proposal including a mandatory provisional list of authors must be submitted **no later than the deadline (June 18, 2020)** using the template available at the conference web site. Notification of acceptance is to be sent on July 3, 2020.

Proposers are expected to chair their Convened Session.

**Recommendations**

Proposers should try to meet one or more of the following criteria 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 if 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, such as: “Industrialisation aspects of metamaterial-based antennas”. However, be aware that a scientific/industry workshop may be a better forum in some cases.

**Rules for proposers**

Convened sessions must be an open forum. To that aim, conveners should refrain from having too many papers from their environment. The rules below should be seen as providing absolute maxima, not targets:

(a) 5/6 paper sessions: max. 1 Paper from each convener and max. 2 papers from the convener’s institutions leaving a minimum of 3/4 papers from authors outside the institutions of the two conveners

(b) 10/12 paper sessions: max. 2 papers from each convener (max. of 1 to be for each convener as presenter) and a maximum 4 papers in total for the two convener’s institutions (flexibly distributed among the two convener’s institutions) leaving a minimum of 6/8 papers for authors from outside the convener’s institutions

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 evaluated 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 for authors having the proper background and recognition to achieve an authoritative 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.

In addition, the proposers must be aware that the session may be cancelled if the number of accepted papers is too low.

**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 2021 website.

**Convened Poster Sessions**: As already foreseen at EuCAP 2020, we are considering to offer some convened sessions as a special poster format with short oral teasers at the beginning of the session. Please indicate, whether you are interested in organizing your convened session as poster format, if offered.

**Paper Submission**

All papers must be submitted by **October 16, 2020** 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 proposed for inclusion in the IEEE-Xplore digital library.

**Selection criteria**

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

• Experience and International recognition of the conveners and solicited authors

• Topic of the session, taking into account the scientific content, the topical character, the level of expected audience, and potential overlap with competing proposals

• Adherence to the above guidelines

• Quality with respect to competing proposals

The selection criteria and other constraints may mean a proposal is rejected despite its value and the reputation of the conveners. A 10-paper proposal may need to be changed into a 5-paper proposal, to be accepted.

**Review Process**

We expect, that contributions submitted to convened sessions are of high quality. **Convened session papers will go through strictly the same peer review process as the one implemented for regular papers.**

One of the conveners must act as a meta-reviewer for the papers related to his/her session and will be invited through EDAS. The convener acting as the meta-reviewer must be specified in the proposal. In case this convener does not receive the EDAS invitation by **November 10, 2020**, please contact the Convened Session Chairs at cs@eucap2021.org.

Please note that for EuCAP 2021, and to ensure the same quality control as regular papers (including plagiarism and self-plagiarism), convened session papers will be meta reviewed by one of the conveners (except for the conveners’ own papers and conveners’ institutions’ papers), as well as another meta reviewer.