



Instructions for Oral / Poster Session Chairs

Thank you for offering to act as a session chair. Chairs have the essential task of making sure that the session runs effectively and that technical exchanges are encouraged and facilitated. This entails more than just keeping time, although this is an important aspect of being a chair.

Below we describe your tasks (click to navigate)

[Before the conference](#)

[During your session](#)

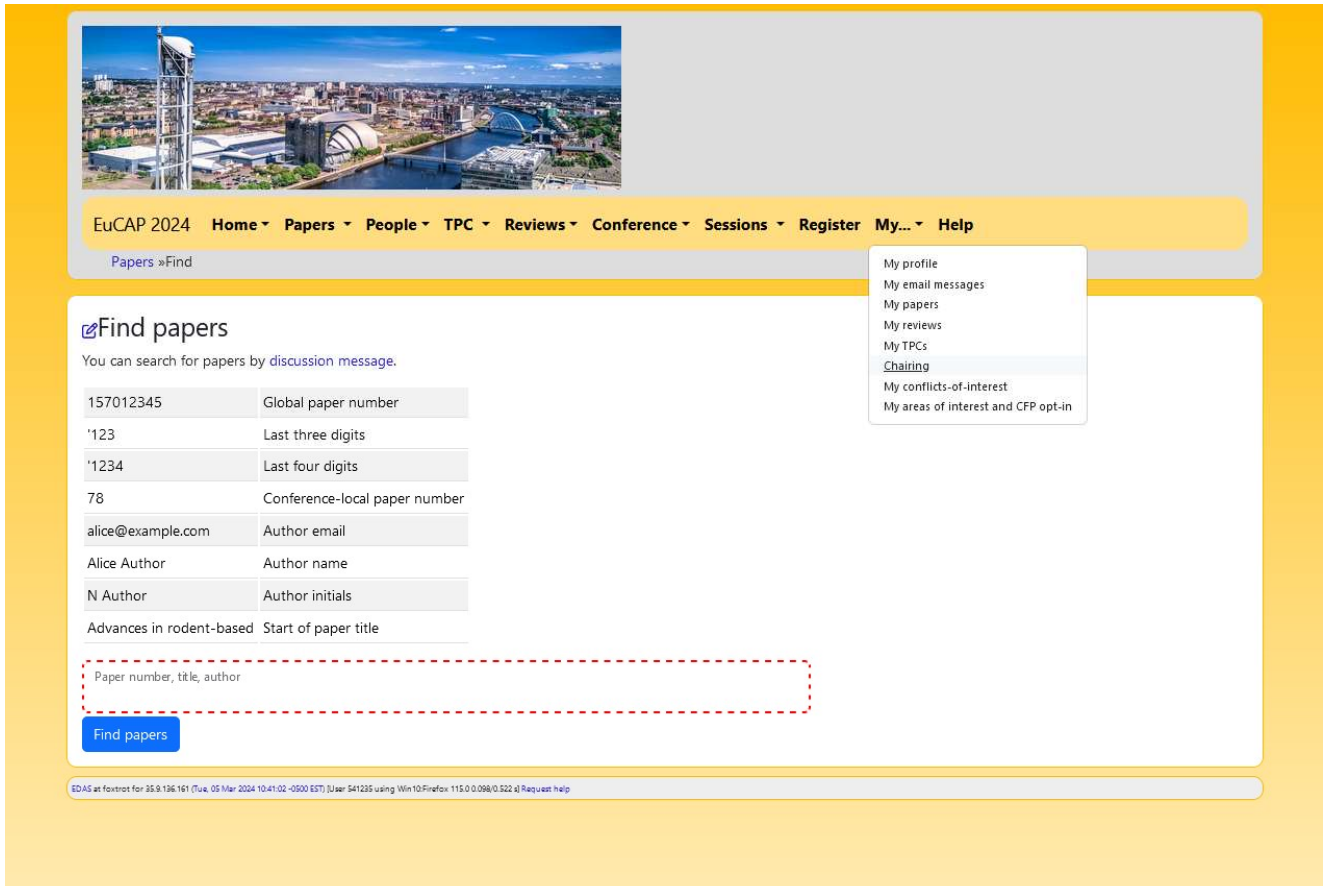
[After your session](#)

Before the conference

Familiarise yourself with papers

Check the papers on EDAS:

To do this: log into EDAS and choose "Chairing" from the "My..." drop down menu (figure 1 below)



EuCAP 2024 Home Papers People TPC Reviews Conference Sessions Register My... Help

Papers »Find

Find papers

You can search for papers by discussion message.

157012345	Global paper number
'123	Last three digits
'1234	Last four digits
78	Conference-local paper number
alice@example.com	Author email
Alice Author	Author name
N Author	Author initials
Advances in rodent-based	Start of paper title

Paper number, title, author

Find papers

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- Chairing**
- My conflicts-of-interest
- My areas of interest and CFP opt-in

EDAS at fevstrot for 35.9.196.161 (Tue, 05 Mar 2024 10:41:02 -0500 EST) [User: 541235 using Win10/Firefox/115.0.0.096/0.522.4] Request help

Figure 1: Choose “Chairing” from drop down menu

There you will see information about any sessions that you are chairing, such as the paper titles, time, location *etc.* (fig 2). Please check for any scheduling clashes with any other commitments and notify the Technical Program Committee at tpc@eucap2024.org if you cannot serve as session chair.

ED AS

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Current conferences and journals where I am chair or editor

You can also create a [new conference](#) or [journal](#) in EDAS.

Conferences are shown by start date. You are the chair of the master conference for conferences marked with *. The listing only shows active and recent conferences; you can also view all conferences.

Search:

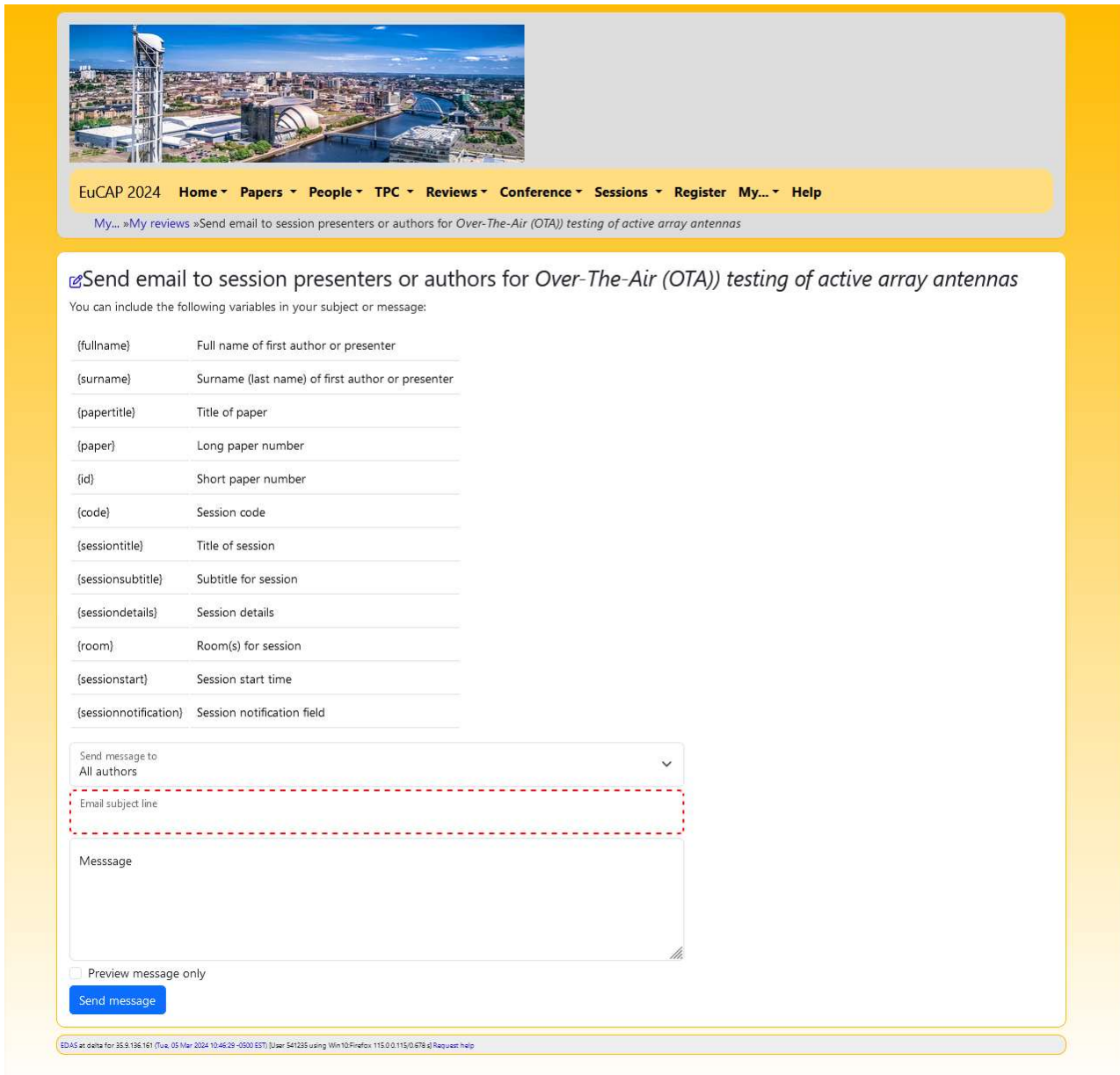
Conference (view)	Role	Name	Starts	ECF	Invoice	Payment
EuCAP 2024	chair (conference)	2024 18th European Conference on Antennas and Propagation (EuCAP)	17-22 March 2024			
EuCAP 2024 - test	chair (conference)	2024 18th European Conference on Antennas and Propagation (EuCAP)	17-22 March 2024			

Session chair

Conference	Session title	Agree to serve	Papers (session report)	Email to authors / session sheets / certificate	Time	Room	Chair(s) accepted, invited and declined
EuCAP 2024	CS47 (Over-The-Air (OTA)) testing of active array antennas)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Over-The-Air Measurements for mm-Wave Body-Centric Wireless Communication Advanced Thermal-Imaging for OTA Industrial-Testing of Active-In-Package, Antenna-On-Chip and Antenna on PCB Millimeter-Wave Scattering from Building Facade: A Simulation and Verification Study Over-The-Air Noise-Figure Measurements of Active Integrated Antennas at W-Band In-Field Measurement of Total Radiated Power from Active Antenna Arrays The Antenna Dome High-Speed Characterization System for OTA Characterization of FR2 5G Active Antenna Panels 		Mon Mar 18, 16:00 until 18:00	Boisdale 2	<div style="border: 1px solid green; padding: 2px;">Daniele Cavallo (Delft University of Technology, The Netherlands)</div>

Figure 2: Session information

Here you also will find the name of any co-chairs for the session. Feel free to liaise with them in order to share and coordinate tasks. You can email your fellow chairs by clicking on the email icon (highlighted in red box in figure 2). This opens an email page from which you can contact the authors, presenters or other chairs. You can toggle between intended recipients in the "Send message to" field figure 3.



The screenshot shows the website interface for sending an email to session presenters or authors. At the top, there is a navigation menu with options: Home, Papers, People, TPC, Reviews, Conference, Sessions, Register, My..., and Help. Below the menu, the breadcrumb trail reads: My... » My reviews » Send email to session presenters or authors for *Over-The-Air (OTA) testing of active array antennas*.

The main heading is: *Send email to session presenters or authors for Over-The-Air (OTA) testing of active array antennas*. Below this, it states: "You can include the following variables in your subject or message:"

{fullname}	Full name of first author or presenter
{surname}	Surname (last name) of first author or presenter
{papertitle}	Title of paper
{paper}	Long paper number
{id}	Short paper number
{code}	Session code
{sessiontitle}	Title of session
{sessionsubtitle}	Subtitle for session
{sessiondetails}	Session details
{room}	Room(s) for session
{sessionstart}	Session start time
{sessionnotification}	Session notification field

Below the table, there is a dropdown menu labeled "Send message to" with "All authors" selected. A red dashed box highlights the "Email subject line" input field. Below that is a larger text area for the "Message". At the bottom left, there is a checkbox for "Preview message only" and a blue "Send message" button.

At the very bottom of the page, a small footer reads: "EDAS at delta for 35.9.136.161 (Tue, 05 Mar 2024 10:46:29 -0900 EST); [User: 541235 using Win10/Firefox 115.0.0.115/0.678 @ Request help]

Figure 3: Email to other chairs or authors/presenters

Clicking on any paper title on the session information page will bring you to a page with information about that paper (figure 4). Scrolling down and clicking on "Final Manuscript" allows you to download the final pdf manuscript.






















Notes			
Personal notes			
Roles	<p>You are chair for this conference.</p> <p>You are the session chair for this paper.</p> <p>You have authored an accepted paper in this conference and assigned a review for this paper.</p>		
Status	Accepted (with IEEE Xplore)  (notification email sent Dec 18, 2023) 		
Copyright	 file uploaded completed Oct 12, 2023  		
Presented	by not specified  in session CS47: <i>Over-The-Air (OTA) testing of active array antennas</i>  chaired by Daniele Cavallo and A. B. (Bart) Smolders  from Mon, March 18, 2024 16:00 GMT until 18:00 (1st paper) in Boisdale 2 (session-specific 20 min.) 		
Proceedings	The paper will appear in both the attendee proceedings and IEEE Xplore. 		
Stamped for IEEE Xplore	Review manuscript Final manuscript Stamped for attendee proceedings		
  	  	  	  
no upload: cannot upload stamped files			no upload: cannot upload stamped files

Figure 4: Paper information.

Oral session chairs should also familiarize with the papers in their session so that you can have some questions ready with which to start discussions after the paper is presented. You can access the final manuscript for each paper as per figure 4.

During your session:

Oral Sessions:

Some general tips:

- Arrive at the room 15 minutes prior to the start of the session:
 - Make yourself known to the technical assistant who will assist you.
 - Greet the speakers and make sure that all speakers are present.
 - Explain your role to the presenters.
 - In case of a no-show (presenter not present):
 - Make an announcement at the beginning of the session to confirm that the speaker is indeed not present.
 - Bear in mind that in any case the next paper after the no-show **must not** start before its scheduled time, since the **original schedule must be kept**.
- Introduce yourself to the audience and give a brief introduction of the speakers and the overall topic.
- Explain the time allocation – each presenter has 15 minutes to present, and 5 minutes for questions. Explain that you will inform the speaker when it is 3 minutes before the end of the presentation time and that **after 20 minutes have passed the next presenter will be introduced**.
- Introduce each speaker. Check the time when the presentation starts.
- Make sure each presenter adheres to the time limit.
- After the presentation invite questions. If questions remain after the time is over, suggest that the discussion resumes over coffee after the session. Make sure that more than one person has a chance to ask a question. **As a courtesy it is advisable to have a question prepared that you can ask in case that no questions are volunteered from the audience.**
- Thank the speakers and the audience for their attention and conclude the session.

Poster Sessions:

- Arrive at the display area prior to the start of the poster session
- Check that all posters and presenters are present
- There will be conference staff available to help with fixing posters etc.



18th European Conference on
Antennas and Propagation

17-22 March 2024 | Glasgow, Scotland

European Association on
Antennas and Propagation

After your session (oral/poster)

Please note that it is important to complete the session report, and mark clearly the presented papers and any **no-shows**. Session reports will be handled by the assistant. Please complete them and give back to the assistant or the front desk for registration.

Thank you for your support to EuCAP 2024 conference! Please contact tpc@eucap2024.org if you need any technical assistance.