# Convened Session Proposal

Submission deadline: **Friday, 23 June 2023**

This template has all the relevant information for a convened session proposal for EuCAP 2024. Please complete and submit by **Friday, 23 June 2023** in PDF format to **cs@eucap2024.org** for evaluation by the Convened Session Chairs.

Please use the following email subject line: ***EuCAP 2024 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 2024 (mandatory) |  |

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| Convener 2 |
| Name |  |
| Company/Organisation |  |
| City |  |
| Email |  |
| Telephone |  |
| EDAS ID registration number to be used for EuCAP 2024 (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 2024? (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  |  | T06 Defence and security |  |
| T02 Millimetre wave 5G and 6G |  | T07 Positioning, localization & tracking |  |
| T03 Wireless LANs, IoT & M2M |  | T08 Space (incl. cubesat) |  |
| T04 Biomedical & health |  | T09 EM modelling and simulation tools |  |
| T05 Aircraft (incl. UAV, UAS, RPAS) & automotive |  | T10 Fundamental research and emerging technologies |  |

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 other 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 2024 (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. Exclude authors of your session.

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| --- | --- | --- | --- |
| **Name** | **Affiliation, Country** | **Email** | **EDAS ID** registration numberto be used for EuCAP 2024 (if known) |
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| **Please indicate the name of one of the Conveners who will act as a meta-reviewer for the papers related to the proposed Convened Session.**  |
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**Convened Sessions Guidelines**

Proposals can be submitted starting on April 28, 2023. The proposal including a mandatory provisional list of authors must be submitted **no later than the deadline (June 23, 2023)** using this template . Notification of acceptance is to be sent on July 3, 2023.

Proposers are expected to chair their Convened Session.

**Recommendations**

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

• Balance between EU and non-EU contributions

• Significant participation of industry, especially in application/industry-oriented sessions

• Sessions with a specific focus that is timely and relevant to the research community will be favourably considered. Sessions with a regional focus are welcome but a thematic coherence is encouraged, e.g.: “State of the art in mobile antenna research in continent/region X”. Sessions focusing on an aspect of a relevant technology, such as: “Industrialisation aspects of metamaterial-based antennas” are also welcome, although please consider that a scientific/industry workshop may be a more appropriate forum.

**Rules for proposers**

Convened sessions must be an open forum. To that aim, conveners should refrain from having too many papers from their organisations. 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. 1 paper from each convener’s institution leaving a minimum of 3/4 papers from authors outside the institutions of the two conveners. Conveners may solicit up to one “overview” paper.

(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 from 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 up to two "overview" papers.

“Overview” 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 not 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 EuCAP2024 website.

**Paper Submission**

All papers must be submitted by **October 13, 2023** and **should conform to the same specifications** as regular papers. The authors cannot be changed after submission and in case of a “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, considering 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 the same strict peer review process as the one implemented for regular papers.**

Please note that for EuCAP 2024, 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. Therefore, one of the conveners must act as a meta-reviewer for the papers related to their session and will be invited through EDAS. Meta-reviewers go through the reviews received for the paper to ensure consistence and provide an overall recommendation to the Technical Programme Committee. 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, 2023**, please contact the Convened Session Chairs at cs@eucap2024.org.