



2006 IEEE MTT-S International Microwave Symposium Technical Program Committee

Guidelines for Workshop Organizers

1. Workshop Proposal Submission:

Workshop proposal can be submitted only via the web at www.ims2006.org/wksubmission. A copy can be simultaneously submitted to a Technical Committee for sponsorship with a copy for information to the workshop chair. The Workshop Committee will contact the Technical Committee for their comments. The Workshop Committee will actively work to encourage the combining of similar subject submissions. Please note that the workshop chair will be the primary contact for any questions on the workshops.

2. Workshop Classification:

2.1 Tutorial vs. Advanced?

In general, workshops are intended to share information from experts in the field with the microwave community, but must not promote commercial products, for which μ APS is the right venue. Besides sharing information, workshops are also expected to motivate the attendees to discuss the subjects promoting an atmosphere of participation. Specifically, a workshop is classified as Advanced or Tutorial.

An Advanced workshop is targeted to engineers already experienced in the specific subject. Therefore, it is expected to contain the most recent results of the technology to be shared with the participants.

A Tutorial workshop has the primary goal of educating microwave engineers in new areas of microwave technology. Therefore, the material will be mostly a revision of previously published information, reviewed in an updated format.

2.2. Full day or Half day

A typical half-day advanced workshop is characterized by 4 speakers, with a presentation time of approximately 40 minutes per speaker including questions. A typical full-day advanced workshop is characterized by 9 speakers, with a presentation time of 40 minutes per speaker including questions. These guidelines can fluctuate by +/- 1 speaker and +/- 10 minutes per speaker.

Recommendation for the number of instructors for a full day tutorial workshop is between 2 and 6.

3. Number of slides:

The number of slides for publication in the book will be limited to 40/presentation. If the number of speakers is lower than the maximum, the number of slides can be increased as long as the limit of 360 slides for full day and 200 slides for half day is not exceeded. They should be provided as handouts with 2 slides per page in pdf format and one slide per page in pdf format for publication in CD-ROM.

4. Speaker Selection:

Speakers are expected to be selected from well-known contributors in the field. It is expected the speakers are well experienced with publications and presentations in professional technical conferences. The organizers are responsible for selecting speakers

with good presentation skills. Organizers are expected to submit the list of speakers, presentation titles and outline/abstracts to the primary TC.

5. Sponsorship

All workshops should have a primary sponsoring MTT Technical Committee. Additional TCs can sponsor by sending recommendations to the primary TC. The workshop chair should be kept fully informed of any changes in the sponsorship.

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