



# 2009 International Microwave Symposium

7-12 June, Boston Convention & Exhibition Center

IEEE Microwave Theory and Techniques Society

www.ims2009.org



## Call for Proposals – Workshops

IMS workshops are an opportunity to bring together technical experts from a focused area in a highly interactive forum. Presented technical material must represent state of the art. Tutorial material may be included to assist attendees unfamiliar with the focused area to be quickly brought up to date. Workshops can be half-day or full-day. The main goal of a workshop is an instructive and interactive exchange of technical information. The workshop proposal process is open to all MTT-S members. Workshops are not a venue to promote commercial products. Workshop proposals will be considered from all technical areas within MTT-S as well as new microwave areas currently outside the purview of IMS/MTT-S.

Workshops will be held on Sunday, Monday, Wednesday and Friday of Microwave Week 2009. In addition to IMS 2009, the RFIC Symposium ([rfic2009.org](http://rfic2009.org)), and the ARFTG Conference ([arftg.org](http://arftg.org)) will sponsor or co-sponsor workshops during Microwave Week 2009. RFIC workshops will be held on Sunday.

**Workshop Proposal Submission Process:** Complete information on how to submit a workshop proposal for this conference is given below. Proposals must be submitted using the Workshop Proposal Form available at [ims2009.org/pdfs/wrkshpprelprop.doc](http://ims2009.org/pdfs/wrkshpprelprop.doc), to be submitted to [ims2009.org/sbmtprelwshp.html](http://ims2009.org/sbmtprelwshp.html).

### New for workshops in 2009:

- Awards will be given to workshop organizers for the highest attendance workshop and the highest quality workshop.
- A two-tier workshop review process will be used with both a preliminary and a final proposal. Explicit scoring criteria are provided for the review of workshop proposals.
- Workshops will also be held on Wednesday during Microwave Week.
- Workshop fees will be waived for those speakers/organizers who submit materials on time and meet all workshop organizational deadlines.
- A number of workshops will be recorded for web-based virtual participation, see [ims2009.org/virtualpart.html](http://ims2009.org/virtualpart.html).
- Accepted workshop summaries will be placed on the IMS2009 web site prior to the conference for the benefit of workshop registrants.

### Electronic Submission Deadlines

Workshop preliminary proposals due:	19 September 2008
Preliminary workshop accept/reject notification:	3 October 2008
Workshop final proposal with speaker abstracts due:	7 November 2008
Final workshop accept/reject notification:	22 December 2008
Workshop notes submitted in PDF format:	31 March 2009

All submissions must be made using the Workshop Proposal Form available at [ims2009.org/pdfs/wrkshpprelprop.doc](http://ims2009.org/pdfs/wrkshpprelprop.doc) to be submitted to [ims2009.org/sbmtprelwshp.html](http://ims2009.org/sbmtprelwshp.html). All submissions should be made in PDF format.

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www.ims2009.org



# Workshop Proposal Submission

## Workshop Proposal Submission Instructions:

1.) Download the workshop preliminary proposal form from [ims2009.org/pdfs/wrkshpprelprop.doc](http://ims2009.org/pdfs/wrkshpprelprop.doc). Workshop organizers must adhere to the format provided in the form. The proposal should be converted to PDF format for submission. The workshop preliminary proposal must be submitted to [ims2009.org/sbmtprelwsph.html](http://ims2009.org/sbmtprelwsph.html) by 19 September 2008.

2.) Organizers whose workshop preliminary proposal is accepted will be required to submit a workshop final proposal for review by the MTT-S Technical Committees and IMS2009 Workshop Committee. Workshop final proposals should be submitted at [ims2009.org/sbmtfinalwsph.html](http://ims2009.org/sbmtfinalwsph.html) using a workshop final proposal form available at [ims2009.org/pdfs/wrkshpfinalprop.doc](http://ims2009.org/pdfs/wrkshpfinalprop.doc).

**IMS2009 Workshop Selection Criteria:** All submissions must be in English. MTT-S Technical Committees and the IMS 2009 Workshop Committee will review the proposals. The selection criteria will include the following factors:

*Instructive/Interactive:* Does the workshop have significant, state-of-the-art content? Are the speakers well versed in their areas and able to interact with the workshop attendees, participating in a potentially lively question-and-answer period during the workshop?

*Innovative/new area to MTT-S:* Does the technical content of the workshop represent a new or rapidly evolving area within the microwave field? Does the workshop represent an area outside the current purview of IMS/MTT-S that could/should be a part of the regular sessions at future IMS's?

*Quality:* Is this a high quality workshop? Are all of the speakers confirmed? Have the workshop organizers followed the guidelines for proposing a good workshop? Are the speakers' presentations clearly and understandably focused on the workshop topic?

*Interest to MTT-S membership/IMS attendees.* Is this workshop different from previous workshops? Have the organizers indicated clearly why this workshop should take place at IMS2009?

**General guidelines:** A workshop can be full-day (8 hours) or half-day (4 hours). A full-day workshop will generally have four morning speakers and four afternoon speakers. Speakers should be well-known contributors in their field with good presentation skills. There will be 20-min breaks, one midway through the morning and one midway through the afternoon. The length and timing of the talks is at the discretion of the workshop organizers. Plenty of time should be allocated for questions either during or following each talk. A good guideline for publication of notes is no more than: 35 slides/speaker, 150 slides/half-day, and 300 slides/full-day. Specific questions can be submitted via email to [workshops@ims2009.org](mailto:workshops@ims2009.org).

## MTT-S Technical Committees:

A list of MTT-S Technical Committees can be found at <http://mtt.org/committees/technicalcom.html>.

**Previous IMS workshops:** A description of previous IMS workshops can be found at each of the active legacy IMS web sites listed below.

**Two-tier workshop review:** Workshops will be reviewed in a two-tier process. Workshop preliminary proposals should be as complete as possible, including the organizers' affiliations and contact information, workshop abstract, justification of why the topic should be a workshop, and a list of speakers with at least 75% confirmed. The IMS2009 Workshop Committee will work with chairs of the appropriate Technical Committees to provide a preliminary accept/reject disposition. Overlapping workshops will be combined and poorly targeted workshops will be eliminated at this preliminary stage. Organizers receiving preliminary acceptance must submit a workshop final proposal which includes an abstract from each speaker and 100% speaker confirmation. Workshops will be officially reviewed for accept/reject disposition at this final stage. Generally, a workshop will receive four separate reviews performed by members of more than one MTT-S Technical Committee.

It is strongly recommended for workshops on traditional MTT-S topics in areas actively covered by the MTT-S Technical Committees that a primary and two secondary Technical Committees be selected by the workshop organizers for review purposes. Special cases are workshops on topics that are new to MTT-S and workshops with a very narrow focus. In these cases, it will be acceptable to identify a single Technical Committee and then also request review by the IMS2009 Workshop Committee. Workshop quality will be held to a particularly high standard in these special cases. Accepted workshop summaries will be placed on the IMS2009 web site and made available to IMS attendees prior to the conference.

**Virtual workshop participation:** Workshops may be recorded as part of the IMS 2009 Virtual Participation program (see: [ims2009.org/virtualpart.html](http://ims2009.org/virtualpart.html)). Workshop organizers and all workshop speakers must agree before a workshop will be recorded for virtual participation. A virtual participant will be required to register in the same way as a workshop attendee.

**Notification/Notes submission:** Workshop organizers will be notified by email of the final accept/reject decision by 22 December 2008. Refer to the website for detailed instructions on preparing workshop notes for publication. Workshop notes must be submitted by 31 March 2009 as 2 PDF files: one slide/page color for the CD-ROM and two slides/page B&W for the hardcopy notes. Workshop speakers are responsible for formatting the notes. All fonts must be embedded in PDF files.

**Workshop organizer awards:** Feed-back forms will be provided in each workshop session. An award will be given for the highest quality workshop as determined by the feedback. An award will also go to the highest attendance workshop. Workshop organizers should note any affiliation with MTT-S Technical Committees. Organizing Technical Committees and reviewing Technical Committees will be separately acknowledged in the conference program.

**Workshop fees:** Workshop fees will be waived for those workshop speakers who submit notes on time and workshop organizers who meet all deadlines. Missed deadlines require IMS2009 Workshop Chair intervention.

**Clearances:** It is the workshop speaker's responsibility to obtain all required company and government clearances prior to submitting notes. Speakers submitting notes must verify that such clearances have been obtained and agree to provide the submitted notes to workshop attendees. Details on the note submission process will be available through the notes submission website ([www.ims2009.org](http://www.ims2009.org)).

## Past IMS Workshop Program Archives

IMS 2008 – Atlanta	<a href="http://www.ims2008.org/publications/ProgramBook.pdf">http://www.ims2008.org/publications/ProgramBook.pdf</a>
IMS 2007 – Honolulu	<a href="http://www.ims2007.org/PB/IMS2007-Program-Book-2007-04-12.pdf">http://www.ims2007.org/PB/IMS2007-Program-Book-2007-04-12.pdf</a>
IMS 2006 – San Francisco	<a href="http://www.ims2006.org/Program/2006_MTT-S_FULL_PROG.pdf">http://www.ims2006.org/Program/2006_MTT-S_FULL_PROG.pdf</a>
IMS 2005 – Long Beach	<a href="http://www.mtt.org/symposia/ims/2005/workshops.htm">http://www.mtt.org/symposia/ims/2005/workshops.htm</a>