IEEE AP-S Meetings Handbook
(Steering Committee Manual, Duties, Best Practices and Information)

A. Preamble

1. The following information is provided to assist with the planning of a successful Symposium or Joint Symposium (i.e., when the Symposium is organized jointly by AP-S and any other organization). Due to the dynamic nature of activities that are proposed or eliminated each year, the steering committee shall recognize that the following statements are not necessarily complete or up to date. Any questions that arise during the planning and implementation process should be directed to the Chair of the AP-S Meetings Committee (MC), when the Symposium is organized just by AP-S or the corresponding Joint Meeting Committee (JMC), in the case of a Joint Symposium. In the following the acronyms MC/JMC are used to indicate the relevant committee for the case of AP-S only Symposia or Joint Symposia.

2. The steering committee shall abide by all IEEE and AP-S policies, and, in the case of Joint Symposia, the policies of the other organizations, e.g., USNC-URSI. IEEE policies are posted on www.ieee.org. In the event of conflicting policies, IEEE policies shall take precedence. The steering committee is expected to review these policies. Most Symposium and Joint Symposium responsibilities, activities, and duties are described by an IEEE policy.

3. The legal partnership between IEEE and the other organizations, e.g., USNC-URSI, is defined by a memorandum of understanding (MoU).

4. Many of the Symposium and Joint Symposium policies and activities, and many of the related items of information, are passed from one steering committee to the next. Steering-committee members are encouraged to learn their duties from their counterparts of the previous years. In particular, Technical Program Chairs should be members of the TPC that precedes them. Members of the MC/JMC are also assigned to specialty areas to serve as a resource. A "passing-of-the-baton" meeting occurs at each Symposium or Joint Symposium. Future and present steering-committee members are strongly encouraged to attend. Conference planners who serve AP-S or AP-S/USNC-URSI (in the case of Joint Symposia with USNC-URSI) over multiple years shall also assist with policy continuity. Final reports from previous conference years are also a resource for information.

B. Steering Committee, Meeting Planner and Site Selection

1. Members of AP-S and other organizations like USNC-URSI may propose to host a

Symposium or a Joint Symposium. At a minimum, the proposal should state:

a. Key steering committee members (Chair(s), TPC Chair(s), etc.)

b. Venues (i.e., possible hotels and/or convention centers) and available space. The following guidelines shall be kept in mind:

   i. Hotel capacity for a 400 to 500 peak per night room block; the actual contract room block may be less than this capacity requirement.

   ii. Airport capacity and distance from venue(s).

   iii. In the case of Joint Symposia with USNC-URSI, capacity for 15 simultaneous technical session rooms that can hold a minimum of 80 to 100 people. (As a rule of thumb, spaces less than 1,000 square feet are not suitable for technical sessions. When looking at room-capacity charts, theater seating-capacity numbers shall be used, but the published numbers tend to be overly optimistic.) In the case of an AP-S only Symposium the number of simultaneous technical session rooms may be lower.

   iv. Exhibit-hall space for 40 to 50 exhibiters.

   v. Ample space for breaks to accommodate more than 1,500 attendees in the case of Joint Symposia with USNC-URSI.

   vi. Space for 50 to 100 poster boards.

   vii. Depending on the space that is available, exhibits, coffee breaks, and poster sessions should be in one room to promote interactions. No venue is perfect; some space adjustments are always needed.

   viii. Seated banquet-hall space for 600 people.

   ix. Companions' gathering room with a pleasant ambiance.

   x. Registration area space.

   xi. Six to eight small rooms for miscellaneous space (e.g., speaker ready room, storage, etc.).

xii. Three or four rooms to handle business luncheons each day (luncheons range from about 10 to 40 guests).

xiii. A large room to host the reviewer's lunch and student lunch (about 400 people for each lunch).

xiv. Reception area for the smaller receptions, such as Women-in-Engineering, Young Professionals (previously GOLD), etc.

xv. Eight to ten rooms for short courses.

xvi. One room for the MC/JMC to seat 25; one room for AP-S AdCom to seat 50 (minimum).

xvii. In the case of Joint Symposia with USNC-URSI, six rooms for the USNC Commissions (these are usually the same rooms as used for the technical sessions). In the case of Joint Symposia with other organizations, the number of rooms needed as per the said organization request.

c. Proposed month and year; the months of June or July are highly encouraged.

d. Signature social activities (e.g., opening reception, Awards ceremony, Banquet) and some description of dining options. (Note: About 1,500 people will be looking for something to eat at lunch time. This number may be lower for AP-S only Symposia.)

2. Upon a positive review and acceptance of the proposal, the MC/JMC will assign the steering committee to the proposed year.

3. The steering committee shall then meet with the AP-S Meetings Coordinator, and the other organization, e.g., USNC-URSI, Coordinator (to the extent possible), and with a professional conference management team to discuss, review, and research possible venues and cities. The AP-S Meetings Coordinator shall issue a report to the MC/JMC on the outcomes of that meeting. Based on that report and other factors, the MC/JMC shall recommend to AP-S and the other organization, e.g., USNC-URSI, to approve the steering committee and venue proposal.

4. Upon approval of the proposal, the steering committee shall submit an IEEE Conference Application and an IEEE Conference Publication form. The steering committee shall then instruct a conference management service to negotiate with the venues. The steering committee

has full authority to submit the negotiated contracts to IEEE, which is the legal signatory. Note: All contracts that exceed $25,000 in cost commitments must be approved and signed by the IEEE. The conference management service fee for venue selection has been pre-approved by AdCom and shall be paid by AP-S funds. The conference management service shall submit an invoice to the AP-S Treasurer.

5. The conference planner is selected and approved by the MC/JMC. The contract for this service shall be reviewed by the MC/JMC and signed by the IEEE.

6. The conference planner is hired by the Chair of the steering committee. The planner shall receive instructions from the steering committee and act on behalf of the steering committee.

7. The Conference Planner is given the authority to notify the Chair of the MC/JMC in the event that policies are not being followed by the Steering Committee. The MC/JMC will make inquiries and take action as needed.

8. The Symposia Chair and the Conference Planner have the responsibility to notify the MC/JMC if the approved budget, which serves as an official planning document, is no longer synchronized with planned expenditures, including significant changes in line-item amounts, insertion of significant non-budgeted expenditures, or significant reduction in planned surpluses. The MC/JMC (or designated member) must approve significant budget deviations.

9. To avoid miscommunication and unfulfilled expectations, it is strongly encouraged that the steering committee chair and the conference planner create a schedule of key activities and assign a lead person/organization/committee to the activities. This schedule should be periodically reviewed.

C. Technical Program

1. The Call-for-Papers (CFP) shall be prepared and approved prior to the winter MC/JMC meeting approximately 18 months prior to the Symposium or Joint Symposium. Technical topics listed in the CFP must be approved by an AP-S committee and, in the case of Joint Symposium with USNC-URSI, by each participating USNC-URSI Commission. The MC/JMC shall have final approval of the CFP. The CFP should be distributed widely to other EM-related conferences.

2. There are many nuances associated with the Technical Program, particularly the review process, the acceptance criteria, copyrights, no-show policies, substitute presenters, Xplore, scheduling,

etc. A MC/JMC member is assigned to work with the TPC on all aspects of the Technical Program.

3. The Technical Program is typically scheduled for five consecutive days. In the case of Joint Symposia with USNC-URSI as many as 15 parallel oral sessions may be scheduled in the morning and another 15 sessions in the afternoon; oral sessions are typically comprised of ten papers (eleven, if the 11^{th} paper would otherwise be an "orphan paper" in another session). Two half oral sessions are also permissible, each consisting of five (plus or minus one) papers. About 150 oral papers are thus presented in the morning sessions and another 150 papers are presented in the afternoon sessions, yielding a total of about 1,500 oral presentations for the week. All other papers are assigned to interactive sessions that may run concurrently with the oral sessions. Interactive sessions and special- session topics are determined by an AP-S committee or a joint committee of AP-S and the other organization.

4. One morning break and one afternoon break are typically scheduled each day of the technical program. At least 75 minutes are typically allocated for lunch and business functions. The technical sessions are typically scheduled between 8:00 am and 5:00 pm.

5. Plenary sessions are optional. However, since plenary sessions can displace numerous papers into interactive sessions, such sessions should be kept at a minimum.

6. For either an AP-S paper or, in the case of Joint Symposia where there are sessions of the other organization, a paper of those sessions to be archived on IEEE Xplore, that paper must be presented at the Symposium. In the event that all authors of a paper are unable to attend the Symposium or Joint Symposium, a registered attendee may present the paper on behalf of the authors, in which case the paper will be submitted to IEEE Xplore. It is strongly recommended that the substitute presenter be knowledgeable about the paper being presented. This policy shall be stated in the Call for Papers.

7. For either an AP-S paper or a paper of the sessions of the other organization to be archived on IEEE Xplore, that paper must be formatted using the IEEE standard two column format and shall be two-pages long. This policy shall be stated in the Call for Papers.

8. By an agreement between AP-S and USNC-URSI, the maximum number of special sessions in these Joint Symposia is limited to two per half day.

9. When constructing the final technical program, the TPC Chair(s) should attempt to minimize conflicts that arise when a person has to be a chair in one session and a presenter in another session at the same time. Sessions with similar topics (e.g., FDTD I and FDTD II) should not be offered at the same time, but should be spread out through the week.

10. The steering committee is strongly encouraged to provide local poster-printing services for attendees who are presenting in the interactive sessions.

11. Papers outside the scope of AP-S, or the other organization, like the Commissions of USNC-URSI, or the Call for Papers cannot be included in the final Technical Program without the approval of the MC/JMC (or designated member).

12. For a poster paper to be regarded as presented for IEEE Xplore purposes, a registered author (or a delegated registered attendee) must be present and available to discuss the poster during the majority of the poster session. "Tag-teaming" with multiple authors is permissible.

13. Per IEEE policy, papers must be submitted to IEEE Xplore within 30 days after the close of the conference. This is an extremely tight deadline that is oftentimes missed, due to the cross-checking of no-show data and registration data. However, every effort should be made to submit papers as soon as possible, a) since download revenue is a major source of revenue for AP-S, and b) since many authors need timely evidence of their scholarly contributions. If a substantial deviation from the 30-day rule occurs, the MC/JMC (or designated member) shall be notified.

14. An optimal schedule for the Technical Program is shown below. This works best with pre-established business meetings, meals, and social functions. Deviations from this schedule must be approved by the MC/JMC. Poster sessions are scheduled concurrently with the morning and afternoon oral sessions, but not during breaks or lunch. Plenary sessions may be scheduled across multiple paper-presentation slots.

8:00 to 8:20	1:20 to 1:40	Paper #1
8:20 to 8:40	1:40 to 2:00	Paper #2
8:40 to 9:00	2:00 to 2:20	Paper #3
9:00 to 9:20	2:20 to 2:40	Paper #4
9:20 to 9:40	2:40 to 3:00	Paper #5
9:40 to 10:00	3:00 to 3:20	Official
10:00 to 10:20	3:20 to 3:40	Paper #6
10:20 to 10:40	3:40 to 4:00	Paper #7
10:40 to 11:00	4:00 to 4:20	Paper #8
11:00 to 11:20	4:20 to 4:40	Paper #9
11:20 to 11:40	4:40 to 5:00	Paper #10

11:40 to 1:20 Lunch

D. Finances

1. A budget is typically designed by using a previous Symposium or Joint Symposium budget as a template. Budgets shall be approved by the MC/JMC at least 24 months preceding the Symposium or Joint Symposium.

    a. The budget shall show a 26% surplus relative to revenues. The budget shall be based on 1,500 registrants for a Joint Symposium with USNC-URSI.

    b. Registration fees shall comply with IEEE policy. Registration fees shall be reviewed by the MC/JMC. A MC/JMC member is assigned to assist with the fee schedule and budget preparation.

    c. The steering committee is encouraged to return a significant portion of the Symposium or Joint Symposium revenues back to the registrants in terms of high-quality breaks (e.g., ample coffee, food, drinks, and snacks), receptions, banquets, and services. Free and ample wireless Internet bandwidth shall be made available to the attendees. Expensive conference "swag" and gifts are discouraged.

    d. A revenue item of $25 per paper that appears on Xplore shall be paid by AP-S to the Symposium or Joint Symposium. A budget showing 1,000 papers shall be used. An invoice shall be submitted to the AP-S Treasurer after all papers are posted on Xplore.

    e. Certain budget items are regarded as AP-S expenses instead of Symposium or Joint Symposium expenses. These items shall be listed on the expenditure sheet of the budget, but shall be offset by a negative expense (i.e., AP-S reimbursement), for a total expense of zero. (This assures that the surplus is not influenced by such AP-S-only expenses.) Up to $60,000 has been authorized for reimbursement. An itemized invoice shall be submitted to the AP-S Treasurer at the close of the Symposium or Joint Symposium. AP-S-only expenses include:

        i. Women-in-Engineering Reception

        ii. Education Committee Lunch

        iii. Students/Young Professionals Lunch

        iv. Reviewer's Lunch

        v. AP-S Transactions Editor's Lunch

vi. AWPL Editor's Lunch

vii. Magazine Editor's Lunch

viii. Past President's Breakfast

ix. Chapter Chairs Lunch

x. IEEE Press Liaison Committee Lunch

xi. Fellows Committee Lunch

xii. Standards Committee Lunch

xiii. AdCom Lunch and Dinner

xiv. MC/JMC Dinners

xvi. Student Paper Judges Breakfast

xvii. Membership and Geographic Activities Dinner

xviii. History Committee Refreshments

Note: The above list constitutes the majority of the business and social functions that need to be scheduled for AP-S. For Joint Symposia with USNC-URSI, one-hour Commission business meetings for USNC-URSI also need to be scheduled (typically, starting at 5:00 pm). However, functions may be added or deleted from time to time. For Joint Symposia with other organizations, business meetings should be scheduled as requested by these organizations.

2. The steering committee may request separate loans of equal amounts from AP-S and, in the case of Joint Symposia, the other organizations (e.g., USNC-URSI) to cover expenses such as reservation deposits, steering-committee expenses, etc. Requests shall be made through the MC/JMC after the budget has been approved. Currently, loans are capped at $15,000 from AP-S and $15,000 from USNC-URSI.

3. The steering committee shall coordinate the payments for three AP-S travel grants, Raj Mittra Travel Grants, AV recording of special sessions, and various free Banquet tickets. These

expenditures are reimbursed by AP-S at 100%. A detailed invoice shall be submitted to the AP-S Treasurer at the close of the Symposium or Joint Symposium. The AV invoice for the special sessions should be separate from the general AV invoice. The reimbursement shall offset the expenditure for a net expense to the Symposium or Joint Symposium of $0.

4. The steering committee shall coordinate the payments of the student paper awards (three awards), student travel grants (about 45 grants), and the student design contest awards (three awards). These expenditures are reimbursed by AP-S at 100%. A detailed invoice shall be submitted to the AP-S Treasurer at the close of the Symposium or Joint Symposium. The reimbursement shall offset the expenditure for a net expense of $0. When the Symposium or Joint Symposium is held in USA, the AP-S Education Committee shall be responsible for handing out and collecting IRS W8 and W9 forms to the students and others as required by the IRS.

5. In the case of a Joint Symposium with other organizations, e.g., USNC- URSI, the surplus distribution shall be determined by the relevant ~~a~~ JMC formula approved by AP-S and the other organizations, e.g., USNC-URSI.

E. Short Courses

1. Short courses may be scheduled at any time other than during technical sessions. Typically, short courses are scheduled the day prior to and/or the day right after the closure of the technical sessions. Full and half day courses are typically offered. The short course prospectus needs to include a) a cancellation policy that states the minimum number of attendees for a course to be offered and a cut-off date, b) the maximum number of slides that can be submitted per half day session (for printing and cost purposes), c) the length of the sessions along with breaks, and d) honorariums. Provided that it is not cost prohibitive or financially unfeasible, a free breakfast is served to morning half-day attendees, a free lunch to afternoon half-day attendees and both meals for full-day attendees. Mid-morning and mid-afternoon breaks are provided free of cost to the attendees. Some presenters may request something to write on (e.g., white board, vugraphs, electronic display, etc.) for purposes of answering questions.

2. Vender/exhibiter short courses, vender/exhibiter special presentations, or special vender/exhibiter receptions are allowed in spaces specially designated for that purpose. For example, designated floor space in the exhibit hall or an allocated room at the venue can be sold to venders. The sale of such space in addition to the sale of the booth must be openly advertised to all possible venders or exhibiters. All costs associated with vender short courses are borne by the vender as a direct charge to the vender or as part of a sponsorship package, but at no additional cost to the attendees. Advertisements for the short courses or presentations may be sold as a package deal with that space.

Note: IEEE policy does not allow the Symposium or Joint Symposium to endorse a vender or product in practice or in appearance. Consult IEEE policies for more information.

F. Exhibits and Sponsors

1. To avoid a tradeshow appearance or reputation, the Exhibit Hall should not host an excessive number of booths (i.e., 36 booths by historical standards). Consult with the MC/JMC if additional booths are needed or desired.

2. Oftentimes interactive sessions, breaks, and exhibits are held in a large common room to encourage traffic through the exhibits and interactive sessions. The flow of that traffic needs to be carefully designed.

3. Venders of books shall be treated like any other vender in the Exhibit Hall. No special rates or space shall be given.

4. Exhibiters and associated guests/representatives with complimentary registration passes are allowed to present papers and attend technical sessions.

5. An exhibiter prospectus and a sponsor prospectus shall be prepared and published prior to the Symposium or Joint Symposium of the preceding year. Prospectuses are typically passed on from one steering committee to the next. Any significant deviations from past prospectuses should be discussed with the MC/JMC.

6. Booth space for exhibiters should be given out on a first-come, first-served basis within the same pricing tier.

7. Exhibiter registration fees and sponsor packages shall be reviewed by the MC/JMC.

G. Registration

1. It is not uncommon to receive a registration-fee waiver request from a potential attendee with a valid supporting reason (e.g., lack of funds, travel denial by an employer, etc.). Oftentimes, such requests come with an offer to do volunteer service to compensate for the waiver. All requests of this nature shall be denied, unless approved by the MC/JMC. Likewise, a cancellation policy needs to be fully articulated on the registration Web page. That policy should state that no refunds will be granted after a certain date. Note: No refunds shall be given during or after the Symposium or Joint Symposium unless approved by the MC/JMC. (Although these policies seem harsh, they are designed to prevent a precedent from being established that may create additional problems for future Symposium or Joint Symposium chairs.) This policy does not

preclude the steering committee from providing registration waivers to student volunteers.

2. Registered companions are neither allowed to attend technical sessions nor present papers.
   Note: It is not uncommon on occasion for a registered attendee to attempt to register a student or colleague as a companion. This is not allowed. However, the steering committee may waive this rule for family members or guests attending sessions with non-technical themes (e.g., historical reviews) and sessions in memory of or in honor of an individual.

3. For an accepted paper to be listed in the technical program, one of the authors of the paper must be registered for the Symposium or Joint Symposium by a date published in the Call for Papers. In the event that this is not possible by the deadline – say, due to funding or visa issues – another registered attendee must be identified to serve as the presenter of the paper prior to a date published in the Call for Papers. In some exceptional cases, this registration policy may be waived. A few-day grace period and e-mail reminders to tardy authors are highly encouraged.
   Note: The purpose of this policy is to mitigate the no-show problem that causes disruptions in the flow of the technical program. This policy (sans the waiver and grace-period clause) shall be stated in the Call for Papers.

4. Single-day or exhibits-only registrations are not allowed. Complementary, discounted or free registrations are not allowed.

5. Steering Committee members who attend the Symposium or Joint Symposium must register and pay as any other attendee.

H. Publicity and Web Interface

1. Publicity in the *IEEE Antennas and Propagation Magazine* is required. Typically, a short advertisement spread is published in the August and October editions; a full spread is published in the December edition, preceding the Symposium or Joint Symposium. Contact the *Magazine*'s Editor-in- Chief for more information.

2. A preliminary Symposium or Joint Symposium Web page shall be posted at least 36 months prior to the Symposium or Joint Symposium. Excluding the Technical Program, the final Web page (e.g., hotel reservations, registration, social activities, etc.) shall be finalized no later than December 1 of the year prior to the Symposium or Joint Symposium. The Technical Program shall be posted by April 1 of the Joint Symposium year. A current trend is to have an "app" that allows one to access the technical program on a smart phone or tablet. It is recommended that that this app be prominently displayed on the Symposium or Joint Symposium Web page. The paper-submission portal shall be online by November 15 of the year preceding the Symposium

or Joint Symposium.

3. The steering committee shall abide by all copyright laws when posting information and graphics on a Web page.

4. A unique logo is designed by each steering committee. Use of the IEEE, AP-S, and the other organizations, e.g., USNC-URSI, and URSI logos, shall comply with the parent organizations' branding rules.

5. A preliminary listing of the social program shall be available on the Web 14 months prior to the Symposium or Joint Symposium.

I. Miscellaneous

1. Usually, the steering committee shall host and coordinate the winter TPC and MC/JMC meetings. (The AP-S AdCom may hold their meeting joint with the TPC and MC/JMC meetings or not. However, the AdCom is responsible for the planning and logistics of their meeting.) The TPC meeting is typically held on a Saturday and Sunday morning, if needed. A MC/JMC meeting is typically scheduled on the preceding Friday. These meetings are typically held on the third or fourth weekend in February.

2. The steering committee shall work closely with the AP-S Secretary and the other organization, e.g., USNC-URSI, representatives to coordinate and schedule business functions, luncheons, and activities at the Symposium or Joint Symposium. The steering committee shall work closely with AdCom committees that deal with educational activities (e.g., student design contest, student paper contest, student lunch.) Typically, AP-S schedules the AdCom meeting on Sunday, the first official day of the Symposium or Joint Symposium. The steering committee shall schedule a MC/JMC meeting on the preceding Saturday.

3. A social program for attendees and/or companions is often provided at cost to the attendees. However, for cities that have popular tourist activities (e.g., Orlando Disney World) or a plethora of entertainment options (e.g., San Diego, Chicago, Toronto, etc.) an extensive, organized social program may not be necessary. Expensive offerings are usually poorly subscribed unless a unique or signature event (e.g., dinner boat cruise) is involved. The Web page should show the last day to register for a social program. It is not uncommon to see 50% to 90% of the social program canceled due to low subscription, unless the program is inexpensive. A review of the social program with the MC/JMC is highly encouraged at least 18 months in advance.

4. Ample food and beverage stations should be available to mitigate long lines. Ample food and beverages shall be provided to mitigate shortages. Healthy snacks should be served (e.g., fresh

fruits, yogurts, bran muffins, juices, etc.) along with traditional snacks (e.g., ice cream, chips, cookies, soda, etc.). Water stations placed strategically throughout the venue should be offered. Ample coffee and tea should be available. Some attendees will have dietary restrictions (glucose intolerance, vegan, vegetarian, religious restrictions, etc.) Be sensitive to their needs. Within budgetary reason, strive for high quality and high quantity breaks. (Note: Attendees will always remember the quality and quantity of the food and beverages served at a Symposium or Joint Symposium.)

5. Given the schedule of the technical program and if convenient restaurant options are unavailable, the steering committee may provide optional breakfasts and/or lunches to the attendees at cost.

6. Signage is typically provided outside of each technical session room, listing the presentation time, title, authors, and affiliations of each paper in the session. As symposium apps become more utilized by attendees, signage may become obsolete in the future. However, remember many attendees are late-adoption users of apps and other Internet/cloud/wireless technologies.

7. Since Internet cafes are becoming obsolete, they do not need to be offered. Internet kiosks strategically placed in the Registration area are a popular idea.

8. The Opening Reception may be scheduled on Sunday or Monday, but Monday is preferred to avoid a scheduling conflict with the AP-S AdCom meeting and dinner on Sunday.

9. The Awards Ceremony and Banquet, along with a no-host bar and pre-banquet reception, are typically scheduled on Wednesday. Coordination with the AP-S Awards Committee is necessary. Entertainment at the banquet is often provided, but unnecessary. It is highly recommended that fifty extra plates be available for purchase on the days before and the day of the banquet as a contingency plan for those who want to attend but who did not purchase a ticket in advance (e.g., student award recipients). Based on 2014 prices, a banquet ticket should cost about $50; the steering committee shall subsidize the banquet to cover any shortfalls. Historically, 400 to 600 people have attended the banquet. A photographer shall be hired for the banquet. Pictures from the banquet may be published in the *IEEE Antennas and Propagation Magazine*. Consult with the *Magazine*'s Editor-in-Chief about ownership, use, and resolution requirements of the pictures.

10. The Steering Committee shall be responsible for logistical support of the Awards Ceremony and Banquet (e.g., menus, space, AV, photographer, entertainment, Awards Program design and printing, etc.). The Awards Committee shall be responsible for the Awards Ceremony (e.g., awards, handing out awards, Master of Ceremony, Awards Program content, PowerPoint presentation, etc.). ~~[Added, JLY, October 2014]~~

11. Free tickets to the ~~Awards~~ Banquet shall be reimbursed by AP-S. The following distribution has been authorized: a) One ticket to the first-author finalist of the student paper competition, b) one ticket to a student first author of a best paper award, c) two tickets to each design team finalist, d) one ticket to each AP-S or IEEE sponsored field award, e) free tickets for editors and associate editors of AP-S publications. These expenditures are reimbursed by AP-S at 100% of cost (vs. ticket price). ~~[Added, JLY, April 16, 2015]~~ Recipients of best paper awards, best Chapter award, newly elected IEEE Fellows, Raj Mittra Travel Grants, appreciation awards, or special recognitions will not be recipients of free tickets. ~~[Added, JLY, October 2014]~~

12. Free and ample wireless Internet connectivity shall be made available to the attendees at the Symposium or Joint Symposium venue. Ample spaces, tables, and power strips for attendees to use their own laptops, tablets, and other wireless devices shall be provided.

13. The "passing-of-the-baton" meeting is scheduled during the week of the technical program (typically, on Tuesday at 4:00 pm). The Symposium or Joint Symposium steering committee, the conference planner, and the steering committee of the subsequent year are expected to attend.

14. Recording and photographing of sessions must be in compliance with IEEE copyright policies.

15. A companion's room shall be provided and advertised by the steering committee.

16. The steering committee is advised to provide identifying ribbons for AdCom members and for officers in AP-S and, in the case of Joint Symposia, the other organization, e.g., USNC-URSI. Ribbons for the steering committee and the session chairs may also be provided.

J. Reporting

1. The steering committee shall submit semiannual status reports to the MC/JMC. The chair of the steering committee and the chair of the TPC shall attend all MC/JMC meetings beginning two years prior to the date of the Symposium or Joint Symposium. Travel expenses to attend these meetings are reimbursable from the Symposium or Joint Symposium budget. Typically, at the winter meeting the MC/JMC hears reports from the current conference year and the subsequent conference year. At the summer meeting, reports are given by the current conference year and the subsequent conferences that are three years out or less.

2. The steering committee shall submit a final report to the MC/JMC within six months after the Symposium or Joint Symposium. A final report template is available from the MC/JMC. Closure and final audit of the Symposium or Joint Symposium must follow IEEE policies.

3. At any point in the planning and implementation process, the steering committee is encouraged to offer editorials on the contents of this document as a way to continuously improve the process.

4. Pictures from the Symposium or Joint Symposium and other useful information are oftentimes published in the *IEEE Antennas and Propagation Magazine* after the close of the Symposium or Joint Symposium. The Chair of the steering committee should consult with the *Magazine* Editor-in-Chief for more information. The steering committee may also wish to make photographs available for download from the Symposium or Joint Symposium Web site during and after the Symposium or Joint Symposium.