



Guidelines for Preparation of a Proposal to Host the “2022 URSI Asia-Pacific Radio Science Conference” (URSI AP-RASC 2022)

1. Introduction

This Guidelines document applies to the URSI Member Committees belonging to the Asia-Pacific region. Countries, interested in hosting AP-RASC 2022 should submit proposals according to the requirements of this document.

The “Asia-Pacific Radio Science Conference” (AP-RASC) is an international URSI conference with a regional flavor. URSI therefore seeks a venue attractive to the wider international scientific community as well as scientists from the Asia-Pacific region.

2. Proposed Dates and Venue

2.1 Dates

- The Conference can be held during spring (March-April) or summer (July-August) but there is a preference for the former since it facilitates the preparation of the General Assembly and Scientific Symposium (GASS).
- The core Conference extends over 4 days and consists of 10 parallel sessions corresponding to URSI Commissions A-K.
- In addition to the 4-day period for the core program, there are three additional days for URSI business meetings (typically two days before and one day after the core period). The Local Organizing Committee (LOC) should, therefore, reserve several rooms for business meetings and office space (see Section 9) during this 3-day period.
- The LOC may also use the above 3-day period for organizing workshops and short courses.
- The Conference duration including business (and possibly workshops and short courses as well) will be 7 days.

2.2 Date conflicts

The list of conferences that are likely to be held in March or April, or July or August, 2022, is given below. The proposed dates for AP-RASC 2022 should be chosen so that there will be no conflicts with the already planned conferences.

- 2022 IEEE AP-S International Symposium on Antennas and Propagation/USNC-URSI Radio Science Meeting, July 10-15, 2022, Denver, Colorado, USA.
- 2022 European Conference on Antennas and Propagation (EuCAP 2022), March 27-April 1, 2022, Madrid, Spain.



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- 2022 IEEE International Microwave Symposium (IMS 2022), June 20-24, 2022, Denver, Colorado, USA.
- 2022 IEEE International Geoscience and Remote Sensing Symposium (IGARSS 2022), July 17-22, 2022, Kuala Lumpur, Malaysia.
- EGU General Assembly 2022, April 3-8, 2022, Vienna, Austria.
- 44th COSPAR Scientific Assembly, July 16-24, 2022, Athens, Greece.
- 2022 International Conference on Electromagnetics in Advanced Applications and IEEE-APS Topical Conference on Antennas and Propagation in Wireless Communications (ICEAA-IEEE APWC 2022), September 5-9, 2022, Cape Town, South Africa.
- The AOGS Annual Meeting is typically held in July-August; dates for 2022 not yet set.
- The International Workshop on Antenna Technology (iWAT) is often held in March; dates for 2022 not yet set.
- The URSI Commission B International Symposium on Electromagnetic Theory (URSI EMTS) is typically held in May or August; dates for 2022 not yet set.
- The Asia-Pacific Conference on Antennas and Propagation (APCAP) is typically held in July; dates for 2022 not yet set.

2.3 Venue

The venue should be easily accessible internationally. It is also necessary that all the conference facilities are concentrated in a compact area.

3. Number of Participants and Papers

It should be understood that the likely size of the Conference will be 700 participants and 700 papers. The statistics of the past AP-RASC meetings are given below.

- AP-RASC 2001

Dates: August 1-4, 2001.

Venue: Korakuen Campus, Chuo University, Tokyo, Japan.

Number of participants: 704 from 34 countries.

Number of papers: 601.

<http://www.ursi.jp/assets/files/ap-rasc01/AP-RASC'01%20final%20program.pdf>

- AP-RASC 2004

Dates: August 24-27, 2004.

Venue: Qingdao, China.

Number of participants: not known.

Number of papers: not known.



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- AP-RASC 2010

Dates: September 22-26, 2010.

Venue: Toyama International Conference Center, Toyama, Japan.

Number of registrants/participants: 605 from 33 countries / 597 from 31 countries.

Number of accepted/presented papers: 566 from 34 countries / 529 from 30 countries.

<http://www.ursi.jp/assets/files/ap-rasc10/index.html>

- AP-RASC 2013

Dates: September 3-7, 2013.

Venue: Howard International House, Taipei, Taiwan.

Number of registrants/participants: 576 from 28 countries / 566 from 28 countries.

Number of accepted/presented papers: 618 from 27 countries / 583 from 25 countries.

- AP-RASC 2016

Dates: August 21-25, 2016.

Venue: Grand Hilton Seoul, Seoul, South Korea.

Number of registrants: 789 from 31 countries.

Number of submitted/accepted papers: 728 from 34 countries / 687

<https://web.archive.org/web/20160401005537/http://aprasc2016.org/index.php>

- AP-RASC 2019 (planned)

Dates: March 9-15, 2019

Venue: India Habitat Centre, New Delhi, India

Number of registrants: 600 (expected).

Number of accepted papers: 952 from 40 countries.

<http://aprasc2019.com/>

4. Registration Fees

The registration fees for the following categories should be indicated in the proposal in terms of local currency and US dollars:

- URSI members (regular/student): early-bird and late;
- URSI non-members (regular/student): early-bird and late;
- accompanying persons.

5. Conference Organization

Some details of the conference organization should be indicated in the proposal. In particular, we need the following information.



5.1 Sponsoring and supporting organizations

The following expressions are typically used:

- organized (or sponsored) by;
- co-organized (or co-sponsored) by;
- technically co-sponsored by;
- supported by.

5.2 Committees and Professional Conference Organizer

A Committee structure should be proposed by the LOC. One structure employed in the past is as follows:

- General Chair, General Co-Chairs.
- Chair, Co-Chairs, and Members of an International Advisory Committee.
- Chair, Co-Chairs, and Members of a Scientific Organizing Committee (SOC).
The SOC will be chaired by an LOC-appointed individual assisted by URSI Commission Officers who will in turn be assisted by LOC-appointed local experts.
- Chair, Co-Chairs, and Members of a Young Scientist Program Committee (YSPC).
The YSPC is responsible for the selection of the finalists/winners of the Student Paper Competition (SPC) and the recipients of the Young Scientist Award (YSA).
- Various Local Committees, e.g., a National Advisory C., a Finance C., a Publication C., an Exhibition & Workshops/Short Courses C., a Publicity C., a Local Arrangements C., a Registration C., ('C.' implies 'Committee')
- Others (appointed by the URSI Member Committee in the host country in case of need)
Honorary Conference Chair, General Vice-Chairs, etc.

A PCO may be used or, if experience can be demonstrated, the LOC can provide this function.

6. Young Scientist Programs

According to tradition, AP-RASC conferences organizes a Student Paper Competition (SPC) and a Young Scientist Award (YSA). This should be explained clearly in the proposal.

6.1 Student Paper Competition (SPC)

The Young Scientist Program Committee (YSPC) will select 5 finalists before the Conference. The LOC will provide each of the SPC finalists with the following financial support:

- free registration;
- free banquet ticket;
- free accommodation covering the full conference duration (6 nights).

In addition, the finalists traveling from outside the host country will each receive

- airfare support up to 1,000 US dollars (in cash) depending on the country where he/she lives.



The SPC Special Session (open to all the participants) will be organized during the Conference, and the YSPC will select the 3 winners among the 5 finalists. At the Award Ceremony during the Banquet, the winners will receive the following prizes:

- 1st prize: a certificate and 1,000 US dollars (in cash);
- 2nd prize: a certificate and 750 US dollars (in cash);
- 3rd prize: a certificate and 500 US dollars (in cash).

The two non-winning finalists will each receive a certificate identifying him/her as a finalist.

6.2 Young Scientist Award (YSA)

The YSPC will select 20 recipients before the Conference. The LOC will provide each of the YSA recipients with the following financial support:

- free registration;
- free banquet ticket;
- free accommodation covering the full conference duration (6 nights).

In addition, the LOC will provide some of the recipients traveling from developing countries with

- airfare support (amount will be determined based on the countries where they live).

At the Award Ceremony during the Banquet, the recipients will each receive a certificate.

7. Conference Venues

In order to run the Conference, we need the following rooms and space that should be taken into account in preparation of the proposal. The numbers indicated may be adapted according to the actual figures of the previous editions of the AP-RASC conferences.

- 1) Registration area.
- 2) Opening Ceremony and 4 General Lectures.
Minimum seating capacity: 600.
- 3) Oral sessions (a total of 10 rooms for Commissions A to K).
Minimum seating capacity of each session room: 65-100, depending on the Commission.
- 4) SPC Special Session.
Minimum seating capacity: 100.
- 5) Commission Keynote Lectures (either one additional room, or the same room as used by each Commission for its oral sessions).
Minimum seating capacity if an additional room is used: 150.
Commission Keynote Lectures are to be scheduled at different times.
- 6) Poster sessions area.
The area for poster sessions should be able to accommodate a minimum of 100 posters.



7) Workshops and short courses.

Minimum seating capacity for each of these events: 100.

8) Exhibition area.

9) Coffee break area.

10) Lunch space.

In addition to regular lunch space such as restaurants and cafeterias, the LOC should also consider arranging box lunches for convenience of participants.

8. Reception Venues

In the proposal, details on the following should be supplied:

- Welcome Reception;
- Banquet;
- Young Scientists Reception (SPC/YSA Party).

9. Rooms for URSI and AP-RASC Business

Please describe how rooms for various business meetings and office space will be arranged.

9.1 Meeting rooms

- Commission Business Meetings (held in 10 separate rooms)
- Board Meetings 1, 2, and 3
- Coordinating Committee Meetings 1 and 2
- Informal Council Meeting
- Publications Committee Meeting
- Early Career Representatives (ECR) Meeting
- AP-RASC Standing Committee Meetings 1 and 2
- AP-RASC 2022 Young Scientist Program Committee (YSPC) Meeting

The Commission Business Meetings can (and ideally, will) be held in the same rooms as are used for the Commission oral sessions. The Board Meetings, Informal Council Meeting, and Coordinating Committee Meetings could all be held in the same room, because they meet at different times. One or perhaps two other rooms are required to accommodate the other meetings.

9.2 Office space

- Room for President, Past President and Secretary-General of URSI.
- Room for Vice-Presidents of URSI.
- Room for Secretary-General, Assistant Secretaries-General, and Secretariat of URSI.
- Room for URSI Commission Officers (Chairs, Vice-Chairs, and ECRs).
- Room for AP-RASC 2022 Local Secretariat.



10. URSI Activities in the Host Country

The URSI activities in the host country should be summarized in the proposal.

11. Floor Plans

In the proposal, please provide floor plans (detailed figures) explaining how the Conference will be organized. Please also provide seating capacities for all of the rooms.

12. Financial responsibility

It is to be understood that the host organization and the LOC will be expected to abide by the budget, and must have the financial resources and be willing to take responsibility to cover any unapproved and/or unforeseen expenses. The mechanism to provide for this must be identified and explained in the proposal. To this end, the proposal must include a statement from an entity (such as the Academy of Sciences) that has both the necessary financial means and legal standing, taking full financial responsibility for AP-RASC 2022.

By submitting the proposal, the LOC accepts that URSI will not accept nor be held responsible for any financial or legal liability associated with AP-RASC 2022. Any and all such liabilities are the full responsibility of the proposing entity.

13. Budget

- 1) The LOC shall assume full financial responsibility for all aspects of AP-RASC 2022 (see above).
- 2) Please prepare the budget estimate (expected income and expenditure) in tables and include it in the proposal.
- 3) The budget should contain the two cases: 700 participants/papers, 500 participants/papers.
- 4) URSI will support the LOC (in advance of the Conference) with 30,000 US dollars aimed essentially at the support for the Young Scientist Award and the Student Paper Competition.
- 5) URSI will take care of the paper submission handling.
- 6) The LOC will provide a maximum of 40 free registrations to URSI for URSI officials.
- 7) The LOC will pay a revenue to URSI as determined below.
- 8) The budget should take into account differential registration fees for URSI members and non-members.

14. Revenue to URSI

URSI is to receive:

- 50 US dollars per paying student participant;
- 70 US dollars per paying regular participant (URSI members and non-members).

The URSI Secretariat will present to the URSI Board an estimate of the total net cost to URSI of AP-RASC



2022, including the costs of the Coordinating Committee and Board Meetings to be held during AP-RASC 2022.

15. Hotel Information

In the proposal, a list of hotels in the vicinity of the proposed venue, together with the number of available guest rooms and room rates, should be provided. The “Conference Hotel” where the URSI officials can stay during the Conference should also be identified in the proposal.

16. Access

The Conference venue should be easily accessible. Please provide the information on the access from a nearest airport to the venue.

17. Visas

Please provide visa support information.

18. Host City Information

Please provide basic information on the host city and tourist attractions of the city.

19. Paper Handling System

URSI strongly encourages to use the paper handling software which is used for all the Flagship Meetings. If the LOC wishes, the URSI Secretariat will take care of the paper handling for AP-RASC 2022(see Section 13).

20. Other Useful Information

If there is any other information which you think might be useful, please add it to the proposal.

21. AP-RASC Standing Committee

In order to make planning and preparations of future AP-RASC conferences easier, URSI has set up the AP-RASC Standing Committee.

21.1 Role

The role of the AP-RASC Standing Committee is to:

- make recommendations to the URSI Board regarding the strategic direction of AP-RASC;
- make a recommendation to the URSI Board in regard to the venue of the next AP-RASC;
- provide oversight of the LOC as it prepares for the next AP-RASC.

Substantive changes in the organization of AP-RASC must be approved by the URSI Board. The location of the next AP-RASC, as recommended by the AP-RASC Standing Committee, must be approved by the URSI Board.



21.2 Structure

The structure of the AP-RASC Standing Committee is as follows:¹

- Chair
 - Kazuya Kobayashi URSI Assistant Secretary-General (AP-RASC)
- Members
 - URSI Board:
 - Makoto Ando URSI President
 - Paul Cannon URSI Past President
 - Willem Baan URSI Vice-President
 - Piergiorgio L. E. Uslenghi URSI Vice-President
 - Peter Van Daele URSI Secretary-General
 - Stefan Wijnholds URSI Assistant Secretary-General
 - W. Ross Stone URSI Assistant Secretary-General (Publications and GASS)
 - URSI Member Committees in the Asia-Pacific Region:
 - Jason Png Ching Eng President, Singapore National Committee of URSI
 - Gurbax Lakhina President, India National Committee of URSI
 - Lou-Chuang Lee President, China (SRS) National Committee of URSI
 - Sangwook Nam President, South Korea National Committee of URSI
 - Paul Smith President, Australia National Committee of URSI
 - Neil Thomson President, New Zealand National Committee of URSI
 - Jian Wu President, China (CIE) National Committee of URSI
 - Satoshi Yagitani President, Japan National Committee of URSI

22. Selection Procedure of the AP-RASC 2022 Venue

During AP-RASC 2019 in New Delhi in March 2019, the following three business meetings will be held.

- 1) AP-RASC Standing Committee Meeting 1
 - Date and time: 12:00-13:30, Monday, March 11, 2019
 - Place: India Habitat Centre, New Delhi, India
 - Agenda: Presentations of the AP-RASC 2022 proposals; Discussion on the proposals.
- 2) AP-RASC Standing Committee Meeting 2
 - Date and time: 12:00-13:30, Wednesday, March 13, 2019
 - Place: India Habitat Centre, New Delhi, India
 - Agenda: Additional short presentations of the AP-RASC 2022 proposals; Short discussion on the

¹ All members have a voting right. Each member has one vote. If a member of the Committee will not be able to be present for voting, he/she can appoint a person who will vote on his/her behalf.



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proposals; Selection of the AP-RASC 2022 venue by voting by the members of the AP-RASC Standing Committee using secret ballot; Preparations for AP-RASC 2022.

3) Board Meeting 2

- Date and time: 16:00-16:30, Wednesday, March 13, 2019
- Place: India Habitat Centre, New Delhi, India
- Agenda: Approval of the decision on the AP-RASC 2022 venue at the AP-RASC Standing Committee Meeting 2; Preparations for AP-RASC 2022

The AP-RASC 2022 venue will be announced at the Banquet, 18:00-20:30, Wednesday, March 13, 2019.

23. Contact Person(s)

Please provide the following information on the contact person(s) for the proposal:

- Full name:
- Affiliation and position:
- URSI position:
- Postal address:
- Tel/Fax:
- Email:

24. Submission of the Proposal and Inquiries

Please submit the proposal by email before **February 28, 2019** to

Professor Kazuya Kobayashi
URSI Assistant Secretary-General (AP-RASC)
Department of Electrical, Electronic, and Communication Engineering
Chuo University
1-13-27 Kasuga, Bunkyo-ku, Tokyo 112-8551, Japan
Email: kazuya@tamacc.chuo-u.ac.jp

For any inquiries, please contact Professor Kobayashi.

Appendix A. Summary of Financial Responsibilities

A1. Financial Responsibilities of the Local Organizing Committee

The Local Organizing Committee (LOC) in association with the financially responsible entity (see Section 12) is responsible for all local costs. At a minimum, this includes the following items:



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1. The cost of paying the revenue as defined in Section 14 (50 US dollars per paying student participant and 70 US dollars per paying regular participant) to URSI.
2. The cost of the conference facilities and the cost of a professional conference organizer, if used.
3. The cost of all LOC expenses.
4. The cost of the Young Scientist program (SPC and YSA) as defined in Section 6.
5. The cost of the social events (Opening Reception, Banquet, Young Scientists Reception)
6. The cost of printing and mailing of any of the conference related publications.
7. The cost of the conference center and related items including:
 - Message boards.
 - Poster panels.
 - Computer-driven projectors and, where necessary, audio equipment, and an operator for all these items in all session rooms, the Board and Council meeting rooms, and in the speaker preparation room, including some spare equipment.
 - Internet access for the participants
 - The cost of light refreshments for the conference participants for morning and afternoon coffee breaks.
 - The costs for lunches for the participants
8. The cost of the registration of a maximum of 40 URSI Officials, the names of which are provided by the URSI Secretariat.
9. The cost of building and maintaining the specific AP-RASC 2022 Web site.

A2. Financial Responsibilities of URSI

URSI is responsible for the following costs:

1. The travel costs and per diem of the URSI Officials and the URSI Secretariat, in so far that the Coordinating Committee and Board meetings are held at AP-RASC 2022.
2. The cost of the paper handling and the review process (if requested by the LOC)
3. The cost of the submission of the AP-RASC 2022 Proceedings to IEEE Xplore after the Conference.
4. URSI will support the LOC (in advance of the Conference) with 30,000 US dollars aimed essentially at the support for the Young Scientist Award (YSA) and the Student Paper Competition (SPC) at AP-RASC 2022.
5. The URSI Secretariat will present to the URSI Board an estimate of the total net cost to URSI of AP-RASC 2022, including the costs of the Coordinating Committee and Board meetings to be held during AP-RASC 2022.