

IEEE MTT-S ADCOM MEETING
7-8 June 1997
Denver, Colorado, U.S.A.

Attendees:

John Barr, Adalbert Beyer, R. E. Skip Bryan, Al Clavin, Eliot Cohen, E. James Crescenzi, Jr., Larry Dunleavy, Samir El-Ghazaly, S. Jerry Fiedziuszko, Bernard D. Geller, Vladimir G. Gelnovatch, Jitendra Goel Aditya Gupta, K. C. Gupta, Michael Harris, Jerry Hausner, Rudy Henning, John Horton, Ho C. Huang, Tatsuo Itoh, Ferdo Ivanek, Charles Jackson, Rolf Jansen, Reynold Kagiwada, Tim Kemerley, Ralph Levy, J. K. McKinney, Mahesh Kumar, Ralph Levy, Roger Marks, Jozef Modelshi, Vijay Nair, Edward C. Niehenke, Arthur Oliner, George Oltman, Don Parker, Barry Perlman, Roger D. Pollard, Jung Woong Ra, Ed Rezek, Arye Rosen, Peter Russer, Ted Saad, Fred Schindler, Gary Simpson, Richard Snyder, Roberto Sorrentino, Richard A. Sparks, Peter Staecker, Michael Steer, Steven S. Stitzer, Roger W. Sudbury, Frank Sullivan, Dan Swanson, Glenn Thoren, Kiyu Tomiyasu, Robert Trew, Austin Truitt, Andre van der Vorst, Karl Varian, John Wassel, Larry Whicker, Eikichi Yamashita, Claude Weil

I. Welcome And Introduction

The meeting was called to order by Skip Bryan at 8:35 p.m. on Saturday, 7 June 1997 at the Adam's Mark Hotel in Denver Colorado, U.S.A.

A. Adoption of January 1997 Meeting Minutes

There being no discussion the minutes of the January 1997 meeting were accepted unanimously.
Moved: Roger Pollard. There being no objection, accepted without vote.

B. Adoption of Agenda

There being no discussion the agenda of this meeting was accepted.
Moved by Ed Rezek. Seconded by Roger Pollard
The agenda is included as Appendix I.

C. Introduction of Guests

Guests to the meeting were welcomed. Claude Weil introduced the members on the IMS'97 Steering Committee who were at the meeting.

II. Highlighted Items

A. 1997 IMS Report

Chairman's Report

Presented by Claude Weil.

The full report "Welcome to the Mile High City" is included as Appendix II.A.

KC Gupta reported on the IMS'97 Technical Program.

Technical Program Highlights:

- 55 IMS Technical sessions including 5 Focused sessions, 2 Interactive Forum Sessions, 3 Joint Sessions with the RFIC Symposium; 1 Joint Session with ARFTG Conference
- 6 Panel Sessions
- 1 Rump Sessions ("HF to UHF Designs and Applications")

Technical Papers:

- 413 Technical Papers including 132 in 2 Interactive Forums
- 752 Submissions (Acceptance Rate of 54.9%; Topmost Technical Program)

Workshops:

- 24 Full-day and half-day Workshops
- Selected by a Subcommittee of Technical Program Group out of the 35 Proposals Received
- Workshops on "World Wide Web Basics"; "Business Issues"; and "FCC Policies"
- Workshops evaluation form for feedback

Student Paper Competition:

- 31 Entries
- 3 Wednesday Sessions
- Student Travel Support (New idea for 1997; Travel funding offers to all contestants; Funds mainly provided by grant from U.S. National Science Foundation)

J.C. Bose Centennial Session: Millimeter and Sub-Millimeter Waves

- Celebrates centennial of Sir J.C. Bose's pioneering experiments on millimeter waves
- Invited papers on Bose's work (NRAO Tucson, AZ; Calcutta University, India)
- Live demonstrations of Bose's century-old millimeter-wave instrumentation in the Historical Exhibit

Thanks and Acknowledgements:

- 237 volunteers on 29 sub-committees of the Technical Program Committee
- Roger Marks- Plenary Session, ARFTG
- Moto Kanda - Focused, Panel, & Rump Sessions
- Don DeGroot, Ajay Sreenivas, and John Meredith - Workshops
- John Norgard - Interactive Forum Sessions
- Stoyan Ganchev - Student Paper Competition
- Dick Booton - Transactions Special Issue
- Dylan Williams - RFIC Liaison

B. European Microwave Week Report

Presented by Rolf Jansen. The full report is included as Appendix II.B.

There are still unresolved issues between the Steering Committee of the EuMC conference and Nexus in regards to organizing the European Microwave Week in 1998.

Rolf Jansen announced his retirement as MTT-S representative on the EuMC Steering Committee.

C. European Microwave Conference

A brief oral report was made by Roberto Sorrentino.

III. President's Message

Skip Bryan presented a brief message and reiterated the points he made at the January AdCom meeting.

IV Secretary's Report

Presented by Michael Steer.

A Future AdCom Meetings

September 1997 Meeting:

Saturday Sept. 20	6 p.m. AdCom reception
	7 p.m. AdCom Dinner
	8 p.m. to 11 p.m. AdCom Meeting
Sunday Sept. 21	8 a.m. to 2 p.m. AdCom Meeting

Hotel: Hyatt Regency Hotel, 122 North Second Street, Phoenix, Arizona 85004-2379, U.S.A.

Phone: +1-602-252-1234 Fax: +1-602-256-0801

Closest airport is Phoenix.

Group name: IEEE/Microwave Theory and Techniques Society

Reservation cutoff date: August 22, 1997

Rooms are reserved for Friday September 19 and Saturday September 20.

Please reserve early and identify yourself as a group member.

Room rates: single: \$120 double: \$120 triple: \$135 quad: \$150 (10.65% tax)

Closest airport is Phoenix.

January 1998 Meeting:

Sunday, January 11 6 p.m. AdCom reception
7 p.m. AdCom Dinner
8 p.m. to 11 p.m. AdCom Meeting
Monday January 12 8 a.m. to 3 p.m. AdCom Meeting

Hotel: Renaissance Hotel in the Inner Harbor

Phone: +1-410-547-1200 fax: +1-410-539-5780

Closest airport is Baltimore Washington International Airport (BWI).

B Report on Electronic Balloting

Review of Procedures

Electronic voting is limited to conference sponsorship, limited to actions of \$5,000 or less, special editor and issue confirmations, and other items as determined by the President. MTT-S Budget, IMS site selection and MTT-S AdCom elections are excluded.

1. Submit the motion to the secretary along with supporting arguments.
2. Secretary emails out document to official AdCom. It is open for discussion for 14 days but votes may be cast within that time.
3. A motion will be tabled if one third of the eligible voters so request.
4. After 10 days the Secretary calls for vote and vote is to be emailed to secretary. The vote is terminated when all voting AdCom members have voted or after 14 days of the original posting. The quorum is an absolute majority of effective eligible voters. The effective number of eligible voters is the number of Elected AdCom Members plus those Ex-Officio Members with Vote (three Past Presidents plus life members of AdCom.) who actually vote. (At least 9 elected AdCom members must vote for a motion to pass.)
5. Secretary tabulates vote and distributes results via email.
6. Secretary presents results of successful motions at the next AdCom meeting.

Electronic Motion 97.1

Date of Posting: March 4, 1997 *Date the Vote is Called:* March 14 *Last Day of Voting:* March 28

Motion: That MTT-S Cooperatively Sponsor TELSIKS'97.

Moved by: Fred Schindler *Seconded by:* Roger Sudbury

PASSED

In Favor: 17 Elected AdCom Members: 13 AdCom Voting Ex-Officio: 4

Opposed: 0 Elected AdCom Members: 0 AdCom Voting Ex-Officio: 1

Background:

TELSIKS'97 is also known as the 3rd International Conference on Telecommunications in Modern Satellite, Cable and Broadcasting Services. It will be held at the University of Nis in the City of Nis, Yugoslavia (about 240 km south of Belgrade) on October 8-10, 1997. The conference will be held in English. In the past, this biannual conference has drawn attendees from Yugoslavia and abroad. The Conference Chair is Bratislav Milovanovic of the University of Nis The Technical Program Committee has 31 members, 13 from outside Yugoslavia. The meeting will feature an Exhibition, 2 Workshops and 2 Round Tables

Electronic Motion 97.2

Date of Posting: March 14, 1997 *Date the Vote is Called:* March 28 *Last Day of Voting:* April 11

Motion: That MTT-S Cooperatively Sponsor TELSIKS'97.

Moved by: Fred Schindler *Seconded by:* Roger Sudbury

Motion: That MTT-S Technically Co-Sponsor the "High Frequency Post-Graduate Student Colloquium"
(Passed by authority of MTT President)

Original Motion: That MTT-S Continually Technically Co-Sponsor the "High Frequency Post-Graduate Student Colloquium

Failed

In Favor: 13 Elected AdCom Members: 8 AdCom Voting Ex-Officio: 5

Opposed: 0 Elected AdCom Members:0 AdCom Voting Ex-Officio: 0

Background: The "1997 3rd Annual High Frequency Post-Graduate Student Colloquium" will be held at the University of Leeds on September 19, 1997. MTT-S Technically Co-Sponsored the "2nd High Frequency Post-Graduate Student Colloquium."

The Conference Chair is Dr. Stavros Iezekiel of the University of Leeds

Electronic Motion 97.3

Date of Posting: March 14, 1997 *Date the Vote is Called:* March 28 *Last Day of Voting:* April 11

Motion: That MTT-S Continually Technically Co-Sponsor the "Wireless Circuits, Interconnection and Assembly Workshop"

Moved by: Fred Schindler *Seconded by:* Roger Sudbury

Passed

(By authority of MTT President because of the problems encountered with email balloting.)

In Favor: 6 Elected AdCom Members:3 AdCom Voting Ex-Officio: 3

Opposed: 4 Elected AdCom Members:3 AdCom Voting Ex-Officio: 1

Abstain: 2 Elected AdCom Members:1 AdCom Voting Ex-Officio: 1

Background: The Wireless Workshop is an annual event held in Arizona in the Fall. The 1997 event is formally called the "1997 Wireless Circuits, Interconnection and Assembly Workshop," and will be held October 26-29 in Carefree, Arizona.

The sponsors of the meeting are:

Rogers Corp. Merix Corp. Poly Circuits Taconic Corp.

Although the meeting is commercially sponsored and operated, it is apparently not revenue generating.

Electronic Motion 97.4

Date of Posting: March 20, 1997 *Date the Vote is Called:* April 3, 1997 *Last Day of Voting:* April 17, 1997

Motion: That MTT-S approve Continuing Technical Co-Sponsorship of the "International Semiconductor Device Research Symposium (ISDRS)"

Moved by: Fred Schindler *Seconded by:* Karl Varian

PASSED

In Favor: 11 Elected AdCom Members:9 AdCom Voting Ex-Officio: 2

Opposed: 1 Elected AdCom Members: 1 AdCom Voting Ex-Officio: 0

Abstain: 1 Elected AdCom Members: 0 AdCom Voting Ex-Officio: 1

Background: The ISDRS is an ongoing conference, and has had MTT-S involvement in the past. This motion is for Continuing Technical Co-Sponsorship. There is no financial involvement. MTT-S is already well represented on the Technical Program Committee.

B Other Business

There was a brief discussion concerning putting the AdCom minutes on the web and contracting with IEEE to complete the process. No consensus was reached.

V. Publications Committee

A. Chairman's Report

Presented by Jerry Fiedziuszko and K.C. Gupta.. Jerry outlined the topics to be discussed in the publications committee report.

- Introduction of new IEEE Press Liaison / MTT Book Series Editor (K.C. Gupta)
- Issues
- IMS December special issue

- MTT-S magazine
- Electronic Publishing
- Code of Ethics (guidelines) for authors and reviewers.
- Publications search committee (to identify editors for the Transactions and MWGL). Members: Jerry Fiedziuszko, K.C. Gupta, Bob Trew, R. Sorrentino, and S. Maas.

B. Transactions Editor's Report

Presented by Robert Trew. The page budget is on schedule and the Associate Editor system is working well. The time for the first review has been reduced. There are 4 special issues planned for 1997 and 4 in 1998. E. Yamashita presented a report as Associate Editor of the Transactions for Electromagnetics.

C. MGWL Editor's Report

Presented by Roberto Sorrentino and included as Appendix V.C.

D. IEEE Press/MTT Book Series

Presented by Larry Dunleavy and included as Appendix V.D.

E. IEEE Press Board Meeting

Presented by K.C. Gupta and included as Appendix V.E.

VI. Standards Coordinating Committee

Submitted by Roger Marks.

Subcommittee Activities and Status

- a) IEEE 1443: **Microwave Network Parameters** No major activities.
- b) IEEE 1198: **Mode Nomenclature of Dielectric Resonators and Waveguides** No report.

Liaison Reports

- a) SCC28: **Non-Ionizing Radiation** John Osepchuk provided a update (Appendix VI).
 - b) SCC34: **Electromagnetic Energy Product Performance Safety** Clark Bell provided an update (Appendix VI).
- New Liaison Appointed Mr. Fred Labaar , Senior Scientist TRW Inc. Space & Electronics Group, One Space Park, S/2758, Redondo Beach, CA 90278, 310-812-4681 (tel) fred.labaar@trw.com to be the MTT-S contact regarding a revised standard on the short-term frequency stability of oscillators (“Revision of IEEE Standard 1130-1988: Standard Definitions of Physical Quantities for Fundamental Frequency and Time Metrology.”) The standard, which is nearly ready for balloting, is being revised by IEEE Committee SCC-27, chaired by John R. Vig U. S. Army Communications-Electronics Command Attn: AMSRL-SE-RE Ft. Monmouth, NJ 07703-5601, U.S.A. Telephone: 908-427-4275, FAX: 908-427-4805 J.Vig@IEEE.org
A Report on liaison with IEEE SCC28 is included as Appendix VI.

VII. Membership Services

(Presented at 8:00 a.m. on Sunday)

A. Chairman's Report

Presented by Glen Thoren. Glen began by documenting the organization of the Membership Services Committee:

Chairman	G.R. Thoren
Vice Chairman	J.K. McKinney
Chapter Activities	S. El-Ghazaly
Chapter Records	H. De Los Santos
Chapter Officers Handbook	E.W. Ray
Chapter Communications	E. El-Sharaway
Chapter Funding	J. Sevic
International Chapter Liason	R.A. Sparks

Distinguished Microwave Lecturer Coordinator	TBD/H.M. Harris
Membership Development	J. Goel
Student Membership Development	TBD
Newsletter	G.A. Truitt
Region 8 Editor	E. Yamshita
Region 8 Editor	A. Beyer

Membership services objectives are presented in Appendix VII.A

B. Chapter Activities

Presented by Samir ElGhazely and included as Appendix VII.B

Rolf Jansen commented on travel costs. Relatively high travel costs were incurred in assisting chapter Chairs to attend meetings

C. Newsletter Report

An oral report was presented by Austin Truitt. The July issue will have the announcement for AdCom nominations. Skip Bryan directed Glen Thoren to investigate the whole publishing issue with the aim of getting Newsletter publications back on schedule.

D. Distinguished Microwave Lecturer

The DML committee is in the process of identifying topics and prospective speakers for the 1998 Distinguished Microwave Lecturer Series. Your suggestions and recommendations are sought. The enclosed notice and background information are self-explanatory. The selection process will take place over the Summer with specific recommendations to be made to the AdCom at our Fall meeting. Your initial response is requested on or before 15 July 1997

Please Reply To: Mike Harris, Georgia Tech Research Institute, Electro-Optics, Environment and Materials Laboratory, Atlanta, GA 30332-0861 Phone: 404-894-0185 FAX: 404-894-5073 e-mail mike.harris@gtri.gatech.edu

Nominations for topics and candidate lecturers for the 1998 Distinguished Microwave Lecturer are sought. In accordance with the MTT-S Bylaws, emphasis is to be placed on first selecting timely topics, then finding the best available candidates. Two or more candidates should be solicited for each proposed topic to help assure that a sufficient pool of candidates is available for consideration by the selection committee.

Please provide the following information to help us select exciting and timely topics and speakers.

1. Suggested Topic:
2. Brief synopsis of the anticipated presentation, and why it is expected to be of interest to MTT-S members:
3. Suggested Speakers:

VIII. Intersocietal Liaison Committee

A. Chairman's Report

Submitted by Barry Perlman The report is included as Appendix VIII.A.

The meeting adjourned at 11:00 p.m. and resumed at 8 a.m. on Sunday Morning.

IX. Budget Committee Report

A. Committee Report and 1998 Budget

Presented by Ed Rezek and included as Appendix IX.A and a separate report on the GaAs Symposium as Appendix VIII.B.

Moved "That, subject to approval of the budget by the MTT-S budget committee and an appropriate memorandum of understanding, MTT-S AdCom approves an advance of up to \$50K to the steering committee for the 1998 European Microwave Conference"

Moved: Roger Pollard Seconded: Fred Schindler

Passed

In Favor: 19 Opposed: 0 Abstain: 0

Moved "*That the 1998 MTT-S Budget be accepted as submitted.*"

Moved: Ed Rezek Seconded: Skip Bryan

Passed

In Favor: 23 Opposed: 0 Abstain: 0

X. Long Range Planning Committee

A. Chairman's Report

Presented by Elliott Cohen. The report is included as Appendix X.A

XI. Transnational Liaison Report

A. Chairman's Report

Presented by Jozef Modelshi. The report is included as Appendix XI.A.

B. Region 10 Report

Enrici Yamashita presented the region 10 report included as Appendix XI.B.

C. Region 8 Report

Adalbert Beyer presented the region 8 report which is included as Appendix X.C.

D. Region 9 Report

Dick Sparks presented the region 9 report orally.

The signed off budget and memorandum of understanding from the 1997 SBMO/IEEE MTT-S Symposium on Microwaves and Optoelectronics was submitted by Prof. Denise Consoni. Copies were forwarded to IEEE Conference Services and members of the MTT-S Budget Committee.

The Advance Program was to be shipped in time to distribute at the 1997 IMS in Denver, but due to delays at the printers will not be available. Current plan is to distribute at the AP-S Symposium being held in Montreal in July.

XII. Operations Committee

A. Chairman's Report

Presented by John Barr and included as Appendix XII.A.

B. Committee on Electronic Communications (Web Site Update)

Presented by Scott Wetenkamp and included as Appendix XII.B.

C. Ombudsman's Report

Presented by Ed Niehenke and included as Appendix XII.C.

Ed Niehenke has a new address.

D. Administrator's Report

Presented by Dick Sparks and included as Appendix XII.D.

E. Bylaws & Procedures Manual

Presented by John Barr. A list of responsibilities is included as Appendix XII.E. John implored that people review the sections for which they are responsible.

Motion:

"The MTT-S AdCom certifies the MTT-S certifies the MTT-S Procedures Manual"

Approved

Moved: John Barr Seconded: Roger Pollard

In Favor: 19 Opposed: 0 Abstain: 0

F. JOLLY (Journals on Line) Project

Presented by John Barr.

Motion: That the MTT-S AdCom provide, as soon as possible, access to the MTT Transactions and the Microwave and Guided Wave Letters via IEEE's JOLLY system to MTT-S Members.

Moved: Ed Niehenke Seconded: Roger Pollard

Approved

In Favor 23 Opposed: 0 Abstain: 0

Moved: Ed Niehenke Seconded: Roger Pollard

G. E-Balloting

Presented by John Barr.

H. CDROM Project

Presented by Charlie Jackson.

Three projects

1. 1997 Bundle -- All Publications for the year
2. Cumulative Index
3. Complete archive from volume 1.

Current Status

Draft contract - Plan to sign this week

Trial scan of indices since 1956 and old transactions.

Next Step

Input to flyers; Produce 1997 Bundle; Complete Index; Start archival process.

I. Electronics Product Committee Report

Presented by John Wendler and included as Appendix XII.I.

XIII. Technical Coordinating Committee

A. Chairman's Report

Presented by Frank Sullivan. The report is included as Appendix XIII.A.

There was a general discussion by Skip Bryan, John Wendler, Rolf Jansen, Roger Sudbury, Barry Perlman, Karl Varian and others on the relationship of RF activities and the MTT society. The discussion revolved around the interests and technical boundaries of interest of the Society. The consensus is that the areas of interest of MTT-S is the techniques being used such as distributed circuit design and intuitive design approaches rather than a specific lower frequency boundary. Jim Cresenzi pointed out that what we are talking about is reaching out to people who are a lot more applied.

Moved: "That a new technical committee be formed entitled 'HF-UHF Technology' with Fred Raab and Clark Bell as first co-chairmen and designate the new technical committee as MTT-17"

Approved

In Favor: 22 Opposed: 0 Abstain: 0

Moved: Jim Cresenzi Seconded: Eliot Cohen

B. Technical Committee's Information Items

Bernard Geller as chair of MTT-29 presented a brief report on the formation of MTT-20. MTT-20 is the Technical Committee on Wireless Communications. MTT-20 was an outgrowth of MTT-16. The full report is included as Appendix XIII.B

XIV. Meetings and Symposia Committee

A. Co-Chairmen's Report

Presented by Roger Sudbury:

- E-Mail voting on meeting sponsorship request: Will no longer be making requests for continuous sponsorship of meetings via e-mail balloting.
- "Best practices Meeting" for symposium.
- Jerry Fiedziuszko announced withdrawal of San Francisco's bid for IMS 2005 site selection
- Booth price increase in 1998 to \$2,850

B. TPC Study Group Report

Presented by Tatsuo Itoh.

Motion: That the following four items be adopted as the formal position of MTT AdCom:

1. TPC be made with a balance of experienced people and new blood.
2. TPC should not artificially inflate the acceptance rate to fill the "session".
3. Implement formal protocol such as "No TPC member shall be permitted to be involved in the decision-making process for a paper in which he/she has an interest."
4. MTT should give a strong signal that the "originality" and "novel idea" are emphasized in the paper selection.

Moved: Tatsuo Itoh Seconded: Roger Sudbury

Approved

In Favor: 21 Opposed: 0 Abstain: 0

Discussion included a comment by Art Oliner that the TPC has too many members.

There was discussion of where these intentions should be placed. Skip directed Ed Niehenke to place this in the IMS Guidelines Manual .

Skip Bryan dissolved the TPC study group.

C. 1998 IMS Report

Presented by Steven Stitzer.

Recent Activities

Local Arrangements Subcommittee: Baltimore Convention Center; IMS 98 is occupying all meeting rooms; Ballroom is held for Monday, Tuesday; Horizon House signed contract with BCC.

Publications/Publicity Subcommittee: Publications schedule revised; Paper submission deadline Dec 1, 1997;

Letterhead/logo revised

Call for Papers: Completed on schedule; 2,000 printed, delivered to Denver. A copy is included as Appendix XIV.C.

Planned Activities

Dec 1, 1997

Paper Submission Deadline

Jan 11, 1998

TPC @ Renaissance Harborplace Hotel. Contract signed

\$129 single/double, \$149 triple

Jan 11-12, 1998 AdCom @ Renaissance Harborplace Hotel

Jun 7-12, 1998 IMS 98 All hotel contracts signed long ago, beginning to get firm cost information for 1998.

Telephone numbers of IMS'98 Steering Committee members are in Appendix XIV.

Several options were discussed for the 1998 IMS digest:

1. Full digest (3 volumes) + CDROM
2. Full digest, abstract booklet, CDROM
3. Full digest, expanded IMS program booklet
4. CDROM prime, optional high dollar digest. Abstract booklet or expanded program booklet.

Skip Bryan and Roger Sudbury recommended that the decision is up to the IMS committee. They felt that option 1 was the probably the way to go in 1998 but a survey would be made of IMS attendees.

Ed Niehenke presented a report as Technical Program Chair of the 1998 IMS symposium.

- Tuesday of IMS will highlight RF Wireless Technology with Focused Sessions
- Student papers will be presented at regular sessions plus Interactive Forum on Tuesday afternoon (2 hours) and Wednesday morning (2 hours).

D. 1999 IMS Report

Presented by Bob Eisenhart. Additional material is included as Appendix XIV.D.

E. 2000 IMS (Boston) Report

Presented by Glen Thoren.

- Welcome
- Dinner
- Introductions and sign-up
- Tonight's objective
 - Pass out financials to treasurer and committees
 - Prepare budget by May 30, 1997.
 - Organization Chart review.
 - Larry Kushner report on workshops
 - Pass out schedules of past steering committees
 - Prepare committee schedules for integration
 - Review Boston sectional proposal
 - Logo quest / Stationary quest
 - Speaker and activity suggestions for Banquet and Symposium
- Committee actions
- Set next meeting date
- Microwave week June -11-17, 2000
- AdCom meeting days June 10 and 11.

F. 2001 IMS Report

Presented by Samir El-Ghazaly.

- New hotel will be built one block away from the Convention Center
- A new Science and Technology Museum was opened.

G. 2002 IMS Report

A written report was presented by Steven Stitzer.

- Steering committee kickoff meeting held in October, hosted by Metawave Communications.
- John Wassel presented an overview of the International Microwave Symposium.
- Additional steering committee members identified.
- Wireless growth in Seattle region resulting in a great influx of microwave and wireless engineers:

ATT Wireless Cellular Technical Services
Teledesic US Robotics Wireless Products Group
Innova Advanced Radio Telecom
American Wireless Western Wireless

- Growing and enthused committee looking forward to hosting the 2002 Symposium

H. 2003 IMS Report

A report was prepared by R.V. Snyder and Kiyu Tomiyasu.

Symposium dates: June 8-15, 2003.

Symposium location: Pennsylvania Convention Center, Philadelphia, PA

Microwave week dates: June 6-15, 2003

Headquarter Hotels: Philadelphia Marriot for MTT Wyndham-Franklin Plaza for AP

- Convention Center use agreement signed
- Philadelphia Marriot Use Agreement signed
- Logo designed
- Bank account opened
- Steering Committees essentially completed with a few exceptions ... but one notable exception is the need for a new AP chair. See the last item

Formal proposal to be submitted to AP AdCom in July 1997 but (informal) approval received.

I. 2004 IMS Chairman's Report

Brief oral report by Karl Varian. Arrangements are being made with hotels and convention center.

J. Meeting Sponsorship Requests

Presented by Fred Schindler. Additional information is available in Appendix XIV.J

[Update to Procedures Manual](#)

Consistent Site selection Process: Proposals due by September; Site visits completed by April; Site Selection in June

Added Guidelines for MTT-S Meeting Involvement: Cooperative Sponsorship; Technical Co-Sponsorship; Co-Sponsorship; Sponsorship

Added Guidelines for other organizations participating in the IMS

J.1 Meeting Involvement actions since last meeting

Confirmed Cooperative Sponsorship for MIA-ME'97

Approved by email ballot:

- Cooperative Sponsorship for "3rd International Conference on Telecommunications in Modern Satellite, Cable and Broadcasting Services" (TELSIKS'97)
- Continuing Technical Co-Sponsorship for "International Semiconductor Device Research Symposium" (ISDRS)

Failed email ballot:

- Continuing Technical Co-Sponsorship for "High Frequency Student Colloquium"
- Approved by President: Technical Co-Sponsorship for the "1997 Wireless Circuits, Interconnection and Assembly Workshop" (Wireless Workshop)

J.2 High Frequency Postgraduate Students Symposium

Motion: Original Motion: That MTT-S Continually Technically Co-Sponsor the "High Frequency Post-Graduate Student Colloquium"

Moved: Fred Schindler Seconded: Roger Sudbury

In Favor: 0 Opposed: 0 Abstain: 0

Background: The 3rd annual meeting will be held in September 1997 at the University of Leeds. MTT-S has been a Technical Co-Sponsor of the previous 2 meetings.

Action: Provide Technical Co-Sponsorship (with no financial involvement).

J.3 M&RF

Motion: Original Motion: That MTT-S Approve Technical Co-Sponsor ship of "Microwaves and RF Conference" for one year only

Moved: Fred Schindler Seconded: Roger Sudbury

PASSED

In Favor: 20 Opposed: 0 Abstain: 0

Background: This meeting is owned and operated by NEXUS. MTT-S has been a Technical Co-Sponsor for the past 2 years.

Action: Provide technical co-sponsorship (with no financial involvement),

There was discussion by Andre Van der Vorst who argued that the support should be of limited extent.

J.4 ICMMT'98

Motion: "That MTT-S technically co-sponsor the "Conference on Microwave and Millimeter wave Technologies (ICMMT'98)"

Moved: Fred Schindler Seconded: Tatsuo Itoh

Motion to table

Moved: Skip Bryan Seconded: Karl Varian

The motion was tabled. (Clarification of sponsors and chairs required.)

Background: Sponsored by Chinese Institute of Electronics (CIE)

Co-sponsors: IEEE Beijing Section, IEE Beijing Center, Institute of Electronics Information and Communications Engineers (IEICE), The Korea Institute of Telematics and Electronics (KITE)

Action: Provide Technical Co-Sponsorship (with no financial involvement)

The International Conference on Microwave and Millimeter Wave Technology (ICMMT'98) is a new international conference that merges the previous International Conference on Millimeter Wave and Far-infrared Science and Technology (ICMWFST) held every three years in China and the International Microwave Conference (IMC) sponsored by CIE and its related societies. Now the ICMWFST and IMC no longer exist. The purpose of new merged ICMMT designed to be held every two years in China is to provide a more broad international forum and opportunity for the scientists and engineers to present their new ideas in device development/fabrication, system design/architectures, applications and other related achievements in this field. We welcome you to join us and appreciate your contributions to the conference.

Scope: Relevant topics of interest include, but not limited to, the following:

Solid State and Vacuum Sources	MICs, MIMICs and MMICs
Microwave Components and Materials	Antenna and Propagation
Radar, Navigation and GPS	Microwave & Optic Communications
Wireless access	Microwave Measurements
CAD Technique	Remote Sensing
Guided Wave	Biological Effects and Applications
Superconductivity	Microwave Photonics
Plasma Diagnostics and Application	Millimeter Wave Techniques
Microwave Energy Application	Environment Protection
Packaging and Interconnection Techniques	Intelligent Transportation System
Vehicle Electronics	EMC and EMI

The Steering committee of the conference is following:

Chairman: Prof. Wei-Gan Lin, Professor of China Electronic University of S & T, Former Chair of MTT-Chapter in Beijing, MTT-Society Senior Member. General Chairman of ICMMT'98,

Members: Prof. Zong Sha, Fellow of IEEE, Member of MTT-Society, Organizing Chair of ICMMT'98

Prof. Zhong Yun-Ruo, Senior Member of MTT-Society, Chairman of MTT-S Chapter in Beijing, Program Committee Member of ICMMT'98,

Prof. Fu Jiang Liao, Senior Member of MTT-Society, Program Chair of ICMMT'98
Prof. Yamashita, University of Electro-Communications, Program Co-Chairs of ICMMT'98
Prof. Tatsuo Itoh, UCLA, General co-chair of ICMMT'98

J.5 MTT-S European Wireless 98

Motion: That MTT-S sponsor the 1998 European Topical Symposium on Technologies for Wireless Applications (MTT-S European Wireless 98), to be held in Amsterdam, 5-9 October 1998, in conjunction with European Microwave Week. Action: Provide \$10,000 loan.

Moved: Fred Schindler Seconded: Roger Sudbury

PASSED

In Favor: 21 Opposed: 0 Abstain: 0

K. Co-Chairman's Report

Presented by Fred Schindler and included as Appendix XIV.K

L. 2005 IMS Site Selection

Coordinated by Roger Sudbury and Peter Staecker

L.1 Introduction

Roger Sudbury discussed the procedures to be followed. Peter Staecker coordinated the selection process.

L.2 San Francisco

San Francisco withdrew their bid.

L.3 Atlanta

Presented by Joy Laskar. Mike Harris turned the overheads.

L.4 Long Beach

Presented by Charlie Jackson.

L.5 Summary

The review of the Site Selection Committee were summarized.

L.6 Discussion and Vote

Roger Sudbury and Peter Staecker conducted a secret ballot.

Results: Long Beach was chosen as the site of IMS'2005.

Proposals for the IMS'2006 are due before the September AdCom meeting.

M. RFIC Conference Report

Presented by Vijay Nair

- In 1997 51 contributed papers were received for RFIC symposium (last year 35)
- Good international representation: About half of the papers from overseas.
- 26 papers were accepted.
- 5 Invited talks by senior technologists from Japan, Europe and U.S.A. on a variety of commercially significant topics.
- A focused session on: "Silicon based RF, microwave and millimeter-wave integrated circuits."
- 3 parallel sessions on Monday and joint sessions with MTT-S on Tuesday

- 3 workshops and Monday panel session.
- Advanced registration 800 (last year 420 advanced registration 585 total)
- Workshops" WSB Low Voltage Low Power 300 WSC Measurements 120 WFH 40)
- 1998 RFIC Steering Committee:
 - General Chair: Vijay Nair Vice Chair: Mark Calcaterra
 - TPC: Chris Kermarrec Finance: Fazal Ali
 - Publicity: Jim Moniz Secretary: Dave Lovelace
 - IMS Liaison: Ho Huang
- 1998 Symposium Plan
 - Target specific applications for invited paper session.
 - Broadband communications (cable modem, digital TV)
 - DAB (direct digital broadcast), software base stations, RFIDs
 - Directly sponsor a workshop on Sunday and a panel session on Monday
 - Topics of interest are: 1) integration of RF, mixed signal and DSP functions; 2) architecture, processes and circuit techniques for low power RF system ICs; 3) transceivers for multicarrier applications; and 4) software radios.
 - Plan for 30% increase in paper submissions (advertisement etc.)
 - RFIC parallel session on Tuesday
 - Increase number of papers addressing RF IC system solutions
 - Strengthen participation from RF IC leading companies (Siemens, Philips, Motorola, Lucent, Triquint) and from Japan
 - Invite end users (our customers) like Nokia, Ericsson, Motorola to present their needs (invited papers).

John Horton asked a question about the sponsorships of co-sponsorship of workshops.

N. Wireless Communications Conference Report

Presented by Roger Marks *Status:*

- Site selection committee chose Regal Harvest House in Boulder
- Budget approved by IEEE
- MOU with IMAPS finalized - organized like an MTT conference

Paper submission results: 81 papers from 17 countries. Topics include systems, actives, passives, packaging/Integration, Antennas/Propagation, Measurements

- Registration: Contracted to Exhibit Vision, Inc.
- Room for 45 tabletop exhibits
- Contracted with IMAPS to handle exhibition: printed and mailed exhibitor prospectus; they absorb all costs
- Publicity: excellent response to Web publicity; Advanced Program just out of press (distributed in IMS'97 registration bag)
- For 1998 have a large conference hotel, serious exhibition facilities in Colorado Springs.

Rolf Jansen made a comment that the proliferation of Wireless conferences is very confusing. He suggested that more specific names be used that identify the relationship with microwaves.

Skip questions the relationship with IMAPS. The split is 50-50 currently but MTT is bringing more to the table, especially in the technical area. IMAPS is not really pulling their weight and the relationship needs to be reviewed in the future so that things do not become too unbalanced.

XV. Education Committee

A. Chairman's Report

Presented by Dan Swanson.

Winners of the 1997 competition are Chin K. Young; Goutam Chattopadhyay; X; and Y

1997 Graduate Scholarship award. 10 requests for applications. 4 applications returned. Selection based on achievements; need; career goals; recommendations. Donation \$2K and MTT \$3K leads to a \$5K award. Motion: "MTT shall provide approximately \$3,000 so that an award of \$5,000 can be made for the 1997 MTT-S graduate scholarship."

Moved: Dan Swanson Seconded Karl Varian

Passed

In Favor 19 Opposed: 0 Abstain: 0

B. Additional Items

Aditya Gupta reported on the MTT Graduate Fellowship Program. Winners of the 1997 competition are:

Chin K. Yong

University of Manchester Institute of Science and Technology (Prof. Lionel Davis)

Gyroelectric Junction circulators Using Magnetized Semiconductors

Goutam Chattopadhyay, Caltech (Prof. Jonas Zmuidzianas) *Dual Polarized Single Side Band SIS Receiver for mm-waves*

Lucia Cascio University of Victoria, BC (Prof. Wolfgang J.R. Hoefer) *Improved Modeling Techniques for Singularities and Active Devices in Space-Time Grids*

Natalia Y. Bliznyuk Institute of Radiophysics and Electronics of the National Academy of Sciences, Ukraine (Prof. Alexander I. Nosich) *Accurate Analysis of Fundamental Wave Phenomena in the Circular Patch Antennas Fed by Elementary Electrical and Magnetic Sources*

- Three of these students are in Denver to receive their awards
- My thanks to the four volunteers who helped me evaluate the 33 applications received this year
- Advertisement for 1998 MTT-S Graduate Fellowships will begin in earnest in July
- Need to update information in the MTT-S Web page

The meeting broke for lunch at noon and resumed at 1 p.m.

XVI. Awards Committee

A. Chairman's Report

Presented by John Wassell and included as Appendix VI.A.

- Nominations for awards close on the first of July.

B. Fellow Evaluation Committee

Submitted by Walt Gelnovatch and presented by Elliott Cohen and included as Appendix XVI.B.

Walt Gelnovatch is retiring and Elliot Cohen will be chair in 1988.

XVII. IEEE Reports

A. TAB Meeting Report

Presented by Skip Bryan.

The TAB meeting was attended by Roger Pollard and Skip Bryan. MTT-S is slated for a Societal review in 1998.

At the TAB meeting in June several of the technical committees established by TAB are going to move to become a councils. This includes the Intelligent Transportation Systems and Applied Superconductivity Committees. When TAB decides that there should be a center of focus, it establishes committees. Such Committees go about setting up conferences and eventually become financially independent of TAB and move towards becoming a Society. What is being proposed now is that the two committees will move to becoming Councils. Skip Bryan asked for

guidance from AdCom as to how he should vote on behalf of MTT-S. The implication is that they would eventually become a society. A concern is that they could drain off members from other societies. As a Council they need to produce a publication. Currently MTT contributes \$500 a year to TAB in support of technical committees. If they became a Council that commitment would disappear.

Skip plans to vote yes to move them to becoming a Council. Chair of MTT-18 commented on make up of the TAB Applied Superconductivity Committee. They have interests that relate to MTT as one of the major applications of superconductivity is RF and high power. The membership of the committee is primarily physicists.

Rolf Jansen commented that there is no real risk to our membership. The superconductivity technologists will remain with that group and not affect MTT-S whose membership is more interested in Electrical Effects.

B. Managing Director, IEEE Technical Activities

Effective April 14 the Managing Director, IEEE Technical Activities is Mary Ward-Callan replacing Bob Wangemann. Her contact information is

Ms. Mary Ward-Callan
Managing Director, IEEE Technical Activities
445 Hoes Lane, P.O. Box 1331 Piscataway, NJ 08855-1331
Phone: 908-562-3850 Fax: 908-981-1769 email: m.ward-callen@ieee.org

XVIII. New Business

Motion: "That Jim Mink be appointed Editor of the MTT Transactions"

Moved: Jerry Fiedziuszko Seconded: Bob Trew

Passed

In Favor: 22 Opposed: 0 Abstain: 1

Motion: "That Prof. Hoefler be appointed Associate Editor for Electromagnetics of the MTT Transactions"

Moved: Jerry Fiedziuszko Seconded: Bob Trew

Passed

In Favor: 22 Opposed: 0 Abstain: 0

Motion: "That the meeting adjourn"

Moved: Skip Bryan Seconded: Roger Pollard

Passed

Voted on by foot.

The meeting adjourned at 4:50 p.m. Sunday June 8, 1997.