Education and Student Activities Committee

Meeting Agenda
September 9, 2014
11:00am – 12:00pm EDT

I. Administrative *(2 minutes)*
>Approval of the meeting minutes of August 25, 2014
>Announcement: ESAC meetings will be bi-weekly through the end of the calendar year
>>Meeting times and dates are included with this agenda as appendix A

II. Student Paper Competition *(8 minutes)*
>Discuss changes to the student paper competition (Bunting)

III. ESAC Roadmap *(5 minutes)*
>Project status (Seguin)

IV. Experiments Manual *(5 minutes)*
>Project status (Jost)
>Results of Experiments Manual sub-committee meeting

V. SDECom / ESAC Coordination *(5 minutes)*
>Status (Jost)

VI. Student Hardware Competition *(5 minutes)*
>Dresden status update (Mediano)
>Santa Clara status update (Adamczyk)

VII. Global University *(10 minutes)*
>Discuss implementation of the Santa Clara and Dresden GU
>Status of GU chairs for both symposia (Steffka)
>Review of 2014 GU evaluation forms

VIII. Fundamentals of EMC Workshop *(10 minutes)*
>Discuss implementation of the Santa Clara and Dresden workshops

IX. University Grant *(5 minutes)*
>Status update (Mediano)

X. Open Forum /Additional Topics *(5 minutes)*
>Dresden meeting special session request process (Brench)
>>See attached document in Appendix B

Appendix A: ESAC Meeting Times and Dates

ESAC meeting dates and times through the end of the 2014 calendar year
    Second Tuesday of every month
    Last Monday of every month
Always at 11:00am EDT/EST

09/09 (Tuesday) 11:00am EDT
09/29 (Monday) 11:00am EDT
10/14 (Tuesday) 11:00am EDT
10/27 (Monday) 11:00am EDT
11/11 (Tuesday) 11:00am **EST**
11/24 (Monday) 11:00am EST
12/09 (Tuesday) 11:00am EST
12/29 – NO MEETING

Appendix B: Dresden Symposium Special Sessions

CALL FOR SPECIAL SESSIONS

The IEEE EMC Society is seeking proposals for Special Sessions to be presented at the 2014 IEEE International Symposium on Electromagnetic Compatibility. We invite proposals on all aspects of EMC and related technologies that are affected by EMC. Prospective organizers of a special session should send their proposals via email to colin.brench@ieee.org. Submissions must be in Word or PDF format. Special sessions are held Tuesday through Thursday and are typically scheduled for one-half day.

A special session is one that addresses specific topics of high current interest, emerging technology, or those that of particular interest to the region in which the symposium is being held.

Proposal Schedule	Paper Schedule
❖ The period for submission of proposals will begin on September 5, 2014	❖ Papers may be submitted from November 1, 2014
❖ The deadline of October 19, 2014 will be observed.	❖ Papers must be submitted by January 30, 2015
❖ Notification of acceptance decision will be made by November 1, 2014.	❖ Notification of review feedback March 13, 2015
❖ Special papers from all authors are due by January 30, 2014	❖ Final version of Special Session papers from all authors are due by April 30, 2015

ATTENTION SPECIAL SESSION ORGANIZERS AND AUTHORS

PLEASE NOTE THAT THE TIMING FOR SUBMISSIONS TO THIS SYMPOSIUM IS ADVANCED BY SIX WEEKS FROM PREVIOUS YEARS. So be sure to contact prospective authors at your earliest convenience.

SPECIAL SESSION ORGANIZER RESPONSIBILITIES

For proposals that are accepted, the special session organizer will be responsible for soliciting presentations, corresponding with session speakers, ensuring deadlines are met by the speakers, corresponding with the symposium committee, and moderating the session at the symposium.

All special session papers are peer reviewed through the same process as all other technical paper submissions and must be original contributions. Tutorial papers are not acceptable in a special session.

Proposals will be reviewed and evaluated for

- ❖ Relevance
- ❖ Importance of topic
- ❖ Novelty and originality
- ❖ Technical depth
- ❖ Readability and clarity of proposal

Special sessions with only one speaker will not be accepted.

CONTENT OF PROPOSAL SUBMISSIONS

Proposals for special sessions must contain the following information:

1. Title of Special Session

2. Abstract detailing the content of the session

3. Statement of what makes the session special

4. Name of special session chair with full contact information, including address, telephone number, e-mail address and company/affiliation name

5. List of planned authors/presenters and paper subjects with titles if available

6. Primary audience and secondary audience being targeted