**Workshop/Short Course Proposal for the 2020 European Microwave Week**

**Please note that the deadline for submission of the proposal is December 13, 2019.**

**Organizer(s)**

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| Name: Affiliation: Email: Phone: | Name: Affiliation: Email: Phone: |

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| Type[[1]](#footnote-1): | Workshop (WS) [ ] Short Course (SC) [ ]  |
| Duration: | Half day [ ] Full day [ ]  |
| Conference[[2]](#footnote-2):  | EuMC [ ] EuMIC [ ] EuRAD [ ]  |

**Workshop/Short Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Workshop/Short Course Abstract** (*max 250 words*)**:**  |

**Important Information**

* Accepted workshops/short courses will be scheduled for one of the workshops days of the EuMW 2020, mainly on Sunday, Monday and Friday. The assigned date and time slot cannot be disputed and the organizers are expected to inform the speakers accordingly.
* It is the responsibility of the organizers to upload the presentation slides, including the presentation slides of ALL speakers, before the deadline of **July 3, 2020** (1 color slide per A4 page in pdf format).
* Workshop fee waivers will be granted to the workshop organizers (maximum two) and workshop speakers (one per presentation) upon reception of the final presentation slides before the deadline of **July 3, 2020**. The maximum number of speakers allowed for a half day workshops/short courses is four, and for a full day workshops/short courses is eight. The fee waivers will not be granted if the final presentation slides are not uploaded before the deadline.
* Please note that the fee waiver applies ONLY to the specific workshop and NOT to other events taking place during the week. Therefore, workshop speakers and workshop organizers must register and pay the fees for the other events they wish to attend (EuMC, EuMIC, EuRAD, DSS forum, other WS/SC etc.).

**I have read and understood the above important information and shared this information with all the Speakers who also understood:** \_\_\_\_\_\_\_\_\_ (Yes/No)

Please complete the rest of the form only if your answer to the above question is “Yes”.

**Speakers**

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| **1. Speaker's Name:**  | **Confirmed (yes/no):**  |
| **Affiliation:**  |
| **Presentation Title:**  |
| **Speaker’s Email:**  |
| **Summary (2-3 sentences):**  |

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| **2. Speaker's Name:**  | **Confirmed (yes/no):**  |
| **Affiliation:**  |
| **Presentation Title:**  |
| **Speaker’s Email:**  |
| **Summary (2-3 sentences):**  |

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| **3. Speaker's Name:**  | **Confirmed (yes/no):**  |
| **Affiliation:**  |
| **Presentation Title:**  |
| **Speaker’s Email:**  |
| **Summary (2-3 sentences):**  |

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| --- | --- |
| **4. Speaker's Name:**  | **Confirmed (yes/no):**  |
| **Affiliation:**  |
| **Presentation Title:**  |
| **Speaker’s Email:**  |
| **Summary (2-3 sentences):**  |

(add as many as necessary for a full day WS/SC)

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| **Please indicate here if you have any special requests:** |

1. Workshops are intended to address state-of-the-art topics with an expert audience, whereas short courses have an educational purpose and are directed also to non-expert audience members. [↑](#footnote-ref-1)
2. In case of a joint workshop/short course, please cross all applicable conferences. [↑](#footnote-ref-2)