URSI Sponsorship of Conferences, Meetings, and Workshops

# Introduction

URSI, the International Union of Radio Science (Union Radio-Scientifique Internationale), a non-governmental and non-profit organisation operating within the International Council for Science, is responsible for stimulating and coordinating, on an international basis, studies, research, applications, scientific exchange, and communication in the fields of radio science. One of URSI’s core activities is the organization and support of scientific meetings and conferences through which radio scientists exchange results, ideas, and expertise with their peers. URSI supports three levels of conferences and meetings, which are summarized in Table 1, below. Decisions on financial involvement always lie with the URSI Board.

URSI’s foremost meetings are the yearly URSI Flagship meetings, which are organized on a three-year cycle. URSI also organizes and supports many other meetings and conferences. These include URSI-organized topical workshops that are co-located with the Flagship meetings, and meetings and workshops organized by the Commissions or Member Committees. In addition, URSI also supports events organized by partner organizations and third parties.

Note that a meeting moratorium is imposed either side of the URSI Flagship meetings. During this time, URSI will NOT financially nor technically support any other meeting.

**Table 1. Meeting Levels**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Conferences and Meetings** | **Financial Involvement** | **Technical Involvement** |
| **1** | URSI Flagship Meetings and co-located workshops | Strong involvement/ responsibility | Responsibility |
| **2** | URSI Commission and working group meetings/workshops | Through Commission budget | Strong Involvement |
| URSI Member-Committee meetings | Max 500 Euro for Student Paper Competition |
| **3** | Partner and other meetings | No involvement | Involvement |

This document describes the conditions for and benefits of seeking support from URSI in the organization of a meeting, workshop, or conference. Two tables at the end of the document expand on Table 1 and provide first points of contact.

# Level 1 URSI Flagship meetings and co-located workshops

## Scope

Level 1 meetings include the yearly Flagship meetings that occur on a three-year cycle:

* Year 0: URSI General Assembly
* Year 1: URSI Atlantic Radio Science Conference (AT-RASC)
* Year 2: URSI Asia-Pacific Radio Science Conference (AP-RASC)

Level 1 also includes all workshops or meetings co-located with these Flagship meetings. This comprises workshops and/or meetings integrated into the technical programme of the Flagship meeting as well as workshops or meetings organized just prior or immediately following the Flagship meeting and co-located with the Flagship meeting.

## Level 1 Financial Responsibility

Financial responsibility lies with an URSI body or entity, i.e., the URSI Secretariat or an URSI Member Committee. Consequently, the costs for logistics and venue are covered by this URSI body through registration fees and/or sponsorship.

## Level 1 Technical Responsibility

Technical responsibility lies with the URSI Commissions. Consequently, paper solicitation, paper review, and the composition of the technical programme are the responsibility of the URSI Commissions under the guidance of a Technical Programme Chair.

The URSI Secretariat provides the tools and support for the paper-submission process.

Level 1A Flagship Meetings: GASS, AP-RASC, and AT-RASC

### Purpose:

* Gather the whole URSI community together on an annual basis.

### URSI Involvement:

* Significant (or full) financial involvement/responsibility and/or financial revenue.
* Significant involvement in organization, including abstract handling, advertising, etc.
* Proceedings are placed on the URSI website.
* URSI publication agreement is used.
* Number of oral and poster presentations in sessions convened and co-convened by Commissions count towards determining their budget for the next triennium.
* Lower registration fees for URSI Senior Members, Fellows, and for members of Partner Organizations when previously agreed.
* Guidelines for URSI flagship meetings are provided in a separate document.

Level 1B URSI Commission Workshops during Flagship Events

### Purpose:

* Support for half- or one-day topical meetings led by URSI Commissions.

### URSI Involvement

* Workshop is part of the scientific programme of the Flagship event.
* All logistics are taken care of through the Flagship event organization.

### URSI Conditions

* The Workshop falls during the days of the Flagship meeting and is part of the programme, and replaces one or more sessions of the Commission.
* If Commission session time is limited, the workshop may be run on one additional day before the meeting starts or the day after the meeting finishes (financial considerations permitting).
* The presentations and the schedule are part of the responsibility of the Scientific Programme Coordinator of the Flagship meeting.
* There is no possibility to register separately for this workshop. Attendance is included in the Flagship Meeting registration fee.

Level 1C Co-located Commission Workshops before or after a Flagship Meeting

### Purpose

* Support of multi-day topical meetings led by an URSI Commission.

### URSI Involvement

* All logistics are taken in coordination with the Flagship organization as a separate part of the scientific programme.
* Announcements and advertising efforts are accommodated by Flagship advertising.
* Separate registration and abstract submission are handled by URSI.
* URSI will announce the meeting on the front page of the URSI website (possibly with a link to a separate meeting website).
* URSI may offer financial support through Commission budgets.
* Proceedings must be sent to the URSI Secretariat and the author copyright agreement must allow the publication on the URSI website.

### URSI Conditions

* The workshop may last up to three days before or after the Flagship event and the workshop is not part of the scientific programme of the Flagship meeting.
* The presentations and schedule fall under the responsibility of the Commission workshop organizers and not under the Flagship Scientific Program Coordinator.
* The expected attendance must be estimated and if criteria are not met the workshop may be cancelled.
* An additional registration fee is required for such a workshop.

# Level 2 URSI Commission, Working Group, and URSI Member Committee Meetings and Workshops

## Level 2 Financial Responsibility and Support

The URSI Secretariat does not take any financial responsibility in this level, neither directly nor through one or more URSI Commissions. The financial responsibility lies with third parties or with an URSI Member Committee.

The URSI Secretariat provides financial support through the budget of the URSI Commissions or through support of the Student Paper Competition for URSI Member Committee meetings.

## Level 2 Technical Responsibility

Technical responsibility lies with the URSI Commissions, Working Groups, or third parties with strong involvement of URSI Commissions or Working groups.

The URSI Secretariat offers the possibility to provide the tools and support for the paper-submission process.

## Level 2 Scheduling of meetings

No financial support nor technical support can be provided to meetings or workshops organised within a timeframe of two weeks prior or two weeks following the URSI Flagship meetings.

Level 2A URSI Commission and Working Group Meetings and Workshops

### Purpose:

* Strengthen the Commissions and Working Groups.
* Increase the visibility of URSI.
* Attract more people to the URSI community through both established and new events.

### URSI Involvement:

* Every Commission or Working Group is invited to propose established or new conferences to be graded at this level. To avoid unwanted interference, the meeting must be separated in time by at least two weeks from any URSI Level 1 meeting.
* Financial support is usually through the Commission budgets. No other financial liability of URSI is accepted.
* The Board may exceptionally decide to approve requests (especially from Working Groups) for financial support if the Commission funds are exhausted.
* The number of participants (attendees, speakers, accompanying persons) at the event count (with lower weight than Flagship meetings) toward determining the next triennium Commission budget.
* URSI offers abstract and registration handling for the meeting.
* In order to be able to announce the meeting via the general channels as much and as soon as possible, initial information of the meeting (purpose, dates, location) must be communicated to the URSI Secretariat, preferably at least six months before the meeting. More details can be communicated at a later stage.
* URSI will announce the meeting on the front page of its website (possibly with a link to a separate meeting website).
* URSI will offer to send out announcements through its mailing lists.
* Programs, abstracts, and/or proceedings will appear on the URSI website; the URSI publication agreement is used.

### URSI Conditions for Financial Support:

* The meeting must be separated in time by at least two weeks from any URSI Level 1a meeting.
* Lower registration fees for URSI Senior Members and Fellows must be provided (not valid for partner organizations).
* The purpose and administration of the URSI financial support should be clearly described in the request. The following uses of the URSI funds are encouraged:
  + Support for “URSI Young Scientists” (<35 years of age) participating in the meeting (typically to pay for their registration fee, but may also contribute toward accommodation or travel costs).
  + Partial support for “URSI Invited Speakers”, typically to pay for their registration fee.
  + Prize money for an “URSI Student Paper Contest”.
* Lists of participants in the “URSI Student Paper Contest”, names of “URSI Young Scientists” and “URSI Invited Speakers” must appear on the conference website and in the conference materials distributed to participants.
* Lists of participants in the “URSI Student Paper Contest”, names of “Young scientists with URSI Support”, and “URSI Invited Speakers” must be communicated to the URSI Secretariat before the meeting.
* “URSI” must appear in the meeting name; exceptions may be approved by the Board.
* The financial support provided by URSI needs to be acknowledged by stating “(co-)Sponsored by URSI”
* Registration procedure should include a statement that e-mail address may be forwarded to the URSI Secretariat.
* The program and abstracts must be made available to the URSI Secretariat within three months of the meeting, and the copyright agreement must allow publication on the URSI website.
* Proceedings (if the meeting has proceedings) must be sent to the URSI Secretariat within three months and the copyright agreement must allow the publication on the URSI website.
* A written report from the meeting suitable for publication in the Radio Science Bulletin must be submitted within three months of the meeting.
* In addition, a participant list with email addresses and a separate financial report including names of supported participants (with amount and purpose of support) must be submitted to the URSI Secretariat within three months of the meeting.
* If these requirements for URSI financial support are not met, the meeting participants may not be counted in determining the Commission budget for the next triennium and future financial support is not guaranteed.

Level 2B URSI Member Committee National and Regional Meetings

### Purpose

* Reach a wider audience and attract more people to the URSI community through regional and national events.

### URSI Involvement

* Every Member Committee may identify one regional or national event. To avoid unwanted interference, the meeting must be separated in time by at least two weeks from any URSI Level 1 flagship meeting.
* In order to be able to announce the meeting via the general channels as much and as soon as possible, initial information of the meeting (initial announcement, dates, location, etc.) must be communicated to the URSI Secretariat, preferably at least six months before the meeting. More details can be communicated at a later stage.
* URSI offers abstract handling and registration for the meeting.
* URSI will announce the meeting on the front page of the URSI website (possibly with a link to a separate meeting website).
* URSI will make regional mailing lists available for advertising the meeting.
* Program, abstracts, and/or proceedings may appear on URSI website.
* URSI offers financial support for a Student Paper Competition with a maximum 500 Euros annually. This competition must be open to all the URSI Commissions and all students who are able to present their work in the official language of the meeting. The minimum number of student papers in the competition should be 20 for a prize of 500 Euros, 10 for a prize of 250 Euros. No other financial liability of URSI is accepted.

### URSI Conditions for Financial Support

* The meeting must be separated in time by at least two weeks from any URSI Level 1 meeting.
* Names of the winners and their prizes must be communicated to the URSI Secretariat within one month after the meeting.
* Lower registration fees for URSI Senior Members and Fellows must apply, unless the meeting registration fee is under 50 Euros.
* The URSI name and logo must appear on the meeting website and in the meeting materials.
* The financial support provided by URSI needs to be acknowledged by stating “(co-)Sponsored by URSI”
* The URSI Secretariat must be provided with the participant lists and proceedings. Failure to provide the required information will prejudice URSI financial support in later years.
* A written report from the meeting suitable for publication in the RSB must be submitted within three months of the meeting.

# Level 3 Partner and Other Meetings

## Level 3 Financial Responsibility and Support

URSI Secretariat does not take any financial responsibility in this level, neither directly nor through the URSI Commissions. The financial responsibility lies with third parties.

## Level 3 Technical Responsibility

Technical responsibility lies with third parties with involvement of URSI Commissions or Working Groups.

## Level 3 Scheduling of meetings

No financial support nor technical support can be provided to meetings or workshops organised within a timeframe of two weeks prior or two weeks following the URSI Flagship meetings.

Level 3A Co-Sponsored Partner Meetings

### Purpose

* Support for events organized by Partner Organizations with whom URSI has a signed MoU and that do not fall under Level 2.

### URSI Involvement

* Technical support without any financial involvement under the condition that the meeting is separated in time by at least two weeks from any URSI Level 1a meeting.
* The technical support provided by URSI needs to be acknowledged by stating “Technically sponsored by URSI”

### Recommended MoU Conditions

* Lower registration fees for URSI Senior Members and Fellows based on reciprocity.
* The URSI logo may appear on the meeting website (unless it contravenes the MOU) and in the meeting materials, after which URSI may require access to the participants’ lists and proceedings.

Level 3B Level 3B Other Technically Co-Sponsored Meetings and Education activities

### Purpose

* Support of activities by other organizations on subjects close to the terms of reference of at least one URSI Commission.

### URSI Involvement:

* Technical support without any financial involvement under the condition that the meeting is separated in time by at least two weeks from any URSI Level 1A meeting.
* Events may be announced on the front page of the URSI website.

### URSI Conditions:

* In some cases, the URSI logo may be used, after which URSI may ask for access to the participants’ lists and the proceedings.

The technical support provided by URSI needs to be acknowledged by stating “Technically sponsored by URSI”.

# Table 2 – Summary of URSI Involvement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Type** | **Conferences and Meetings** | **Financial Involvement** | **Technical Involvement** | **1st Point of contact?** |
| **1** | URSI Flagship Meetings and co-located workshops | 1A - GASS, AP-RASC and AT-RASC | Strong Financial involvement/ Financial responsibility | Technical Responsibility | URSI Secretariat |
| 1B - URSI Commission Workshops during Flagship Events (co-located) | One or more URSI Commissions |
| 1C - URSI Commission Workshops before or after a Flagship Meeting (co-located) | One or more URSI Commissions |
| **2** | URSI Commission Working Group,  or Member Committee Meetings | 2A - URSI Commission and Working Group Meetings and Workshops | Co-sponsorship by URSI  (through Commission budget) | Strong Technical Involvement | One or more URSI Commissions |
| 2B – URSI Member Committee National or Regional Meetings | Financial support  (max 500 Euro for Student Paper Competition)  Co-sponsorship by URSI | URSI Secretariat |
| **3** | Partner & Other Meetings | 3A - Co-Sponsored Partner Meetings | None | Technical sponsorship by URSI | URSI Secretariat |
| 3B - Technically Co-Sponsored Meetings and Education activities | None | Technical sponsorship by URSI | One or more URSI Commissions |

# Table 3 – URSI Offers and Requirements

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Conferences and Meetings** | **Paper submission** | **Proceedings** | **Reduced registration fee for URSI Senior members and Fellows** | **Venue** | **Timing** | **Pax list** | **Report** | **URSI Logo** |
| **1** | 1A - GASS, AP-RASC and AT-RASC | URSI Secretariat | URSI Website | Yes | Flagship venue | URSI Flagship | Required | Required | Required |
| 1B - URSI Commission Workshops during Flagship Events (co-located) | URSI Secretariat | URSI Website | Yes | Flagship venue | URSI Flagship | Required | Required | Required |
| 1C - URSI Commission Workshops before or after a Flagship Meeting (co-located) | URSI Secretariat | URSI Website | Yes | (nearby) Flagship venue | Within 3 days prior or after Flagship meeting | Required | Required | Required |
| **2** | 2A - URSI Commission and Working Group Meetings and Workshops | Offered by URSI Secretariat | URSI Website | Yes | Worldwide | Not within 2 weeks prior or 2 weeks following Flagship meeting | Required | Required | Required |
| 2B – URSI Member Committee National or Regional Meetings | Offered by URSI Secretariat | Offered on URSI Website | Yes | Required | Required | Required |
| **3** | 3A - Co-Sponsored Partner Meetings | Not applicable | Welcomed | Yes | Welcomed | Welcomed | Required |
| 3B - Technically Co-Sponsored Meetings and Education activities | Welcomed | Welcomed | Welcomed | Welcomed | Required |

Application for URSI Sponsorship

1. Which kind of support are you looking for? These are the steps to follow:
2. Carefully read the attached document explaining the way URSI can get involved in your event.
3. Identify the type of involvement you are looking for.
4. Carefully check the requirements related to the level of support you are seeking and make sure you will be able to meet these requirements.
5. Tick the level of URSI involvement you are looking for by ticking the corresponding box in the table below.
6. Complete the remainder of the document with all required information
7. Submit the form by mail to the URSI Secretariat: [info@ursi.org](mailto:info@ursi.org)
8. The URSI Secretariat will contact the appropriate bodies within URSI and will get back to you as soon as possible.

|  |  |
| --- | --- |
| **Your choice** | **URSI Involvement** |
|  | Level 1A: URSI Flagship meetings |
|  | Level 1B: URSI Commission Workshops during Flagship Events (co-located with Flagship meeting) |
|  | Level 1C: URSI Commission Workshops before or after a Flagship Meeting (co-located with Flagship meeting) |
|  | Level 2A: URSI Commission and Working Group Meetings and Workshops |
|  | Level 2B: URSI Member Committee National or Regional Meetings |
|  | Level 3A: Co-Sponsored Partner Meetings |
|  | Level 3B: Technically Co-Sponsored Meetings and Education activities |

1. Submitter & Event information

Submitter information

|  |  |
| --- | --- |
| Title |  |
| Given Name/First Name |  |
| Middle Name |  |
| Last Name/Family Name / Surname |  |
| Organization |  |
| Address |  |
| E-mail |  |
| Phone: |  |

Identification of the event

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the event | | | | | |
|  | | | | | |
| Event acronym | | |  | | |
| Event type (Conference / Workshop / Webinar / Training / Other (please explain)) | | |  | | |
| Event website | | |  | | |
| Estimated attendance | | |  | | |
| Start date |  | | | End date |  |
| Venue | |  | | | |
| Address | |  | | | |
| City / Postal Code | |  | | | |
| Country | |  | | | |

1. Event organisation & technical scope

Technical Programme Committee

|  |
| --- |
| (co-)Chair of the Technical Programme Committee (include affiliation) |
|  |
| Members of the Programme Committee (if relevant to show URSI involvement) |
|  |

Organising Committee

|  |
| --- |
| (co-)Chair of the Local Organizing Committee |
|  |

Technical scope of the event

|  |
| --- |
| Describe the technical scope of the event and indicate the field of interests. |
|  |

1. URSI Financial involvement

(only for Level 2A & Level 2B events)

|  |
| --- |
| Amount of requested financial support (in euro) |
| € …. |
| Describe what the financial support will be used for. In the report submitted after the event details on the actual use of the financial support are required. |
|  |

1. Links to the URSI Community

URSI Commissions

This meeting is of interest to the following URSI Commissions (Please tick)

The terms of reference of these Commissions can be found on the URSI Homepage at the following URL : <https://www.ursi.org/commissions.php>

|  |  |  |
| --- | --- | --- |
|  | A | Electromagnetic Metrology |
|  | B | Fields and Waves |
|  | C | Radio Communication Systems and Signal Processing |
|  | D | Electronics and Photonics |
|  | E | Electromagnetic Environment & Interference |
|  | F | Wave Propagation & Remote Sensing |
|  | G | Ionospheric Radio and Propagation |
|  | H | Waves in Plasmas |
|  | J | Radio Astronomy |
|  | K | Electromagnetics in Biology & Medicine |

URSI Member Committees

If the event is taking place in a region or country covered by one of the URSI Member Committees, please provide the name of the person who was contacted to seek support.

|  |  |
| --- | --- |
| URSI Member Committee  (country) | Person(s) contacted |
|  |  |

Other co-sponsors (with their responsibilities and involvement):

|  |  |
| --- | --- |
| Sponsor / Organization | Responsibility / Involvement |
|  |  |
|  |  |
|  |  |
|  |  |

1. Check list for requirements related to the level of URSI involvement you are seeking

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Required (R) | | | Welcomed (W) | | | Requirement |
| I agree | 1B | 1C | 2A | 2B | 3A | 3B |  |
|  | R | R | R | R | R | R | URSI Logo on website and announcements |
|  | R | R | R | R | R | R | Check timing requirements with respect to URSI Flagship meetings |
|  | R | R | R | R | R | W | Implement reduced registration fees for URSI Senior Members and URSI Fellows |
|  | R | R | R | R | W | W | Provide list of registered participants |
|  | R | R | R | R | W | W | Report on the event |
|  | R | R | R | W | W | W | Proceeedings made available to be included on URSI website |

1. Do wish to get support from the URSI Secretariat for your event?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Offered (O) | | | Not applicable (NA) | | | Support from URSI Secretariat |
| I agree | 1B | 1C | 2A | 2B | 3A | 3B |  |
|  | O | O | O | O | NA | NA | Support in the paper submission process |
|  | O | O | O | O | O | O | Spreading the news on the URSI Social media channels (provide contact) |
|  | O | O | O | O | O | O | Including the event on the URSI Website |

1. URSI representative & signature:

This will be the person who will ensure that all requirements, linked to the level of URSI involvement you are seeking are met and who will provide all the required information to the URSI Secretariat.

This person also needs to provide his signature as proof of his/her commitment and awareness of responsibility or provide his/her agreement by separate mail to the URSI Secretariat.

|  |  |
| --- | --- |
| Title |  |
| Given Name/First Name |  |
| Middle Name |  |
| Last Name/Family Name / Surname |  |
| Organization |  |
| Address |  |
| E-mail |  |
| Phone: |  |
| Link to the event |  |
| Signature of the URSI representative (or by separate mail to the URSI Secretariat) |  |
| Signature of submitting individual |  |
| Date / location |  |