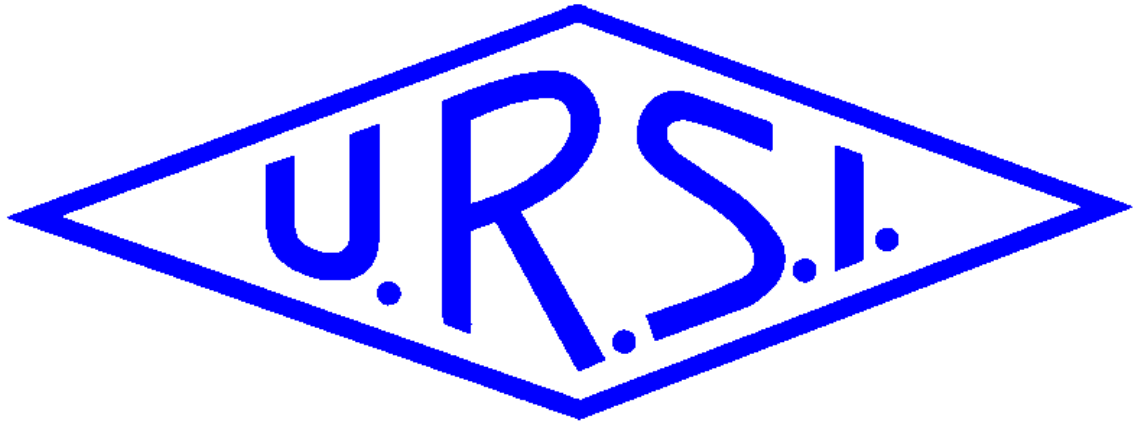




INTERNATIONAL UNION OF RADIO SCIENCE
UNION RADIO-SCIENTIFIQUE INTERNATIONALE
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Sponsorship of Conferences, Meetings and Workshops



Guidelines for Commission Chairs and Vice Chairs and Early Career Representatives

The URSI Secretariat
January 2026



Guidelines for Commission Chairs and Vice Chairs and Early Career Representatives

Commitment

The job of URSI Commission Chair, Vice Chair and Early Career Representatives (ECRs) is both a significant honour and a significant responsibility. By agreeing to accept these positions you agree to make the necessary commitment of time and to fully perform the duties of the position.

Your joint task, and particularly that of the Chair, is to provide Commission leadership. You are the interface between your Commission and the URSI Board, between your Commission and the Delegates on the Council, and between your Commission and the International science community.

If you are organized these roles will be a pleasure and you will have the satisfaction of knowing that at the end of your three years in office you pass on a well-organized Commission to your successors.

Please call on the advice of the Secretariat when needed – details can be found at Appendix 1 – and please also remember that you have a pool of past Chairs who can offer suggestions and advice.

You need to work as a team. Different Commissions will allocate the roles differently - but it is important that all are covered. It is particularly important that the Chair and the Vice Chair keep each other informed. It is the duty of the Chair to provide sufficient information, training, and experience for the Vice Chair so that the Vice Chair can seamlessly assume the position of the Chair.

Overview of Roles and Responsibilities

Overall Responsibilities

1. The Commission Chair has overall responsibility for a three year period commencing at the end of the GASS (in which they served as the Vice Chair).
2. The Chair is responsible for ensuring that the Vice-Chair, ECR and other appointed individuals (e.g., Working Group Chairs) fulfill their commitments.



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3. The Vice-Chair acts as Chair of the Commission in the absence of the Chair, or should the Chair be unable or unwilling to perform their duties.
4. The Early Career Representatives (ECRs) work with the Chair and the Vice-Chair to ensure that the Commission is attractive to their early-career peers.
5. The Commission Chair is responsible for the Commission budget.
6. The Chair is responsible for the GASS commission programme.
7. The Vice-Chair is responsible for planning and overseeing the Commission's Atlantic Radio Science Conference (AT-RASC) programme. As this meeting will largely run with open sessions the work load should be relatively light. AT-RASC will be held in the year following the GASS.
8. The Commission Vice-Chair will help develop the AP-RASC programme. The responsibility is to help – not organize.
9. The ECR is a member of the Early Career Coordinating Committee, which will meet at the GASS, AT-RASC and the AP-RASC Meetings. The Committee will report directly to the President and Secretary General.

Committee Membership

10. The Commission Chair is a member of Council, which meets during the General Assembly and informally meets at AT-RASC and AP-RASC. If the Chair is unable to attend a Council meeting the Vice-Chair must attend instead.
11. Both the Commission Chairs and the Vice-Chairs are members of the Coordinating Committee (along with the URSI Board) held at the GASS and at the AT-RASC and AP-RASC meetings. One, preferably both should attend.

Commission Management (loosely in time order)

1. The Chair is responsible for ensuring that Chairs are appointed to WGs and where relevant nominate to the Board persons who will represent URSI on other scientific associations.
2. The Chair is responsible for making recommendations to the Secretariat and the Treasurer on the use of the Commission Budget, and requesting approval for such budgetary expenditures.
3. The Chair is responsible for assisting the URSI Secretariat in the selection and approval of sponsored meetings and conferences.
4. The Commission Chair is responsible for planning and overseeing the Commission's GASS programme



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5. The Chair is responsible for finding at least two and not more than four able candidates to stand for election for each of the posts of Vice-Chair and ECR at the following GASS.
6. The Chair is responsible for planning and chairing the Commission Coordination Activity Meetings (formerly called 'Business Meetings') at the GASS
7. The Chair assists the Secretariat in organizing the vote for the next Vice Chair and ECR according to procedure (see also item 5 above).

More Details: Managing the Commission

Introduction

During the triennium, the Commission Officers carry the responsibility of keeping the Commission visible with the Commission Members and others who might support URSI in the future. A strong, healthy Commission nurtures its membership, often with small but important actions.

Commission Report on Commission Coordination Activity Meetings

The incoming Chair is expected to provide a report on the Commission Coordination Activity Meetings within three months of the GASS according to the following outline

1. Results of Election of Vice Chair
2. Results of Election of Early Career Representative
3. Updates/Status of Working Groups
(Reports of Working Groups may be included in an appendix)
4. Updates to Terms of Reference of Commission
5. Meetings proposed to be supported in the coming triennium
6. Report and comments on the scientific program of the Commission for the current GASS
7. Proposed sessions for the AT-RASC
8. Proposed sessions for the AP-RASC
9. Proposed sessions for the next GASS
10. Other business



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The report should end with the names, affiliation, and full contact information for the new Chair, Vice Chair and Early Career Representative for the Commission. Descriptive paragraphs are preferred over bullet lists. Paragraphs are preferred to tables. Please remember that your report will be published on the URSI Web site, so complex formatting generally does not contribute to the best readability.

Within the first six months of your tenure, please:

- An important subset of the membership are the Official Members who are nominated by the various academies. These individuals are the voting members when the Vice Chair is chosen. Please keep the Official Members of your Commission engaged. Identify all your Official Members (there ought to be about forty per Commission). Their names appear on the URSI Web site; they can be contacted using the Commission Official Members Mailing List, which is to be found on the URSI Commission page (go to www.ursi.org, click on your Commission page and look on the right hand side of the page). The Chairs may always ask the URSI Secretariat info@ursi.org for the latest update of these addresses.
- Confirm with all the people on the list that they are indeed delegates to your Commission (things change) and inform the URSI Secretariat of any changes.
- Identify member committees without delegates and contact the President or Secretary of that member committee seeking a nominee. If the Council Member asks for advice, then propose a name. Advise the Secretariat of these actions, especially where no satisfactory response is obtained.
- You will be given funds to support Commission activities for the duration of the triennium, and it is important that you give due consideration to this at an early stage. Different Commissions use their funds in different ways. The funds can be used to run your own meetings, partner and sponsor meetings run by other groups, support young scientists, etc. More information on meeting support can be found in Appendix 2. You need to provide an outline budget by 31 December in the year of the GASS – the Secretariat will provide you with a proforma on request.

Commission Members Mailing List

It is imperative that you have and maintain a *Commission Members Mailing List*. You can use it to contact the membership as a whole, working groups can use it, and, indeed, you may allow the Commission Membership to use it more generally. Please work with the Secretariat to update your list. You should exercise this list at least once every six months, and more frequently in the run up to the two URSI flagship meetings and the GASS.

URSI Web site

As soon as possible after the GASS (two months), it is important that you help the Secretariat update the URSI Web pages relating to your Commission. This includes providing a photograph of the Commission Officers.



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Commission Web sites

All Commissions need a Web site. The Web site can be very simple, and we do not recommend that you overcomplicate it. Consider the workload! A simple up-to-date Web site is better than a complicated and out-of-date Web site. Please contact the Secretariat who will provide a template and also host and help you maintain the Web site.

Commission Sponsored Meetings

The Chair will assist the URSI Secretariat in selection or approval of meetings and conferences to sponsor. This can be either in technical support (with no funds) or with financial support from your commission budget. Further details and the process for sponsoring a meeting can be found in Appendix 2.

The Chair must appoint an URSI representative to each meeting and ensure that they send a very short report with photos to the URSI Secretariat (info@ursi.org) for publication in the *URSI Newsletter*.

Preparation of the Commission Triennial Report

A report describing Commission activities will be required approximately 3 months before the GASS and will be published on the URSI Web site. For an example of such a report, please look at the reports of your predecessors on the URSI Web site.

The report is the responsibility of the Chair. The detailed structure of the Triennial Report is not specified, but must include the following:

- Overview of activities and initiatives
- Early career initiative report
- Use of Commission funds
- Sponsored meeting report
- Web site and Mailing List activity report
- WG activity reports.

Finding Vice-Chair and ECR Candidates

Please think about this well in advance of the call for nominations. The Chair and the Vice-Chair need to work together to secure good nominations and you should seek the help of previous incumbents if you anticipate having trouble finding good candidates.



More Details: The GASS Scientific Programme and Business Meetings

It is the Chair's responsibility to deliver an exciting and scientifically rewarding GASS. To facilitate this, there are several coordinating meetings.

Coordinating Committee

The role of the Coordinating Committee is to develop the GASS Scientific Programme and the AT-RASC programme. The Chairs, Vice-Chairs and ECRs are members of the Coordinating Committee and are required to attend the meetings, which will be held during the GASS and AT-RASC Meetings. The Chair, the Vice-Chair and the ECR will be funded from Commission funds to travel to these meetings and to attend the associated Coordinating Committee Meetings.

There will be a Coordinating Committee Meeting at AP-RASC attended by just the Chairs.

The Coordinating Committee cycle is:

- A planning meeting will be held April – May in the year after the GASS, during AT-RASC, at which a good first draft of the Commission programme for the forthcoming GASS will be required. This should include names and conveners for most of the Commission sessions together with the provisional title of the Commission tutorial and presenter and proposals for General Lectures.
- The complete program will be finalized through email by the following April.
- At AP-RASC two years after the GASS, the planning meeting will review the programme and allocate tasks for advertising the GASS widely in the scientific community.
- The new Chair will be responsible for the next GASS.

Drafting your GASS programme ready for the AT-RASC coordinating committee meeting should not be too hard as you should have identified sessions and conveners during the previous GASS and you will have recorded this in your Commission Coordination Activity Meetings report. As part of your drafting please:

- Keep in touch with your Vice-Chair with your ECR and the Commission Membership at large.
- Especially keep in touch with your WG leaders – they can reasonable expect to sponsor a session at the GASS.
- Finally, keep in touch with the Official Members - these are the official representatives of your Commission in the member committees - right from the start and then follow this up to ensure productive information exchange.
- Identify your preliminary session titles.
- Identify session conveners. Try to select a wide range of conveners covering both senior and young scientists (the ECR will help here), and remember to select people from different countries.
- Decide if you will want to hold sessions for late developing subject areas.
- Liaise with other Commissions for joint sessions.



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- Identify the Commission tutorial and presenter and when you choose a tutorial speaker, be sure they prepare a paper for *Radio Science Letters* that can be published before or shortly after the GASS.
- Consider if your Commission will nominate a good topic and speaker for one of the General Lectures

During this time you should be liaising with the Scientific Programme Coordinator for the GASS.

GASS Promotion

This will be discussed at the Coordinating Committee Meeting held at AP-RASC. It will help lift the GASS visibility if each Commission promotes its sessions widely, generating early interest. For example:

- You could identify one flagship session. You might base this around one or more of the Commission review papers, making the early preparation of these papers very important.
- You could ask your conveners to identify keynote speakers for their sessions. Make sure the keynote speakers are identified early;
- You might ask your keynote speakers to provide a short paper to appear in the *URSI Newsletter* 6-9 months before the GASS. The paper could highlight the importance of the field, the outlook, differences of opinion etc.

Paper Submission (approximately one year before the GASS)

The papers will be submitted through a Web-based system.

No Shows

Working with your session Chairs the Commission Officers will need to create an attractive programme and also one that is robust to no-shows. A no-show at an oral session is expensive and detracts significantly from your Commission sessions.

- Session conveners need to contact all presenters when they are filling their sessions to ensure people will be present at the assembly. The rule is simple: no reply, or no strong assurance means no oral presentation.
- Notwithstanding this, conveners should still be prepared for drop-outs – late problems do occur. One mitigation approach is to seek out senior authors and request them to submit poster papers, but also prepare a back-up oral paper that can be called on at short notice.

Session conveners who develop a good relationship with their speakers will get notification of travel problems and late withdrawals. By working with their speakers, conveners protect both the GASS sessions and their speakers' reputations.



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URSI Awards

URSI makes a number of awards at the GASS to distinguished Radio Scientists. The Commission Officers will be asked to nominate individuals for these awards around one year before the GASS. Be prepared.

Young Scientists

Around 50-100 Young Scientists (YS) will attend the GASS. The Young Scientists will usually receive a per diem of ~100 USD per day. In addition travel support for YS from low income countries will be provided by URSI central funds. The Presidents of the Member Committees and the Commission Chairs rank the Young Scientists from their region/commission.

A Young Scientist reception will be held at the GASS and the Commission Chairs are expected to attend.

Student Paper Competition

A Student Paper Competition will be run at the GASS. The competition is open to all students and not solely the URSI Young Scientists. The details may vary, but the Commission Officers are expected to participate in judging the papers. This Competition is usually funded and organized by the US URSI Committee.

Commission Coordination Activity Meetings (formerly called 'Business Meetings') at the GASS

There are three Commission Coordination Activity Meetings. It is here that the future of the Commission is secured and it is important that as many members as possible attend. The new Vice Chair election must take place during meeting 1 and a draft programme for the next GASS should be developed during meeting 3.

The agenda for the three Commission Coordination Activity meetings should be advertised ahead of time to increase attention, interest and involvement. The target publication date of the agenda is at least one month prior to the start of the GASS and should be circulated through both your mailing lists.

A summary of the business conducted at the Business meetings will be recorded by the Vice-Chair who as the incoming Chair will provide the report to the URSI Secretariat. For an example of such a report, please visit your commission section on the URSI Web site.

More Details: AT-RASC

This meeting is the responsibility of the Vice-Chair unless the Secretariat are otherwise informed.

- This will be a 5-day, 10-Commission Meeting.
- The meeting will run in the May in the year following the GASS.



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- One year before the meeting the Vice-Chair will be asked to nominate open topics, special sessions and other workshops and activities. These details must be confirmed at the GASS at which point responsibility for the meeting will be transferred to the incoming Vice-Chair.
- Around 80 paper slots need to be filled for each Commission.
- Slots will be 20 minutes long, and two 20 minute slots can be used as the discretion of the Commission Vice-Chair.
- There will be a 60 minute General Lecture every day with nominations for speakers made by the ECRs.
- The Conference will consist of Open and Special Sessions. The latter will consist of Invited Papers supplemented by contributed papers. Conveners will be responsible for filling a half session of 6-papers or a full session of 12-papers.
- Commissions may want to run workshops, discussion sessions etc as well as conventional sessions. There is no need to conform to the usual conference format – the aim is to run “something” which is useful and beneficial to your community.
- There will be a Young Scientists Programme which will be adjudicated by the Young Scientists Committee.
- There will be a Student Paper Competition. The student paper session will be scheduled on Monday and all Commission Chairs are expected to serve as judges. There will be up to ten finalists who will present and three will be selected for awards.
- One page abstracts with a minimum length of 250 words are required. In addition Commissions may decide to accept a full length paper with no length restrictions.
- The authors can choose to have their abstracts or full papers indexed in IEEE Xplore or choose not to accept this option.
- The abstracts and full length papers must match a specified format with a template available through the AT-RASC web site.
- Papers for the Open Sessions will be accepted/rejected by the Commission Vice-Chair with help from other Commission Officers. Papers for the Special Sessions will be accepted/rejected by the Conveners.
- URSI will offer a 10% reduction in registration for groups of over 10 attendees coming from a single association.
- These letters will take the following form:

ACCEPTANCE LETTER

Dear <name of corresponding author>:

The Technical Program Committee of the 20xx AT-RASC has completed the evaluation of submissions. I am pleased to inform you that your paper:

#....

<title>

has been accepted for presentation. Please inform your co-authors, if any, of this



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deliberation. The session title, date and time of presentation will appear in the conference program, that will be available on the AT-RASC website

At least one the authors of each accepted paper must pay a non-refundable registration fee by the early-bird deadline of March 31, 20xx in order that the paper be scheduled for presentation. Each registrant is allowed to claim no more than two submissions. After the early-bird deadline, all unclaimed papers will be deleted from the program.

During the registration process you will be given the opportunity to request a "visa assistance" letter which can help you to obtain a visa to enter the European Union. Once you have finished the registration process, a "visa assistance" letter will automatically be mailed to you, together with the confirmation of your registration. We can only issue these "visa invitation" letters after completion of your registration. If the e-mail is not sufficient and you need an original letter, please contact us at atrasc@ursi.org indicating your name (as it appears on your passport), your passport number and your mailing address as well as the confirmation number of your registration.

Congratulations on your successful submission! We look forward to seeing you at Gran Canaria.

Kind regards,

Stefan Wijnholds

Chair of the TPC for the 20xx AT-RASC.

REJECTION LETTER

Dear <name of corresponding author>:

The Technical Program Committee of the 20xx AT-RASC has completed its evaluation of submissions. I am sorry to inform you that your paper:

#....

"title"

could not be included in the conference program for the reasons indicated below. Please inform your co-authors, if any, of this decision. We know the amount of work that is involved in preparing a submission, and are truly sorry that your paper could not be accepted. We thank you for considering AT-RASC, and look forward to seeing you at future URSI conferences.

Kind regards,

Stefan Wijnholds

Chair of the TPC for the 20xx AT-RASC.

REASONS FOR REJECTION:

- - - - -

More Details: AP-RASC

This meeting will be run by the AP-RASC Organizing Committee supported by URSI.

Support to AP-RASC will be the responsibility of the Vice-Chair unless otherwise notified to the Secretariat.



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Forms

The latest versions of these are available for downloading from the Web page reached by clicking on "About URSI" at <http://www.ursi.org> .



Sponsorship of Conferences, Meetings and Workshops

Appendix 1: URSI HQ Staff

Name	Roll and Responsibilities	Email
Prof. Peter Van Daele	Secretary General	secretary-general@ursi.org
Prof. Stefan Wijnholds	Assistant Secretary General	wijnholds@astron.nl
Prof. Kazuya Kobayashi	Treasurer and Vice-President for Publications and AP-RASC	kazuya_k@sea.plala.or.jp
Ms. Inge Heleu	Secretariat Executive Secretary URSI Awards, Individual Membership, finances URSI, ISES and IUCAF, invoicing and follow-up membership dues, GASS, Radio Science Letters, URSI-sponsored meetings, website updates, URSI Centenary, Mailing lists, drafting of Board, Council and Coordinating Committee minutes, first contact	info@ursi.org or ursi@ugent.be
Mrs. Inge Lievens	Secretariat Conference Manager abstract management, registration handling (Cvent), mobile app for the three flagship meetings, production editing URSI publications, communication through Mailchimp, handling Young Scientist program, website updates	ingeursi@ugent.be , or inge.lievens@ugent.be



Appendix 2

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.



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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.



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- 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



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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 the 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.
- 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.



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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 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.

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.



Sponsorship of Conferences, Meetings and Workshops

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.



Sponsorship of Conferences, Meetings and Workshops

Table 2 – Summary of URSI Involvement

Level	Type	Conferences and Meetings	Financial Involvement	Technical Involvement	1 st 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	Financial support 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)		URSI Secretariat
3	Partner & Other Meetings	3A - Co-Sponsored Partner Meetings	None	Technical Involvement	URSI Secretariat
		3B - Technically Co-Sponsored Meetings and Education activities	None	Technical Involvement	One or more URSI Commissions



Sponsorship of Conferences, Meetings and Workshops

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:

1. Carefully read the attached document explaining the way URSI can get involved in your event.
2. Identify the type of involvement you are looking for.
3. Carefully check the requirements related to the level of support you are seeking and make sure you will be able to meet these requirements.
4. Tick the level of URSI involvement you are looking for by ticking the corresponding box in the table below.
5. Complete the remainder of the document with all required information
6. Submit the form by mail to the URSI Secretariat: info@ursi.org
7. 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

2. 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			

3. Event organisation & technical scope

Guidelines for Commission Chairs, Vice Chairs and Early Career Representatives

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.

4. URSI Financial involvement

(only for Level 2A & Level 2 B 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..

5. 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

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

I agree	Required (R)			Welcomed (W)			Requirement
	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	Proceedings made available to be included on URSI website

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

I agree	Offered (O)			Not applicable (NA)			Support from URSI Secretariat
	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

8. 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	