

**Midwest Symposium on Circuits and Systems Steering Committee
Minutes of meeting held in Cincinnati, Ohio, Monday, August 8, 2005**

Steering Committee members present:

Hoda S. Abdel-Aty-Zohdy, N. Omair Ahmad, Majid Ahmadi, Peter Aronhime, Magdy Bayoumi, G. Rick Branner, Shervin Erfani, Robert. L. Ewing, Mohammad Farooq, Randy Geiger, Takao Hinamoto, Ken Jenkins, Manuel Jimenez, Sherif Michael, Wasfy B. Mikhael, Behrouz Nowrouzian, Rogelio Palomera, Carla Purdy, Mohamad Sawan, M.N.S. Swamy.

Guests present:

Fred Beyette, Don Bouldin, Itamar Elhamany, Gihan Mandour, Saeid Nooshabadi, Anis Nordin (rep. Prof. Zaghoul), Hector Perez-Meana, Greg Peterson.

The meeting was called to order at 8:43 p.m. by Prof. Mikhael, Steering Committee Chair. The minutes of the 2004 meeting in Hiroshima, Japan, were approved. Prof. Mikhael read the treasurer's report, which had been submitted by Prof. Wierzba (Michigan State). As of August 1, 2005, the Committee had a balance of \$19,162.62.

Old business:

Prof. Mikhael reminded the Committee that the organizers of each year's symposium should send \$5 per full registration to the Committee. Prof. Hinamoto noted that he will send the payment from last year's symposium to Prof. Wierzba.

The committee discussed possible uses for the available funds, now that IEEE has taken responsibility for sponsoring the Symposium and providing seed money. Prof. Swamy moved that the Committee provide student registrations for the 10 student contest finalists, if the organizers do not have another source of funding, but that organizers should obtain additional funding if possible. Prof. Bayoumi seconded the motion. Prof. Geiger suggested that the amount available should be fixed, and Prof. Swamy amended his motion to \$150 per student. After more discussion, the motion was passed. It was noted that the Steering Committee funds can grow to \$50,000, without affecting the Committee's status as a not-for-profit organization.

Prof. Bayoumi discussed MWSCAS 2003, which was held in Cairo, Egypt. He will submit a formal report at a later date. The 2003 organizers have sent \$1000 to the Steering Committee treasurer, and the Proceedings CDs have been distributed.

Prof. Hinamoto presented his report on MWSCAS 2004 in Hiroshima, Japan. He reported that 601 papers total were submitted and 442, from 36 countries, were selected for presentation. For the student contest, there were 100 submissions, from which 10 finalists were selected. He thanked the committee for their support of the conference. He noted that publicity for the symposium was mainly through email lists, and that this method seemed to work well.

Prof. Mikhael thanked Profs. Bayoumi and Hinamoto for organizing the 2003 and 2004 symposia and led the committee in a round of applause for them.

Prof. Purdy presented a preliminary report on the 2005 meeting. There were 670 submissions, from 37 countries, with 565 selected for presentation. She noted that some submissions were much shorter than the requested 500 words (1 page) and recommended that in future more explicit instructions about the format be given. There were 120 submissions of full papers to the student paper contest.

There was some discussion about the optimal length for preliminary submissions to the symposium. Prof. Bayoumi suggested that in future there be a length specified, e.g., full paper or two-page summary or 1000-word summary. Prof. Mikhael also suggested that in future the call for papers explicitly state that the full papers will be reviewed. Several committee members also pointed out the importance of seeing figures and data in order to decide whether a paper should be accepted. There was also a short discussion of whether final papers should be due before or after the conference. Both procedures have advantages. No consensus emerged. Prof. Mikhael thanked the 2005 committee for good organization and arrangements.

Prof. Palomera discussed the plans for the 2006 symposium in San Juan, Puerto Rico. The symposium will be August 6-9, with a variety of Sunday tutorials to attract industry and continuing education credits available. Several industries, including TI, National Instruments, and HP, will have exhibitors and possible workshops. Full papers will be required for submission. Feb. 24 is the planned paper submission date, and other dates will be determined soon. It is hoped to get the student cost down to \$150. Currently there is a \$5,000 commitment from the university and about \$2,000-\$3,000 provisionally committed from other sources. There is also a website. Prof. Abdel-Aty-Zohdy asked that more detail be added about the tutorials and special sessions. Also, IEEE needs to be informed in order to get symposium information on the IEEE website. Prof. Ahmadi suggested a new registration category, for students not presenting a paper, and Prof. Palomera said he would look into it. Prof. Farooq suggested that more special sessions would also be appropriate. The organizers will try to get cheap accommodations for students and reduced rates at the Symposium hotel 3 days before and after the conference.

Prof. Sawan spoke about arrangements for the 2007 symposium, to be held in Montreal, Canada. It will be the 50th anniversary conference, and he has already started work on it. He will also be organizing the 5th NEWCAS conference, and may schedule both events concurrently or consecutively. The venue will probably be the Mont-Royal conference site. Prof. Abdel-Aty-Zohdy noted that a formal proposal for 2007 is needed. and Prof. Mikhael noted that a web page is also needed. There are over 35 faculty in the general area of microelectronics, a critical mass for assisting with the arrangements. The symposium will also be around the time of the Montreal Jazz Festival.

New business:

Prof. Abdel-Aty-Zohdy, chair for future symposia, listed proposals the Committee has received. There is a proposal from Prof. Perez-Meana for Mexico City for 2008 or later, but a formal proposal has not yet been received. Prof. Bouldin has submitted a proposal

to host the Symposium for 2008 or later at the University of Tennessee-Knoxville, USA. There is also a possibility of a proposal to host the 2008 Symposium in Dallas, Texas, USA, and some interest in Niagara Falls. Prof. Nooshabadi also expressed interest in bringing the Symposium to New South Wales, Australia. To help with future submissions, Prof. Abdel-Aty-Zohdy suggested that the format of a proposal be placed on the web page and that potential hosts send proposals to the Steering Committee by email. Prof. Mikhael noted that each year's organizing committee should include Steering Committee members, for continuity.

Prof. Bouldin made a brief presentation and noted that his proposal could be for 2008, 2009, or 2010. Prof. Michael made a motion that the 2008 conference be in Knoxville and Prof. Ahmadi seconded the motion. After some more discussion, the motion was passed.

Prof. Perez-Meana offered to host the 2009 conference in Cancun. He will provide a more detailed proposal and budget. Prof. Majid moved that the proposal be accepted and Prof. Swamy seconded it. The motion was approved.

Prof. Abdel-Aty-Zohdy will work with other members and guests who are interested in submitting formal proposals for 2010 and later.

Prof. Mikhael discussed criteria for Steering Committee membership. Some current members need to be removed, due to their inactivity. Active membership would mean organizing, serving on a Symposium committee, or sending students, for example. Prof. Geiger noted that it is also important to add members who are younger and will support future Symposia. The current list is old (December 2003) and contains about 81 names. Prof. Mikhael will update for inclusion on the 2005 Proceedings CD. Prof. Michael will help with the updating and will also work on the website. Each institution intending to host the symposium should have a vote on the steering committee, but one representative from the organizing institution is sufficient. Prof. Bouldin, who will organize the 2008 Symposium, and Prof. Perez-Meana, who will organize the 2009 Symposium, were elected to the Steering Committee. Prof. Swamy moved that the Committee postpone voting on other potential members until the 2006 meeting, when they have had the opportunity to submit more formal proposals. Prof. Michael seconded the motion, and the Committee voted to approve it.

With respect to the current Committee membership list, it was noted that Prof. Larry Huelsman, has passed away and that it would be suitable to develop a Symposium award in his honor, possibly as early as the 2006 conference.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,
Carla Purdy