

**Midwest Symposium on Circuits and Systems Steering Committee
Minutes of meeting held in Montreal, Canada, Monday, August 6, 2007**

Steering Committee members present:

M. Omair Ahmad, Majid Ahmadi, Magdy Bayoumi, Don Bouldin, Martin Brooke, Kwong Chao, Jose Delgado-Frias, Shervin Erfani, Mohamad Farooq, Igor Filanovsky, Takao Hinamoto, Mohammed Ismail, Ken Jenkins, Manuel Jimenez, Sherif Michael, Wasfy B. Mikhael, Rogelio Palomera, Hector Perez-Meana, Behrouz Nowrouzian, Carla Purdy, Nader Rafla, Jaime Ramirez-Angulo, Gabriel A. Rincon-Mora, Mohamad Sawan, M.N.S. Swamy, Mona E. Zaghloul

Guests present:

Alejandro Diaz-Mendez, Jose Luis Vazquez Gonzalez, Gihan Mandour, Baris Taskin

The meeting was called to order at 6:10 p.m. by Prof. Sawan. Prof. Ahmadi moved that the minutes be approved. Prof. Erfani seconded the motion, and the motion was passed.

The treasurer's report was not given since Prof. Wierzba was not present.

Old business:

Prof. Mikhael circulated the list of Steering Committee members and asked that everyone present note any changes that need to be made.

Prof. Mikhael noted that the Steering Committee funds have been augmented since the last treasurer's report by \$920 from the 2005 Symposium in Cincinnati and \$1000 from the 2006 Symposium in Puerto Rico. He noted that the treasurer, Prof. Wierzba, at Michigan State, has not attended a Symposium for quite a few years and that neither he nor Prof. Salem, who is also at Michigan State, has responded to recent emails. There was a brief discussion about the possibility of identifying two new volunteers to oversee the Steering Committee funds. Prof. Swamy noted that the funds had been transferred to the United States several years ago because the Canadian dollar was at that time declining in value. Prof. Jenkins agreed to oversee the fund if it was moved to his university, and Prof. Purdy agreed to be the second signatory for the fund if it was moved. Prof. Mikhael will talk to Prof. Wierzba about this. It was noted that the funds were available for seed money for the Symposium in the past but that IEEE/CAS now typically provides seed money.

Prof. Palomera presented the report on the 2006 MWSCAS held in Puerto Rico. Technical program co-chairs were Prof. Sawan and Prof. Rincon-Mora. A total of 409 papers were submitted, with 302 (74%) recommended for publication. Of these, 201 (50.5% of the submissions) were recommended for oral presentations and 101 for poster presentations. There were 54 lecture sessions and 20 poster sessions. The total number of registrations was 380, 153 students and 227 non-students. A total of 345 people attended the conference (35 no-shows). The current budget figures, which will be finalized in the near future, show a surplus of \$16,919.47. The conference had nine sponsors, including IEEE CAS Region 9, which contributed \$1200. There was also a book exhibit at the conference. the Committee thanked Prof. Palomera for his report and

joined in a round of applause for him and his colleagues for the success of the 2006 Symposium.

Prof. Sawan, General Chair for this year's Symposium, presented his preliminary report. This year \$15 was added to the registration fee so that the tutorials could be free of charge. Twelve proposals were submitted and six were selected for presentation. A total of 153 participants attended the tutorials. There were over 622 submissions. The 652 reviewers accepted 396 of these, for 4 special sessions, 48 oral presentation sessions, and 24 poster sessions. As of August 1 there were 368 registrations (77 students) which brought in \$204,910.00. Attendees are from 35 countries. Adding in corporate sponsorships of \$6000, current revenue is \$210,910. Expenses so far are \$209,005. The hotel was expensive, especially since this is tourist season, and the banquet is also expensive, but it will be surprising and a worthy 50th MWSCAS celebration. Prof. Mikhael and the Committee expressed their thanks to Prof. Sawan and his colleagues and complimented them on maintaining the high standards of the symposium.

Prof. Bouldin, General Co-Chair for next year's Symposium in Knoxville, reported on preparations. He will have the assistance of about 40 faculty in a merged Electrical Engineering and Computer Science Department at the University of Tennessee-Knoxville. Prof. Greg Peterson will be Technical Program Chair. Prof. Bouldin passed out copies of the call for papers and the current list of Co-Chairs for the tracks. He would welcome volunteers for the track co-chair positions which are not yet filled. His Committee has reserved the Knoxville Convention Center and is hoping to attract 400-500 attendees. They have also reserved rooms in three hotels, all within 100 meters of the Convention Center, at the rate of \$109 per night. All major committee positions are filled, most with two people, a "lead" and a "learner". He encouraged suggestions and volunteers from the Committee. Prof. Palomera volunteered to head up the Analog Filters track.

Prof. Perez-Meana described plans for the 2009 Symposium, which is being organized by three universities in Mexico, the National Institute of Astrophysics, Optics, and Electronics, the University of the Americas, and the National Polytechnic Institute. The Organizing Committee has been formed and is considering two options for the venue, including one in Cancun. They are considering either a hotel or a convention center for the sessions. The Committee will put information on obtaining visas on the 2009 Symposium webpage at an early date to avoid no-shows. He noted that a 2-month tourist visa is relatively easy to obtain. The Symposium will follow a schedule similar to that of this year's Symposium.

Prof. Perez-Meana asked about the possibility of obtaining seed money from the Steering Committee. Prof. Sawan noted that he should submit a budget to IEEE/CAS early in order to get approval for the Symposium as well as seed money. Prof. Mikhael noted that IEEE will provide seed money but that there are conditions attached, so approval must be sought early.

Prof. Ahmadi noted that if the Symposium draws 250-400 attendees, as has been the case in the past few years, a hotel would probably be more convenient than a convention center, especially in the heat of the summer.

The question of whether full papers should be required as initial submissions was discussed. Prof. Sawan noted that allowing two-page extended summaries was confusing to many authors. He recommended requiring full 4-page papers be submitted. Prof. Bouldin noted that for 2008 4-page papers will be required. Prof. Bayoumi noted that if the proceedings appear after the conference, requiring 4 pages helps to avoid no-shows. Prof. Perez-Meana asked if requiring 4-page papers as initial submissions reduced the number of submissions. Prof. Ahmadi stated that it did not really seem to make a difference. Prof. Swami moved that 4-page submissions be made a requirement. Prof. Palomera made an amendment stating extra pages could be allowed, for an extra fee. Prof. Bayoumi seconded the motion and it was approved.

There was a brief discussion of the cost of hotel rooms for the 2007 Symposium. Prof. Sawan noted that not very many attendees were staying in the symposium hotel. Several committee members noted that better rates were available at nearby hotels through services such as Expedia. This might also be a concern at the symposium site in Mexico.

Prof. Delgado-Frias then presented the plans for the 2010 Symposium in Seattle. The Symposium hotel will be either the Westin-Seattle or the Sheraton Seattle, both of which have been used for IEEE conferences in the past. The dates will be around August 1-4, with exact dates depending on hotel availability.

New business:

Currently there is no formal report on proposals for Symposia for 2011 and beyond.

Prof. Swamy noted that those interested in hosting the Symposium should attend for 1-2 years to see what is involved before making a proposal.

Prof. Ahmadi suggested Anchorage, Alaska as a possibility for 2011. There are good facilities there and airline prices are relatively reasonable from any U.S. or Canadian city. He will try to put a proposal together for next year.

Another possibility is Boise, Idaho, where Prof. Rafla is located.

Prof. Mandour suggested that her university, Christopher Newport, in Virginia, might also be interested for 2011 or 2012. There are several other universities in the area that could also participate in the organizing. Prof. Sawan encouraged her to bring a proposal to next year's meeting.

Prof. Mikhael has provided a memorandum listing the Steering Committee membership guidelines which were approved in August 2002 and a table listing Steering Committee members' activity for the four years 2003-2006. The guidelines state that anyone who does not contribute in some way to the Symposium for two consecutive years is

considered to have resigned from the Steering Committee. He noted that the current Steering Committee list contains 40 names. Some members have not been active for more than two years and thus the list needs to be updated. He will look into removing some names after the Symposium, possibly up to 4 members have not been active recently. It would not make sense to offend anyone who is contributing to the Symposium's success by removing them from the list. But the guidelines also state that the Committee should have fewer than 50 members, and there must be room for new members.

Prof. Ahmadi nominated Prof. Taskin for Committee membership and Prof. Swamy seconded the nomination. Then Prof. Mikhael nominated Prof. Mandour and Prof. Ahmadi seconded the nomination. The Committee voted to approve both new members.

Prof. Bayoumi noted that CAS would like to hear about how it can help with activities such as MWSCAS. Prof. Mikhael pointed out that Prof. Bayoumi is currently a CAS Vice President, which is fortunate for MWSCAS. He noted that one thing that both IEEE and CAS can help with is publicizing the Symposium. Prof. Michael noted that the Symposium Chair for each year needs to make sure that this information is provided for the IEEE calendar, which lists upcoming events for several years in the future. There was also a brief discussion about NEWCAS, which is collocated with MWSCAS this year, and about whether similar arrangements can be made in future with other regional conferences.

Since there was no additional new business, Prof. Mikhael called for a motion to adjourn. Prof. Swamy made the motion and Prof. Purdy seconded it. The meeting was adjourned at 7:35.

Respectfully submitted,
Carla Purdy