Meeting Minutes: WPMC 2018 Steering Board Meeting Part 1			
Date of Meeting:	Dec 26, 2018	Time:	16:45 - 18:00
Minutes Prepared By:	Tetsu Itano/Noriko Uchida	Location:	Meeting room, MFU Thailand

Attendees

WPMC SC Members:
Dr. Shingo Ohmori, Co-Chair (YRP R&D Promotion Committee, Japan)
Prof. Ramjee Prasad, Co-Chair (Aarhus University, Denmark)
Prof. Hiroshi Harada, Co-Chair (Kyoto University, Japan)
Dr. Kiyoshi Hamaguchi, Member (NICT, Japan)
Prof. Fumiyuki Adachi, Member (Tohoku University, Japan)

Prof. Peter Lindgren (Aarhus University, Denmark)
Prof. Fredric Harris (University of California San Diego, USA)
Prof. Prayoot Akkaraethalin (King Mongkut's University of Technology North Bangkok, Thailand)
Prof. Uma S. Jha (University of California San Diego)

Ms. Miho Kamimura, Observer (YRP R&D Promotion Committee, Japan)
Ms. Miyuki Sudo, Observer (NICT, Japan)

LOC: WPMC2018, Thailand, Mae Fah Luang University
Dr. Teeravisit Laohapensaeng, General Co-Chair
Dr. Punnarumol Temdee, Technical Program Chair
Dr. Chayapol Kamyod, General Secretary

LOC: WPMC2017, Indonesia
Dr. Muhammad Ary Murti, Vice Chair (Telkom University, Indonesia)
Dr. Rina Pudji Astuti, TPC Chair (IEEE COMSOC Indonesia Chapter)
Ms. Casi Setianingsih, Financial Chair (Telkom University, Indonesia)

Candidate for WPMC 2019
Dr. Kaluwa Devage Prathapasinghe Dharmawansa (University of Moratuwa, Sri Lanka)
Prof. Premanandana Rajatheva (University of Oulu, Finland)

Candidate for WPMC 2019
PhD. Ivo Sousa (Instituto de Telecomunicações)

Candidate for WPMC 2020
Prof. Satoshi Denno (Okayama University, Japan)

Candidate for WPMC 2023
Ass Prof. Alexandru Vulpe (University POLITEHNICA of Bucharest, Rumania)

Tetsu Itano, Secretariat for WPMC Committee (MediAtelier)
Noriko Uchida, Secretariat for WPMC Committee (MediAtelier)

Agenda and Notes, Decisions, Issues	
Topics	**Discussion**
Welcome and introduction of each members and participants	Dr. Shingo Ohmori opened the meeting. Self introduction by each person was made.
Approval of Agenda	Dr. Shingo Ohmori explained the first half of meeting was for subjects to be reported, the second half was for subjects for WPMC board members only. Ohmori added another line to the agenda, " a proposal for 2023 from Rumania"
Reports on the previous WPMC 2017	By Indonesia, LOC members from last year's conference. Reports included information- it succeeded with 20% surplus, and it was planned to use for a travel grant for students to come to WPMC. Also, it had supported an international conference and workshops. **Comments:** - Prof. Adachi was pleased to know the profit had been used for supports to young researchers. - Dr. Ohmori stated his idea to establish WPCM Awards for excellent students if there were enough surplus.
Reports on WPMC 2018	By Thailand, LOC, Organizing Committee members. Reported included information- 64% papers accepted for WPMC (141/219), 70% for GIWS (80/114) from 22 countries for WPMC and 15 for GIWS. **Comments:** - Number of Submits papers were not enough (Dr. Ohmori) - Some did not appear for presentation (Prof. Adachi) Question: A method of counting registration numbers (Prof. Harada). **Answer:** Number was counted based on submitting the paper, even the same author submitted multiple papers. - It is desirable to submit one paper by one author (Prof. Harada)
Plan on WPMC 2019	Dr. Ohmori stated that two conferences, WPMC and GIWS would be combined to be one conference, it will be discussed and decided with board members later today. Dr. Ohmori suggested the presenter to plan the conference for both the industrial side and academic side.

Presentation on WPMC 2019 by candidate (Sri Lanka)	Presentation by Sri Lanka (details on the attached presentation files) - Good security prepared - Infrastructure improvement by Japan's ODA - Central hosting by the top IT school in Sri Lanka - LOC organized by academic personals - Expecting about 300 participants - Confidence to bring various sponsors (International and local) Also, supports from Finland - More participants from Asian countries
Presentation on WPMC 2019 by candidate (Portugal)	Presentation by Portugal (details on the attached presentation files) - The venue is on University campus, easy access from the airport - Many hotels near the venue (near the airport)
Presentation on WPMC 2020	By Japan (Okayama) (details on the attached presentation files) - The venue is Okayama Convention Center, directly access from Okayama train station. - Sunny weather days in all of the year
New Proposal WPMC 2021	From India and USA , Candidates Short oral presentation by Prof. Ramjee Prasad
New Proposal WPMC 2022	From Denmark, Candidate Short oral presentation by Prof. Ramjee Prasad
Presentation on WPMC 2023 by candidate (Rumania)	Presentation by Rumania (details on the attached presentation files) - The venue is University. Conference rooms are in new buildings - Having experiences of organizing conferences in the past - Confidence to bring various sponsors
Omori called for a board member only meeting. All other candidates left a room.	

Proposal and deliberation: Convergence of WPMC and GWS	Dr. Ohmori explained: - that this year's two conference that placed at one venue was very confusing to people. - As for the confusion, Dr. Ohmori had been in discussion with Prof. Ramjee Prasad, how to combine or separate nearly three years. Then, have reached a proposal - converging two conferences. - After converging, WPMC will focus for researches and academic areas, GWS will focus for industry oriented. The convergence proposal has been accepted. Conference name for WPMC 2019 will be: **International Symposium on Wireless Personal Multimedia Communications** **-GWS converging technology and business** **Comments:** - The name with GWS makes people confused. (Prof. Adachi) - WPMC has been recognized in researchers, it is better to be WPMC (Prof. Jha) - GWS will expand the area not only academic but also business oriented area. - The concept is in one conference, one board, and one organization. - All papers will be submitted to WPMC (Edas). **Comments:** - Good for people from business communities. - This year's conference organizing committee was very confused with two different conference at one venue. Same conference staff had to handle for two different conference tasks. It brought problems. Ohmori stated apologies of confusion to LOC members of 2018. Question:Who will be in charge to decide which paper goes to Academic or Business area? Answer: Will consider. **Decision:** Agree on the convergence of two conference, WPMC and GWS.

Venue of WPMC 2019, WPMC 2020 and WPMC 2021	**Decision:** Portugal for WPMC 2019, Sri Lanka for WPMC 2021 Japan (Okayama) for WPMC 2020 **Questions and comments:** -It was an unusual case for late proposals. There were two candidates proposal for next year conference venue, Portugal and Sri Lanka. Both venues were attractive. Decision has been made for each location for 2019 and 2021. - Last five years, conference venues were all in Asia. Prof. Ramjee Prasad explained to have a conference in Europe, 2019, also stated an idea to return to Asia for 2020. - How many EU papers submitted and collected for this year? Both are limited. Can we expect to have more papers? (Prof. Harada) - Approach to universities in Europe for more papers. (Prof. Lindgren) - When is the best dates to avoid other similar conferences in same industry? Mostly in October and December. It should be avoid a mid-term of school, then students can be welcome and attend. - Portugal is good access for people from EU and US. - This year, submission from EU was 7.2% only, US was 1.2%, 91% was from Asia Pacific. It is a concern and a large problematic factor. The conference should have more number of papers from EU and US. For this reason, which location should be better for Portugal or Sri Lanka? (Prof. Harada) - Conference venue should be decided at least two years before the conference year. One year (like this year's decision) is too short to prepare it. (Dr. Ohmori) **Remaining tasks:** - discuss about dates of conference
Modification of WPMC Bylaw	Dr. Ohmori stated there was a minor modification, offered to skip it at the meeting, and proposed to e-mail it to members later.
New Steering Board members and Advisory Board members	Two members were confirmed and announced by Prof. Ramjee Prasad, Dr. Peter Lindgren (Aarhus University, Denmark) and Dr. Anand Raghawa Prasad (NEC Corporation, Japan) as new members. Also, Prof. Ramjee Parasad proposed to send the name of members via e-mail. **Comments**: Some SC members have been absent for a while, asked how to manage the issue. (Prof. Jha) Dr. Ohmori explained members would be automatically dismissed after the third consecutive year absence of meetings.
Next meeting	In Portugal, 2019. **Remaining tasks:** Date of meeting will confirm later.
Other members and candidates were called to the meeting room.	

Announcement of venue on WPMC 2019	Dr. Ohmori announced that decision by board members, the venue, Portugal for WPMC 2019. Japan (Okayama) on 2020, and Sri Lanka on 2021 Important issue and comments: The conference venue would be discussed at least two years before the conference year. This year, it was an unusual case for decision within one year advance.

Meeting Mintues: WPMC 2018 Steering Board Meeting Part 2			
Date of Meeting:	Nov 27, 2018	Time:	11:45 - 12:20
Minutes Prepared By:	Tetsu Itano Noriko Uchida	Location:	Meeting room, MFU Thailand

Attendees

WPMC SC Members:
Dr. Shingo Ohmori, Co-Chair (YRP R&D Promotion Committee, Japan)
Prof. Ramjee Prasad, Co-Chair (Aarhus University, Denmark)
Prof. Hiroshi Harada, Co-Chair (Kyoto University, Japan)
Dr. Kiyoshi Hamaguchi, Member (NICT, Japan)

Prof. Peter Lindgren (Aarhus University, Denmark)
Prof. Fredric Harris (University of California San Diego, USA)
Dr. Anand Raghawa Prasad (NEC Corporation, Japan)
Prof. Uma S. Jha (University of California San Diego)
Ms. Miho Kamimura, Observer YRP R&D Promotion Committee, Japan)
Ms. Miyuki Sudo, Observer (NICT, Japan)

Representative for WPMC 2019
PhD. Ivo Sousa (Instituto de Telecomunicações)

Tetsu Itano, Secretariat for WPMC Committee (MediAtelier)
Noriko Uchida, Secretariat for WPMC Committee (MediAtelier)

Topics	Discussion
Opening of meeting	Dr. Ohmori opened the meeting, explained to continue the Steering Board Meeting.
WPMC 2019 Portugal Conference meeting date	Dates: November 24 to 27. The conference opening is November 25. Proposal by PhD. Sousa in Portugal. - Tutorial day on November 24, Conference opening on November 25. - Dr. Ohmori suggested delegates from Portugal to announce the dates to participants at banquet. **Agreed:** November 24 Tutorial Day, November 25-27 Conference days **Comments:** - Good for participants from US, before Thanksgiving day (November 28) (Prof. Jha) - Prof.Ramjee Prasad gave his predicts increasing number of participants starting from next year- the goal goes to grow, 200, 300 to 400. To compare this year's conference, his prediction to have more European and North American participants in next year. - PhD. Sousa from Portugal explained their pre-budget and the venue for conference on 2019, it would cover 400 participants. Three projectors are equipped in the facilities. - Dr. Ohmori explained again to the members who were absent at yesterday's meeting, two conferences will be combined to one from 2019 to avoid confusion for attendances and researchers. - Promotional methods would be considered to increase participants in future (Dr. Anand Prasad)
Board members	Dr. Ohmori welcomed and announced a new board member, Dr. Anand Prasad. **Comments:** - Some members had not been attending meetings for a while. - In Bylaw, if board members continued to be absent for three years, automatically removal from the list of board members. Dr. Ohmori stated to observe it.

Revision and modification of Bylaw	Some minor wording changes requested (by Dr. Ohmori) ARTICLE19, two subjects, Handling of accepted papers shall be follows. 1) and 2) There was 3), about copyright of accepted papers shall belong to NICT. It would be deleted. Because submitting the papers through IEEE system, therefore automatically copyright belongs to IEEE.
	Comments and Questions: - How to organize the conference? - As for each venue and LOC, manual or guideline may need to be prepared as a minimum equipment requirement booklet. For an example, keynote session, speakers don't have proper microphone setup, etc. (Dr. Anand Prasad) - There were technical difficulties to use laser pointer with presentation screens, etc. Dr. Ohmori explained responsibility and directions of WPMC organization in Appendix 1, page 6, Framework of the WPMC Organization.
Others and Comments	**Comments and Questions:** - The website for conference 2019 would need to explain the convergence of two conferences. - If there were database of name/email list in last few years conference attendances, should blast e-mail news to them (Dr. Anand Prasad) - How about developing a master website of WPMC? Then it can be linked to every year's conference sub site. (Prof. Jha) - How to organize the website? Do we need the template? (Prof.Harada) - Do we need professional IT to help management? (Prof. Jha) - Budget issue remains to develop the website, explained by Dr. Ohmori. - Registration site could be better with same system every year for building database. (Dr. Anand Prasad) - Prefer to create advisory team for website development. (Prof. Jha) Dr. Ohmori stated that he would discuss with Dr. Hamaguchi, how to operate the whole website.
	- LOC in Portugal for 2019 and Board committees, each side contact person will be decided for smooth communication. - Dr. Ohmori and Dr. Hamaguchi will discuss and inform it.
Close of meeting	

Meeting Minutes: Meeting for WPMC 2019, Portugal			
Date of Meeting	November 27, 2018	Time:	12:30 - 13:20
Minutes Prepared By:	Tetsuya Itano Noriko Uchida	Location:	Meeting room, MFU Thailand
Attendees			

SC Members:
Dr. Shingo Ohmori, Co-Chair (YRP R&D Promotion Committee, Japan)
Dr. Kiyoshi Hamaguchi, Member (NICT, Japan)

Prof. Peter Lindgren (Aarhus University, Denmark)

Ms. Miho Kamimura, Observer (YRP R&D Promotion Committee, Japan)
Ms. Miyuki Sudo, Observer (NICT, Japan)

Representative for WPMC 2019
PhD. Ivo Sousa (Instituto de Telecomunicações)

Tetsu Itano, Secretariat for WPMC Committee (MediAtelier)
Noriko Uchida, Secretariat for WPMC Committee (MediAtelier)

Topics	Discussion
WPMC2019（Portugal）	PhD. Sousa (Portugal) explained how to organize a conference in Lisbon, Portugal on WPMC2019. Dr. Ohmori stated essential issues: - NICT and YRP would prepare to pay grants for 2 million yen (JPY) each. - The grant of NICT have a restriction in usage, and it can be used if it is venue fee, equipment, etc. (but not for food and drink) Moreover, to pay Financial Report and evidence are necessary. Payment is made after holding the conference events. - Usage of YRP grant has flexibility. Payment would be done before the conference events. So, it may be able to use it as seed money. - NICT and YRP are sponsors as well as co-organizers. - Establishing a LOC on preparation and holding the conference. - General Chair is the highest position. Also, TCP Chair and Financial Chair are a minimum requirement. General Chair needs WPMC SC approval; therefore, an election would be necessary as soon as the earliest. - Managing a WPMC Award is essential. Choose three from each of the general papers and the student papers. There is no grade in selecting the three. If there are other sponsors etc., the number of prizes may be added. Announce the winners at the Award Banquet. - Consider a reasonable participation fee. It is important to have young researchers participate in the conference. The participation fee of other IEEE conferences is high. To lower the participation fee, you may consider bringing sponsors. - Since there is an accounting audit of NICT after holding a conference, manage the budget and operate properly. Also, accounting reports (evidence) are required. - To submit a paper, use IEEE eXpore. Copyright belongs to IEEE. Also, publish (publish) the paper online using IEEE eXpore. - Registration does not use the IEEE system. Until this year, each LOC independently created a registration site. There is also the possibility of creating a platform as WPMC in the future, we will discuss it. - Secretariat of WPMC SC will be assigned by NICT and contacted. - LOC decides the POC, contacts Secretariat of WPMC SC, then communicates and prepares for the conference, etc.

| | - Reporting the results of the conference, etc., by seven days after the conference events end. Submitting Financial Report by 30 days, it is necessary.

- Explained about MOU

Confirming the conference name

International Symposium on Wireless Personal Multimedia Communications (WPMC2019)
-GWS converging technology and business

About the website:
- Considering to develop WPMC's master website. It would link to WPMC 2019 Web site.
- Registration does not use the IEEE system. Each LOC independently created a registration site in the past. Since there is also the possibility to develop a WPMC platform, board members will discuss it. |
| End of meeting | |

Attendees:	
SC Members: Dr. Shingo Ohmori, Co-Chair (YRP R&D Promotion Committee, Japan) Dr. Kiyoshi Hamaguchi, Member (NICT, Japan) Prof. Fumiyuki Adachi, Member (Tohoku University, Japan) Prof. Peter Lindgren (Aarhus University, Denmark) Representative for WPMC 2019 PhD. Ivo Sousa (Instituto de Telecomunicações) Ms. Miho Kamimura, Observer (YRP R&D Promotion Committee, Japan) Ms. Miyuki Sudo, Observer (NICT, Japan)	

Agenda and Notes, Decisions, Issues

Topics	Discussion
Official conference name on WPMC 2019 (Portugal)	Re: International Symposium on Wireless Personal Multimedia Communications (WPMC2019) -GWS converging technology and business Prof. Adachi and Prof. Lindgren had a discussion regarding the above official conference name. - Even if you make it a subtitle, confusing if GWS characters remain. Can we not remove GWS? (Prof. Adachi) - Agreed to understand that there was the possibility of confusion. However, it is not easy to remove the word GWS on the name because it is required by a sponsor for GWS, NIKSUN. (Prof. Lindgren) - Based on this conversation, Dr. Ohmori proposed an alternative idea. In the subtitle part "-Global Wireless Systems Converging Technology and Business" Formerly GWS was Global Wireless *Summit*; it would change to Global Wireless *System*. It may avoid pronouncing as "GWS," but it is possible to give the impression that GWS remains as it looks. (Dr. Ohmori) Prof. Adachi and Prof. Lindgren also agreed an idea of Dr. Ohmori. However questions remain; - Is it reasonable to make the part of S a System? - Is there any other expression? Prof. Lindgren returns to his home country, and he discuss with Prof. Ramjee Prasad and others about this matter.

Close of meeting