International Symposium
on
Wireless Personal Multimedia Communications
(WPMC)

Organizer's Guidelines
Manual

Ver.0

Contents

1.   Scope

This document describes some of the basic guidelines for organizing the International Symposium on Wireless Personal Multimedia Communications (WPMC Symposium). Our experience has shown that these guidelines are helpful for a successful conference.

Note: Organizers are not obliged to follow the guidelines given in this document、except subjects described in WPMC Bylaw).

2.   Operation of WPMC

2.1. Steering Board

WPMC is steered by the Steering Board and its operation is subject to WPMC Bylaw. As patrons, NICT (National Institute of Communications Technology), YRP (YRP R&D Promotion Committee), and CTIF Capsule support WPMC Symposium by spending some part of its budget.

Steering Board Meeting will be held every year on the occasion of WPMC Symposium. Board members will discuss the future WPMCs and related subjects. The agenda, minutes and documents will be uploaded to WPMC-Home WEB site.

2.2. Secretariat of WPMC Steering Board

A formal agent appointed by NICT shall serve as the secretariat of the WPMC Steering Board. (WPMC Bylaw Article 20)

2.3. Operation of WPMC Symposium

WPMC Symposium shall be jointly hosted and organized by the Host organization, NICT, YRP and CTIF Capsule as well as various organizations in hosting nations as deemed necessary. (WPMC Bylaw Article 4)

WPMC Symposium is held every year by the host organization in the different venue. The host organization should nominate General Chair and he/she should setup Organizing Committees. WPMC Bylaw Article 11)

2.4. WPMC-Home WEB site

YRP operates WPMC-Home WEB site (https://wpmc-home.com), which will provide the information of WPMC including related documents, and archive previous WPMC Symposiums.

3.   Rough schedule for hosting of WPMC Symposium

3.1.   Candidate for WPMC Symposium

An organization that wishes to host WPMC Symposium will express their candidacy at least two years before the Symposium. They must propose and present the outline summary at the WPMC Steering Board meeting which is held during the WPMC Symposium holding period.

The WPMC Steering Board shall officially decide the host after deliberation by two years before the WPMC Symposium. After the official decision, the host organization will announce the date and venue of WPMC Symposium at the Award Banquet.

3.2. Two years before

Following the official decision of hosting, the host organization nominates the General Chair, establishes the Organizing Committee, and other Committees such as TPC (Technical Program Committee) and Finance.

Also, Organizing Committee will launch the official website of WPMC Symposium. The Organizing Committee will prepare information and upload to the official WEB site.

3.3. One year before

At the Steering Board Meeting held during the WPMC holding period, Organizing Committee will report the progress of the WPMC Symposium, and make a presentation about next year's WPMC Symposium at the Award Banquet.

The official WEB site will post information necessary for paper submission procedures of deadlines, peer reviews and final papers, transportation, accommodation facilities and other information necessary for participants of the WPMC Symposium.

3.4. Three or four months before

Steering Board members, NICT, and YRP staff will visit the Organizing Committee to have a face to face meeting to discuss detailed subjects about the WPMC Symposium preparations including the preview of the venue site.

3.5. During the symposium

Organizing committee will report the present status of WPMC Symposium at Steering Board meeting which will be held on the first day of the Symposium.

Organizing committee announces the best paper award winners at Award Banquet. The winners should not be announced before Award Banquet.

3.6. After the event

Organizing Committee should complete the WPMC Symposium with settling the finance account, publication of reviewed papers in IEEE Xplore, and submitting the report to WPMC Steering Secretariat.

Organizing Committee is to submit a completion report to the WPMC Steering Board Secretariat within seven days from the completion of the conference, and 30 days from the completion of the conference is the latest closing date of the submission.

The report should cover all content included in a standard international conference report. Sample of table of contents is shown in Appendix C.

The Organizing Committee should make a presentation of the final report at Steering Board meeting held next year during the WPMC period (sample WPMC2017).

4.   Responsibilities of Organizing Committee

4.1. Organizing committee

The host organization should setup the Organizing Committee (WPMC Bylaw Article 12). The committees necessary to operate the WPMC Symposium should be setup under Organizing Committee. Among the necessary committees, the establishment of TPC (Technical Program Committee) (WPMC Bylaw Article 14), and Financial Committee are required as essential committees.

4.2. Coordination with WPMC Steering Board Secretariat

The Organizing committee shall designate a counterpart to closely coordinate with WPMC Steering Board Secretariat to ensure the smooth operation of the conference. The WPMC Steering Board Secretariat shall be named by NICT (WPMC Bylaw Article 20).

The designated counterpart shall provide information and operate according to the WPMC procedure guidelines. To ensure smooth operation and account processing, it is highly recommended that the counterpart should be a private business entity specialized in conference management.

4.3. Financial supports from NICT and YRP

NICT and YRP will transfer the sponsor fee to the bank account which will be shown by Organizing Committee. Conditions of the payments will be shown in the MoU, which will be exchanged between Organizing Committee, NICT and YRP. (MoU Appendix A)

The uses of fee from NICT are strictly limited to designated subjects, and the money will be paid after the Symposium with NICT receiving the required documents from Organizing Committee. (MoU Appendix B)

However fee from YRP can be used for any subjects related to the Symposium as seed money, and will be paid before the Symposium.

4.4. Management and administration of expense for operation

The Organizing Committee is responsible for securing, managing and administering the operating expenses for WPMC Symposium. Accounting of the WPMC Symposium shall be audited by the Financial Subcommittee set up within Organizing Committee and by the NICT (WPMC Bylaw Article 18).

In the case there is a deficit, there will be no compensation from other institutions (WPMC Bylaw Article 17, 18).

The operating expense will be partially covered by NICT and YRP (WPMC Bylaw Article 17.）The conditions of sponsorships will be confirmed by the Memorandum of Understanding (MoU), which will be exchanged between Organizing Committee, NICT and YRP. The draft of MoU is attached in the last part of this document.

Organizing Committee must assign a contact person, who will be responsible for coordination until all duties, such as report submission and account processing, has been completed.

Members of Organizing Committee shall make a presentation on the operation of the conference at the WPMC Steering Board Meeting at the following year's WPMC Symposium.

4.5. Publication in IEEE Xplore

Organizing committee should acquire IEEE Technical Co-sponsorship and arrange for the publication of accepted papers in IEEE Xplore with ISSS or ISBN numbers.

Organizing Committee should ask reviewers to evaluate and score the paper. Peer review requires the review consistent with the publication criteria at IEEE Xplore and requires peer review of 3 or more people. TPC inform the authors of the results of the review, and ask to submit a revised manuscript. (WPMC Bylaw Article 19)

4.6. Registration Fee

Promotion of international collaboration and young generation is one of the most important philosophy of WPMC, so the registration fee , especially of student,   should be set as low as possible.

In general, all attendees should pay the registration fee. However, Organizing Committee has a right to decide to give free charges to some attendees such as VIPs and invited speakers.

The participation registration fee even registered students should include Award Banquet so that students can participate in the Best Student Paper Award presentation. Furthermore, it is also possible to set the registration fee of the participants in the target area to a low price in consideration of the economic situation.

4.7. WPMC Award

Organizing committee should select three best regular papers and three best student papers for WPMC Best Paper Award. Award presenters are NICT, YRP and Organizing committee, and the certificates are with signatures of representatives of these three organizations. Each Award is the same value.   (WPMC Bylaw Article 16)

4.8. Submission of Report

Organizing Committee is to submit a rough completion report to the WPMC Steering Board Secretariat within seven (7) days from the completion of the conference. 30 days from the completion of the conference is the closing date of the submission for the final completion report. The report should cover all contents included in a standard international conference report. See Appendix C for details. (WPMC Bylaw Article 22)

Members of the Organizing Committee shall make a final report presentation on the operation of the conference at the WPMC Steering Board Meeting the following year. (WPMC Bylaw Article 23)

5.   WPMC Symposium Official WEB site

The web site of WPMC Symposium includes the following information. On the WEB Front page, you can post the logo of the host organization as well as the logo of the sponsor organization. As patrons, NICT, YRP and CTIF Capsule logos should be shown in a front page.

5.1.   Front page with Logos
● Title and Menu
● Main Concept of WPMC Symposium
● Welcome message from General Chair

5.2. Menu
- List of WPMC Steering Board Members
- List of Organizing Committees Members
- Call for Papers
  - Date and Venue
  - Main topics
  - Important dates of Paper Submission
  - WEB site address
- Program and Program at a Glance
- Keynote Speakers
- Regular Sessions
- Special Sessions
- Panel Sessions
- Registrations
- Conference Venue
- Floor Plan of the Venue
- Transportation
- Visa information
- etc.

6.   Booklet of Program at a Glance (Hard copy)

Program at a glance as a booklet provides following information to registered participants. Basically the contents are the same to the WEB site.
- Front Page with Logos of Patrons, Host Organization and Sponsors.
- Welcome message from General Chair
- Welcome message from NICT President
- Welcome message from YRP R&D Promotion Committee Chair
- Welcome messages from Co-chair of WPMC Steering Board (Three Chairs)
- List of Organizing committee members
- Title, authors and abstract of the paper in Regular sessions
- Title, authors and abstract of the paper in Special sessions
- Panel Sessions
- Floor plan
- Index
- etc.

7.   Paper Submission and Registration

Papers submission, review, and payment of participation registration fee are made using the EDAS system (https://edas.info/doc/).

As for the registration fee, it is necessary to set the student fee as low as possible according to the WPMC basic philosophy of promoting young scientists.

The participation registration fee should include Award Banquet even for student registration, so that students can participate in the Best Student Paper Award presentation. Furthermore, it is also possible to set the registration fee of the participants in the target area to a low price in

consideration of the economic situation.

In registrations, attendees will be informed that their names, affiliations and business e-mail addresses will be used only for the purpose of promoting future WPMCs. Organizing Committee should prepare the check box of this subject in a registration form of WEB site and an onsite registration.

8.   Review of Submitted Papers

Submitted technical papers will be categorized to appropriate sessions depend of main topics. Basically, all papers should be reviewed and presented on the WPMC Symposium.

TPC should ask reviewers to evaluate and score the submitted papers. Peer review requires the review consistent with the publication criteria at IEEE Xplore, and requires peer review of 3 or more people per one paper. TPC inform the authors of the results of the review, and ask to submit a revised manuscript.

In principle, TPC will not accept claims for review results.

9.   Final Manuscript Submission

Technical papers should be submitted by the following directions for the camera ready.

9.1. Language
English is the working language of the conference. If English is not your native language, please have your papers read by a native English speaker, or seek online services of proof reading to improve the language of your papers. Please note that your paper is subject to further review and it may be rejected if it is deemed that English of your paper is not acceptable.

9.2. Paper preparation (doc/docx format) and template
Papers must be written on A4-format page according to the IEEE template Manuscripts of minimum four (4) pages and up to six (6) pages in length. Submissions exceeding seven (7) pages will not be accepted.
IEEE template Manuscripts founded at
https://www.ieee.org/conferences/publishing/templates.html

9.3. Important IEEE Policy
The IEEE reserves the right to exclude a paper from distribution after the conference (including its removal from IEEE Xplore) if the paper is not presented at the conference.

Papers are reviewed on the basis that they do not contain plagiarized material and have not been submitted to any other conferences/workshops/symposia at the same time (double submission). These matters are taken very seriously and the IEEE Communications society will take action against any author who engages in either practice.

10. Handling of Accepted Papers

Organizing committee should acquire IEEE Technical Co-sponsorship and arrange for the publication of accepted papers in IEEE Xplore with ISSS or ISBN numbers.

Copyright of the accepted papers shall belong to IEEE. Therefore, Organizing Committee takes the necessary procedure such as to ask the authors to submit the Copyright Transfer Form once papers are submitted or accepted.

11. WPMC Best Paper Award

Organizing committee should select three best regular papers and three best student papers for WPMC Best Paper Award. Award presenters are NICT, YRP and Organizing committee, and the certificates are with signatures of representatives of these three organizations. Each Award is the same value.

Award winners will be announced and awarded at Award Banquet with certificates and prize. The winners should not be announced before Award Banquet.

12. WPMC Symposium Program Construction

12.1. Basic schedule
WPMC Symposium event will be held for 4 days. Usually, the first day will start on Saturday and finish on Wednesday. Technical Sessions will start after the plenary session.

Main events will be as follows;
- First day   Tutorial Sessions and Welcome Reception in the evening.
- Second day   Opening Ceremony, Plenary Session in the Morning.
                       (Steering Board Meeting in the afternoon)
- Third day   Award Banquet in the Evening.
- Fourth day   Only Technical Sessions.

12.2. Tutorial Session
Organizing Committee can organize several tutorial sessions in the first day. Basically, the tutorial sessions are out of WPMC Symposium, and the account is independent from that of WPMC Symposium.

Participants should pay to join the Tutorial Sessions, and tutors can get rewards. However, these conditions will depend on the policy of Organizing Committee.

12.3. Welcome Reception
In the evening of the first day, Organizing Committee will have a welcome reception at the venue. General Chair of WPMC Symposium and/or VIPs of the host organization will deliver a welcome speech at the opening of Reception.

12.4. Opening Ceremony

General Chair will declare the opening of the event, and deliver the welcome speech followed by welcome speeches of representatives from NICT, YRP and WPMC Steering Board.

The VIP Guests will deliver the Congratulation remarks after the welcome speeches. In case, Organizing Committee invites a High rank Government official, NICT will arrange to invite the same-level Government Official.

12.5. Cultural Programs
In many cases of previous WPMCs, there were cultural programs in Welcome reception, Opening Ceremony and Award Banquet with, for example, historical dances and music performance. If possible, performance by students will be suggested because of promoting young generation's interests and involvements to WPMC Symposium.

12.6. Regular Sessions
Reviewed papers will be presented in sessions, which are categorized by several topics. One session, 4 to 6 papers will be presented. Time for each presentation including Q&A will be 30 minutes.

A session will be chaired by a person who is assigned by TPC.   Chair person will introduce presenters with their biographies, which chair person will get before the sessions.

12.7. Special Sessions
In case, a person will have much interest in coordinate the session in some topics. He/she can propose the Special Sessions to TPC as a Coordinator.   Coordinator should ask people to submit papers to organize a session on special topics, and chairs his/her special session.

In this case, submitted papers are not necessarily reviewed. If the author requires the publication in IEEE Xplore, the submitted paper must be reviewed by normal procedures.

All presenters including Coordinators should pay the registration fee. Other requirements are the same to Regular Sessions.

12.8. Panel Sessions
Panel Sessions can be arranged and/or proposed for the discussion of interesting topics.

12.9. Poster Sessions
Holding of Poster Sessions will depend on Organizing Committee.

12.10.   Award Banquet
Promoting young scientists is one of the most important missions of WPMC Symposium. From this point, Award Banquet is a very important event in WPMC Symposium.

Organizing committee should select three best regular papers and three best student papers for WPMC Best Paper Award. Award presenters are NICT, YRP and Organizing committee, and the certificates are with signatures of representatives of these three organizations. Each Award is the same value.

Award winners will be announced and awarded at Award Banquet with certificates and prize. The winners should not be announced before Award Banquet.

12.11.   Coffee Break

During the WPMC Symposium, there are Coffee Break times in the conference venue. Coffee and snacks will be served at Coffee Breaks.

12.12.   Lunch and Dinner

In the previous WPMC Symposia, lunch was served for registered participants at the venue, however, dinner was not served except Award Banquet.

12.13.   Conference Rooms

Conference rooms should have following facilities:
- General

Staff to provide Audio Visual or IT support in each room
- ✓ Slide changer and pointer
- ✓ Collar microphones
- ✓ PC with presentation of all authors
- ✓ Projector projecting to the center front of the room
- ✓ For chairman of the session
- ✓ Program of the session
- ✓ Short bio of all speakers
- ✓ Presence / absence information

Note: this can be introduced as chairman responsibility, which will mean that the chairman will have to contact all speakers beforehand thus e-mail address or other contact means will be required.
- For speakers

Given under general
- For attendees
- ✓ Class room type layout with table and chair
- ✓ Power supply
- ✓ Wi-Fi
- ✓ 2 wireless microphones

12.14.   Speakers Room

A room can be allocated for speakers to concentrate and prepare for presentation. Further details given below:
- Table and chair
- Power supply at each table
- Availability of power plug adaptor (I think you understand but what is the right wording?) for lending to those who need
- Wi-Fi access
- Computer where presentation can be uploaded

Note: if this is done, we will need very organized folder and file-naming structure for presentations so that presentations do not get mixed up. Also, in such case, authors will have to use software available in organizers PC; MS PowerPoint would be the usual preference.

If own PC usage is allowed, projector to which authors can connect their PC to test their presentation
Speakers can check-in and meet chair of their session in this room.

12.15. Logos

Logos of Patrons, Host organization and Sponsors should be posted in the Conference venue. It is suggested that Logo of YRP will be posted at the Award Banquet as well as other places.

13. Promotion and Archive of Previous WPMC Symposium

For the propose of promoting future WPMC Symposium, YRP/NICT would like to get the agreement from Organizing committee to transfer the following data;
- Number of participants (with nationality)
- Number of submitted papers (with nationality)
- Number of accepted papers (with nationality)
- List of Award winners (name, organization, paper title)
- List of e-mail address of participants

Also, YRP/NICT would like to get the agreement from Organizing committee to use the contents of official WEB site to archive the previous WPMC Symposium in the WPMC-Home WEB site (https:// WPMC-Home.com).

14. Agreement: Memorandum of Understanding (MoU)

In order to confirm of the action items and duties of NICT, YRP and Organizing Committee, these three organizations and WPMC Steering Board Co-chair will exchange Memorandum of Understanding (MoU) with signatures of their representatives.

This document is not a formal contract, but the agreement to bring WPMC Symposium with smooth operation and successful results.

The draft of the MoU and its appendix are attached in the following pages.

Memorandum of Understanding
Regarding the Organization of WPMC20YY
(The XX International Symposium on
Wireless Personal Multimedia Communications）

1. Responsibilities of the Organizing Committee

1.1. Establishment of the WPMC20YY Organizing Committee
Organization(s) hosting WPMC20YY shall establish WPMC20YY Organizing Committee (WPMC Bylaw ARTICLE 12) and other committees necessary to operate the WPMC20YY at (City), (Country), from DD to DD of Month 20YY, under the Organizing Committee.

Among the necessary committees, the establishment of the Technical Program Committee (TPC) (WPMC Bylaw ARTICLE 14) and Financial Committee are required as essential committees.

1.2. Management and administration of expense for operation
The Organizing Committee is responsible for securing, managing and administering the operating expenses for WPMC2019. Accounting of the WPMC shall be audited by the Financial Subcommittee set up within the Organizing Committee and by the NICT (WPMC Bylaw ARTICLE 18.)

In the case there is a deficit, there will be no compensation from other institutions (WPMC Bylaw ARTICLE 17, 18.)

The operating expense will be partially covered by NICT (National Institute of Information and Communications Technology) and YRP R&D Promotion Committee (WPMC Bylaw ARTICLE 17.）

See Appendixes (Appendix A; Conditions of Sponsor Fee Contributions by NICT. Appendix B; Conditions of Sponsor Fee Contribution by YRP R&D Promotion Committee) for conditions of payment.

1.3. Handling of accepted papers
Organizing committee should acquire IEEE Technical Co-sponsorship and arrange for the publication of accepted papers in IEEE Xplore with ISSS or ISBN numbers.

Copyright of the accepted papers shall belong to IEEE. Therefore, Organizing Committee takes the necessary procedure such as to ask the authors to submit the Copyright Transfer Form once papers are submitted or accepted.

1.4. Coordination with WPMC Steering Board Secretariat
The Organizing Committee shall designate a counterpart to closely coordinate with WPMC Steering Board Secretariat to ensure the smooth operation of the conference. The WPMC Steering Board Secretariat shall be named by NICT (WPMC Bylaw ARTICLE 20.)

The designated counterpart shall provide information and operate according to the WPMC procedure guidelines.

To ensure smooth operation and account processing, it is highly recommended that the counterpart should be a private business entity specialized in conference management.

2. Responsibilities of Organizing Committee (post-conference)

2.1. Submission of report
The Organizing Committee is to submit a rough completion report to the WPMC Steering Board Secretariat within seven (7) days from the completion of the conference. 30 days from the completion of the conference is the closing date of the submission for the final completion report.

The report should cover all contents included in a standard international conference report. See Appendix C for details.

2.2. Responsibilities other than submitting the report
The Organizing Committee must assign a contact person who will be responsible for coordination until the completion of all duties, such as report submission and account processing.

Members of the Organizing Committee shall make presentation of a final report on the operation of the conference at the WPMC Steering Board Meeting the following year.

3. Promotion and Archive of WPMCs
For the propose of promoting future WPMCs, YRP/NICT should have the agreement with Organizing Committee to transfer the following data;
- Number of participants (with nationality)
- Number of submitted papers (with nationality)
- Number of accepted papers (with nationality)
- List of Award winners (name, organization, paper title)
- List of e-mail address of participants
- etc.

YRP/NICT will use the contents of official WEB site to archive the previous WPMCs in the WPMC-Home WEB site (https:// WPMC-Home.com).

Appendix

Appendix A : Conditions of Sponsor Fee Contributions by NICT
Appendix B : Conditions of Sponsor Fee Contribution by YRP R&D Promotion Committee
Appendix C :Final Report Table of Contents (Sample)
Appendix D : Requests to the Organizing Committee

National Institute of Information and Communications Technology (NICT)
By: Dr. Kiyoshi Hamaguchi
Title: Director General, Wireless Networks Research Center, NICT
Address: NICT Address: 3-4, Hikarino-Oka, Yokosuka, Kanagawa 239-0847, Japan
Date:

Signature

YRP R&D Promotion Committee
By: Dr. Shingo Ohmori
Title: Vice President / WPMC Steering Board Co-Chair
Address: YRP Center No. 1 Bldg. 3-4 Hikarinooka, Yokosuka, Kanagawa 239-0847 Japan
Date:

Signature

WPMC20YY Organizing Committee
By:
Title:
Address:
Date:

Signature

WPMC Steering Board Co-Chair
By:
Title:
Address:
Date:

Signature

End of MoU

Appendix A: Conditions of Sponsor Fee Contributions by NICT

NICT (National Institute of Information and Communications Technology) shall, as the sponsor fee, bear all or a part of the cost of venue rental for WPMC (Wireless Personal Multimedia Communications), for the day of the event. However, there will be a poll capping to the amount that NICT can offer, and NICT will not disburse any request that exceeds the limit.

Rental fee for audio-visual equipment may be included in the venue rental cost. Costs for any form of foods and beverages cannot be included.

Regarding the payment method, the Organizing Committee must promptly send a detailed (itemized) invoice to NICT, once the WPMC conference is completed. The invoice shall be issued by the Organizing Committee and addressed to NICT. NICT will review the content and after approving that the cost was appropriate for purpose of the conference, NICT shall make the transfer of the said amount to the bank account managed by the Organizing Committee. The payment will be made in Japanese yen. The bank transfer from NICT to the designated bank account may take up to one (1) month after NICT has reviewed the invoice.

The Organizing Committee must store the receipt that clearly state the detailed price and purpose of the payment, and promptly send a copy to NICT after the WPMC is completed. The receipt should be issued by the hotel or the conference center that hosts the conference venue.

Appendix B : Conditions of Sponsor Fee Contribution by YRP R&D Promotion Committee

The conditions of sponsor fee contribution by YRP R&D Promotion Committee are as follows.

The sponsor fee from YRP R&D Promotion Committee may be used for matters related to WPMC that the NICT sponsor fee cannot cover, including expenses for preparation of the conference such as development costs for website.

In order to receive the sponsor fee, the Organizing Committee shall send the estimate of the amount and the purpose of the expense to the YRP R&D Promotion committee, through the WPMC Steering Board Secretariat.

The Organizing Committee shall send a "sponsor fee request" to WPMC Steering Board Secretariat. The "sponsor fee request" shall include the purpose, amount and destination of the payment. Once the request is made YRP R&D Promotion Committee will review the content and after approving that the request was appropriate for purpose, YRP R&D Promotion Committee shall make the transfer to the bank account managed by the Organizing Committee. The payment will be made in Japanese yen. However, there will be a poll capping to the sponsor fee.

The Organizing Committee must store the receipts that state the spending purpose and amount, and report to (send the copy or the original of the receipt to) YRP R&D Promotion Committee through the WPMC Steering Board Secretariat, after WPMC is complete.

Appendix C : Final Report Table of Contents (Sample)

1. Front page
   - Title

2. Overview of the WPMC20YY
   - Dates
   - Venue
   - Host
   - Patrons : NICT, YRP R&D Promotion Committee, CTIF Capsule
   - Sponsors
   - Summary

3. Organization Committees and Members
   - General Chair,
   - Committee Chairs and members
   - Steering Board Members (Honorary Chair, Co-Chair, Members)

4. General Statistics
   - Number of submitted papers (Country, regular, student)
   - Number of accepted papers (Country, regular, student)
   - Number of registered papers (Country, regular, student)
   - Number of registered attendees (Country, regular, student)
   - Award winners (Paper title, name, affiliation, country)

5. Final Program
   - All information of 4 days events
   - Opening Ceremony, Plenary session, Regular/Special Sessions, Award Banquet, etc.

6. Publication in IEEE Xplore
   - Information

7. Finance
   - Revenue
   - Expenses
   - Surplus

8. Photos of the events

9. Post Symposium activities

10. Others

11. Conclusion with some comments

12. Separate submission （Only for the promotion of future WPMC Symposiums）
    List of attendees (e-mail address, Affiliation, Country)

Appendix D : Action Items of the Organizing Committee

Since the start of the International Symposium on Wireless Personal Multimedia Communications, NICT has requested local Organizing Committees that had hosted these events to understand and agree with the conditions for the offering of sponsor fees.

Besides the operations to run the symposium, the Organizing Committee is requested to carry out work items described below, as well as event-related liaison and coordination-related operations with the WPMC Steering Board Secretariat in Japan (hereinafter called "WPMC Secretariat" in Appendix C).

Action Items Before the Event				
Category	No.	Item	Due date	Note
Budget Plan	1	Symposium's Overall Budget Plan (including venue plan)		NICT&YRP Sponsorship fees. Submit the Documents to NICT and YRP.
Budget Plan	2	Estimates of the venue and audio-visual equipment fees drawn up by the venue		Expense from NICT Budget is strictly limitted.
IEEE Xplore.	3	Application for publication of WPMC's papers in IEEE Xplore (includes acquisition of ISSS or ISBN numbers),		
Production of Official Printed materials	4	First Proof of Call for Papers, Programs, Proceedings, Posters etc. in digital data for review		
Production of Official Printed materials	5	Final Proof of Call for Paper, Programs, Proceedings, etc. in digital data for review		
Production of Official Printed materials	6	Insertion of photos and greetings in the program of General Chair, Presidents of NICT and YRP, the WPMC Steering Board Co-Chairs.		WPMC Secretariat will send digital data to Organizing Committee
Production of Official Printed materials	7	Insertion of the logos of NICT and YRP in official materials such as Programs, Proceedings, Posters, etc.		For specification of logos to be used, check with the WPMC Secretariat in advance.
Production of Official Printed materials	8	Provision of electronic data for posters for use with WPMC.		NICT plans to post them inside the NICT building.
Copyright transfer form	9	Send the Copyright Transfer Form to authors and collect the form with author's signature.		With final paper submissions by EDAS
WPMC Award	10	Draft a list of Award nominators before the Award Banquet.		
WPMC Steering Board Meeting	11	Coordinate preparation of the meeting room and AV equipment for WPMC Steering Board Meeting		
WPMC Steering Board Meeting	12	Organizing Committee representatives' attendance at the WPMC Steering Board meeting and making a report of the conference to the Board.		
	13	Government VIPs: Yes or No (If Yes, provide detailed information such as name, affiliation, etc.)		
	14	Keynote speakers: Detailed information such as name, affiliation, Profile, them of speech etc.		
	15	Invited speakers: Yes or No (If Yes, provide detailed information such as name, affiliation, etc.)		
	16	Names and affiliation of those making greetings at the Opening Ceremony, Reception/Banquet: order of appearance, etc.		
Program	17	Displays, Poster Session, Panel Session: Yes or No		
Financial Report	18	Financial Statement of WPMC as a whole		Sending of original copy by post, addressed to NICT] *NICT will require at least 3 weeks from receiving the original copies of the receipts to making payment via electronic transmission.

Action Items After the Event				
Category	No.	Item	Due date	Note
Financial Report	19	Invoice for the venue and audio-visual fees sent by the venue		
Financial Report	20	Copies of all receipts		
Report	21	Number of registrations		
Report	22	Number of submitted papers		
Report	23	Number of accepted papers		
Report	24	Number of participants		
Report	25	Participating countries and its number		
Participant List	26	(iv) Participants' personal information such as nationality, email address, affiliation, etc. (to send information of the next WPMC)		
Papers	27	List of accepted papers (title and name of author)		
Papers PDF	28	PDF of accepted papers (to place on WPMC archives)		
Program	29	xml data of the Program		
IEEE Xplore	30	Continue coordination until the WPMC 2017 papers are published in IEEE Xplore.		