



## Instructions for Oral / Poster Session Chairs

Thank you for offering to act as a session chair. Chairs have the essential task of making sure that the session runs effectively and that technical exchanges are encouraged and facilitated. This entails more than just keeping time, although this is an important aspect of being a chair. This year's conference will mostly involve physical participation but the significant expected level of remote participation poses some extra challenges.

Below we describe your tasks (click to navigate)

[Before the conference](#)

[During your session](#)

[After your session](#)

### Before the conference

**Check videos or posters on EDAS**

**Familiarise yourself with papers**

### Check videos or posters on EDAS:

All presenters of papers in oral sessions have been asked to upload a video presentation to EDAS. These videos will be available to delegates during and after the conference.

All presenters of papers in poster sessions have been asked to upload a poster presentation to EDAS. These posters will be available to delegates during and after the conference.

The deadline for uploading is **March 14** and we would very much appreciate if you could log in to EDAS after this deadline and check these videos / posters for quality/length etc.

To do this: log into EDAS and choose "Chairing" from the "My..." drop down menu (figure 1 below)



ED AS
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Submit paper
Travel grants
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My... ▾
Help

## Current conferences and journals where you are chairing or editing

You can also create a [new conference or journal in EDAS](#).

i Since there are no recent conferences, all are shown.

My profile

My email messages

My papers

My reviews

My TPCs

Chairing

Figure 1: Choose “Chairing” from drop down menu

There you will see information about any sessions that you are chairing, such as the paper titles, time, location *etc.* (fig 2). Please check for any scheduling clashes with any other commitments and notify the Technical Program Committee at [tpc@eucap2022.org](mailto:tpc@eucap2022.org) if you cannot serve as session chair.

### Session chair

Conference	Session title	Agree to serve	Papers	Email to authors / session sheets / certificate	Time	Room	Chair(s) <span style="background-color: #90EE90;">accepted</span> , <span style="background-color: #FFD700;">invited</span> and <span style="background-color: #FFD700;">declined</span>
EuCAP 2022	E07 (Computational EM in frequency domain)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• <i>Shape Representation in a Fixed Discretization Grid for Accelerated Topology Optimization</i></li> <li>• <i>Computation of Scattering from Rough Surfaces Using Successive Symmetric over Relaxation and Eigenvalue Deflation</i></li> <li>• <i>A Broadband Potential-Based Boundary Element Method for Modeling Electromagnetic Scattering from Dielectrics and Conductors</i></li> <li>• <i>Mode-Matching Procedure for Second Order Rotationally Symmetric Modes</i></li> <li>• <i>Results on Shadowing Determination with Linear Cost Scaling for Physical Optics Analysis</i></li> </ul>		Wed Mar 30, 11:00 until 12:40	Londres	<p>Conor Brennan (Dublin City University, Ireland)</p> <p>Maya Rose Brennan (Dublin City University, Ireland)</p> <p>Juan Córcoles (Universidad Autónoma de Madrid, Spain)</p>

Figure 2: Session information

Here you also will find the name of any co-chairs for the session. Feel free to liaise with them in order to share and coordinate tasks. You can email your fellow chairs by clicking on the email icon (highlighted in red box in figure 2). This opens an email page from which you can contact the authors, presenters or other chairs. You can toggle between intended recipients in the “Send message to” field (fig. 3)

### Send email to session presenters or authors for *Computational EM in frequency domain*

You can include the following variables in your subject or message:

{fullname}	Full name of first author or presenter
{surname}	Surname (last name) of first author or presenter
{papertitle}	Title of paper
{paper}	Long paper number
{id}	Short paper number
{code}	Session code
{sessiontitle}	Title of session
{sessionsubtitle}	Subtitle for session
{sessiondetails}	Session details
{room}	Room(s) for session
{sessionstart}	Session start time
{sessionnotification}	Session notification field

Send message to  All authors  
 Presenters only

\*Email subject line

Message

Preview message only

\* denotes required field

Figure 3: Email to other chairs or authors/presenters

Clicking on any paper title on the session information page will bring you to a page with information about that paper (figure 4). Scrolling down and clicking on “Document (show)” allows you to download the final pdf manuscript, watch the video presentation (in the case of oral sessions) or download the poster (in the case of poster sessions)

Final manuscript	<p>Can upload 5 pages (type) until track deadline of Feb 7, 2022 09:59 Europe/Dublin.</p> <table border="1"> <thead> <tr> <th>Document (show)</th> <th>Pages</th> <th>File size</th> <th>Changed</th> <th>Check format / Report problem</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>5</td> <td>1,025,076</td> <td>Feb 6, 2022 14:17 Europe/Dublin</td> <td>checked Feb 6, 2022 14:17 Europe/Dublin without errors</td> <td></td> </tr> </tbody> </table>	Document (show)	Pages	File size	Changed	Check format / Report problem	Delete		5	1,025,076	Feb 6, 2022 14:17 Europe/Dublin	checked Feb 6, 2022 14:17 Europe/Dublin without errors	
Document (show)	Pages	File size	Changed	Check format / Report problem	Delete								
	5	1,025,076	Feb 6, 2022 14:17 Europe/Dublin	checked Feb 6, 2022 14:17 Europe/Dublin without errors									
Video presentation upload	<p>Can upload any length (type) until track deadline of Mar 15, 2022 09:59 Europe/Dublin.</p> <table border="1"> <thead> <tr> <th>Document (show)</th> <th>Pages</th> <th>File size</th> <th>Changed</th> <th>Check format / Report problem</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>30,794,452 (17 min 32 sec)</td> <td>Mar 2, 2022 14:20 Europe/Dublin</td> <td>checked Mar 2, 2022 14:20 Europe/Dublin without errors</td> <td></td> </tr> </tbody> </table>	Document (show)	Pages	File size	Changed	Check format / Report problem	Delete			30,794,452 (17 min 32 sec)	Mar 2, 2022 14:20 Europe/Dublin	checked Mar 2, 2022 14:20 Europe/Dublin without errors	
Document (show)	Pages	File size	Changed	Check format / Report problem	Delete								
		30,794,452 (17 min 32 sec)	Mar 2, 2022 14:20 Europe/Dublin	checked Mar 2, 2022 14:20 Europe/Dublin without errors									
Poster Upload`	<p>Can upload 1 page (type) until track deadline of Mar 15, 2022 09:59 Europe/Dublin.</p> <table border="1"> <thead> <tr> <th>Document (show)</th> <th>Pages</th> <th>File size</th> <th>Changed</th> <th>Check format / Report problem</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>29</td> <td>154,947</td> <td>Mar 6, 2022 20:17 Europe/Dublin</td> <td>checked Mar 6, 2022 20:17 Europe/Dublin without errors</td> <td></td> </tr> </tbody> </table>	Document (show)	Pages	File size	Changed	Check format / Report problem	Delete		29	154,947	Mar 6, 2022 20:17 Europe/Dublin	checked Mar 6, 2022 20:17 Europe/Dublin without errors	
Document (show)	Pages	File size	Changed	Check format / Report problem	Delete								
	29	154,947	Mar 6, 2022 20:17 Europe/Dublin	checked Mar 6, 2022 20:17 Europe/Dublin without errors									

Personal notes

Figure 4: Paper information.

Choosing to show the video will open a new screen where you can view the presentation (figure 5).



#1570771262: *Computation of Scattering from Rough Surfaces Using Successive Symmetric Relaxation and Eigenvalue Deflation*

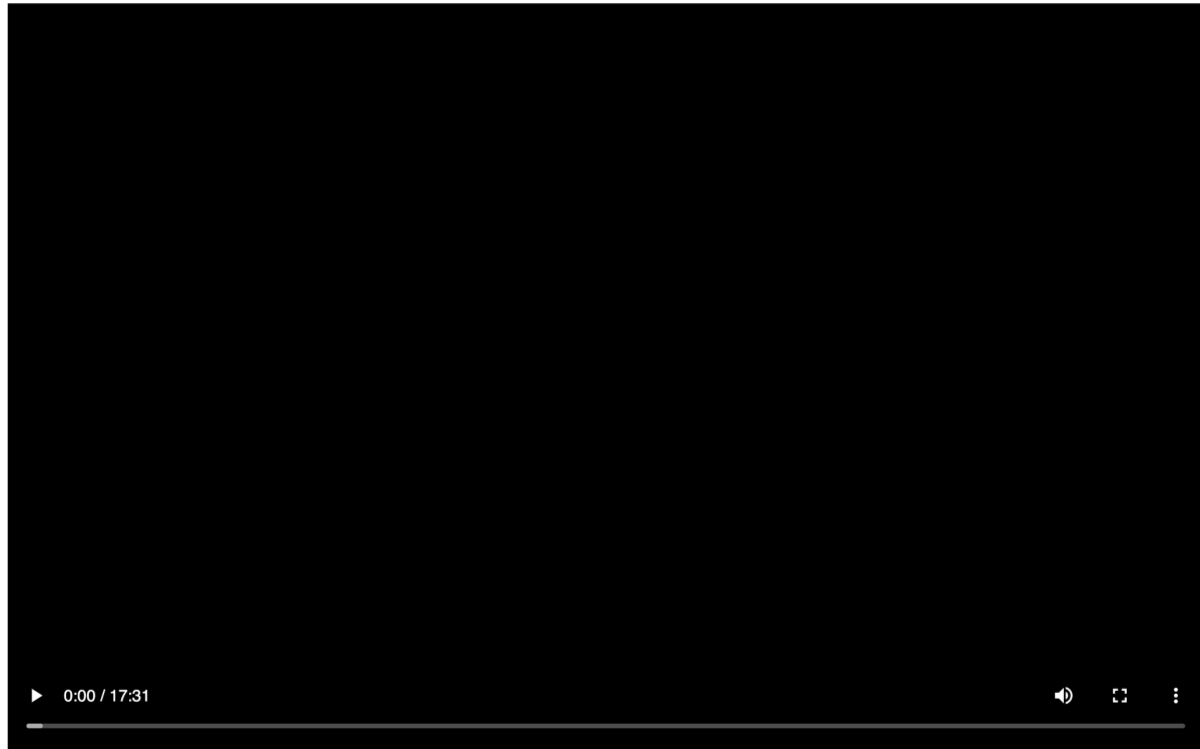


Figure 5: View video presentation

We ask that the chairs of oral sessions **check that every paper in their session has an associated video uploaded in EDAS (after the upload deadline of March 14 has passed)**

Please check that it is of appropriate quality (sound/picture) and that it is an appropriate length (roughly 15-18 minutes). Once you have checked the video please click on the edit button beside “Valid files” to confirm that it is of acceptable quality (See figure 7). This brings you to a page (figure 8) where you can tick a box to confirm that the files have been checked.

If you feel that the uploaded video is not acceptable (e.g. poor quality sound/picture, far too long ( $\geq 20$  minutes), far too short ( $\leq 13$ min) please contact the authors (author information is available on the paper information page (fig 6)) and ask them to upload an improved version. Please copy [edas.admin@eucap2022.org](mailto:edas.admin@eucap2022.org) on any such correspondence with the author.

We ask that the chairs of poster sessions **check that every paper in their session has an associated poster uploaded in EDAS (after the upload deadline of March 14 has passed)**

Please check that it is of appropriate quality (legibility) and that it is an appropriate format (portrait). Once you have checked the poster please click on the edit button beside “Valid files” to confirm that it is of acceptable quality (See figure 7). This brings you to a page (figure 8) where you can tick a box to confirm that the files have been checked.

If you feel that the uploaded poster is not acceptable please contact the authors (author information is available on the paper information page (fig 6)) and ask them to upload an improved version. Please copy [edas.admin@eucap2022.org](mailto:edas.admin@eucap2022.org) on any such correspondence with the author.


Conference and track		2022 16th European Conference on Antennas and Propagation (EuCAP) - 1. REGULAR SESSION PAPERS						
Authors		<table border="1"> <thead> <tr> <th>Name</th> <th>Affiliation</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Affiliation	Country			
Name	Affiliation	Country						

Figure 6: Email authors – click on email icon

### #22 (1570782288): Test 19 December Sergio



Property	Change Add	Value						
Conference and track		2022 16th European Conference on Antennas and Propagation (EuCAP) - 1. REGULAR SESSION PAPERS						
Authors		<table border="1"> <thead> <tr> <th>Name</th> <th>Affiliation</th> <th>Country</th> </tr> </thead> <tbody> <tr> <td>Sérgio (Dummy) Matos</td> <td>ISCTE-IUL &amp; Instituto de telecomunicações, Portugal</td> <td>Portugal</td> </tr> </tbody> </table>	Name	Affiliation	Country	Sérgio (Dummy) Matos	ISCTE-IUL & Instituto de telecomunicações, Portugal	Portugal
Name	Affiliation	Country						
Sérgio (Dummy) Matos	ISCTE-IUL & Instituto de telecomunicações, Portugal	Portugal						
Title		Test 19 December Sergio						
Abstract		This is a test at 19 december sergio to confirm that the notification procedure is working properly.						
Valid files?		✗						
Online Presentation_JAE								
Topics		<b>Conference Topic:</b> A12 Lens antennas. <b>Second Conference Topic:</b> A10 Electrically small antennas. <b>Application Track:</b> T08 Space (incl. cubesats). <b>Second Application Track:</b> T01 LTE and Sub-6GHz 5G.						
Presenter(s)		presenter not specified						
Session		Test Session - Conor from Sat, March 26, 2022 09:00 until 10:40 (1st paper) in Amsterdam (100.0 min.)						
DOI								

Figure 7: Click edit to open checkbox

### Edit paper #1570782288: Test 19 December Sergio

The uploaded video or poster has been checked and is of acceptable quality

Notify authors of changes by email?

(IDAS at delta for 2001:bb6:b91a:2c58:509e:966b:1433:d6db [Fri, 04 Mar 2022 21:16:26 +0000 GMT] [User: 1792210 using macOS/Chrome 98.0 cached 0.062/0.267 s] Request help)

Figure 8: Tick box to confirm that files have been checked. You can leave “notify authors” box ticked or unticked.

If you encounter any technical problems we ask that you report them to Eduardo Carrasco at [edas.admin@eucap2022.org](mailto:edas.admin@eucap2022.org) We kindly ask that you confirm the video/poster uploads by **March 21**.



Oral session chairs should also familiarize yourself with the papers in your session so that you can have some questions ready with which to start discussions after the paper is presented. You can access the final manuscript for each paper as per figure 4 (or base questions on a viewing of the video presentation, whatever you prefer)

During your session:

### Oral Sessions:

We expect that the majority of presentations and attendees to be in-person. However, there will be a hybrid element in most sessions. In advance of the conference, we are asking all authors who intend to remotely present to indicate this option on EDAS. **This information will be made available to session chairs (via EDAS) in advance of their session.** For that reason, don't forget to check your emails in case there are messages related to your session.

In most cases Zoom sessions will only involve remote presenters presenting live to the physical audience in Madrid. Such Zoom sessions will **not** be streamed more widely or be open to all remote delegates. Instead, remote delegates will have access to the pre-recorded videos on EDAS.

Some general tips:

- Arrive at the room 20 minutes prior to the start of the session:
  - Make yourself known to the technical assistant who will assist you with any Zoom calls.
  - Greet the speakers and make sure that all speakers are present, either in person or on Zoom.
  - Explain your role to the presenters.
  - In case of a no-show (presenter not present, physically or on-line):
    - Make an announcement at the beginning of the session to confirm that the speaker is indeed not present.
    - You should make plans to play the video which was uploaded to EDAS (the technical assistant will assist with this)
    - Bear in mind that in any case the next paper after the no-show **must not** start before its scheduled time, since the **original schedule must be kept.**
- Introduce yourself to the audience and give a brief introduction of the speakers and the



overall topic.

- Explain the time allocation – each presenter has 15 minutes to present, and 5 minutes for questions. Explain that you will inform the speaker when it is 3 minutes before the end of the presentation time and that **after 20 minutes have passed the next presenter will be introduced.**
- Introduce each speaker. Check the time when the presentation starts.
- Make sure each presenter adheres to the time limit.
- After the presentation invite questions. If questions remain after the time is over, suggest that the discussion resumes over coffee after the session. Make sure that more than one person has a chance to ask a question. **As a courtesy it is advisable to have a question prepared that you can ask in case that no questions are volunteered from the audience.**
- Thank the speakers and the audience for their attention and conclude the session.

### Poster Sessions:

We expect that the majority of presentations and attendees to be in-person. However, there will be a hybrid element in most sessions. In advance of the conference, we are asking all authors who intend to remotely present to indicate this option on EDAS. **This information will be made available to session chairs (via EDAS) in advance of their session.** For that reason, don't forget to check your emails in case there are messages related to your session.

- Arrive at the display area prior to the start of the poster session
- Check that all posters and presenters who are expected to present physically are present
- Check that all remote presenters have had a poster hung on their behalf.
- There will be conference staff available to help with fixing posters etc.

### After your session (oral/poster)

Please complete the session report, and mark clearly the presented papers and any **no-shows**. Session reports can be downloaded from the session information page. Click on the bullet points icon under "Email to authors/session sheets/certificate" (red box in figure 9 below). These can be completed electronically or printed out and completed manually. They should be returned to [tpc@eucap2022.org](mailto:tpc@eucap2022.org).



Session chair

Conference	Session title	Agree to serve	Papers	Email to authors / session sheets / certificate	Time	Room	Chair(s) <b>accepted, invited and Reelined</b>
EuCAP 2022	E07 (Computational EM in frequency domain)	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Shape Representation in a Fixed Discretization Grid for Accelerated Topology Optimization</li> <li>Computation of Scattering from Rough Surfaces Using Successive Symmetric over Relaxation and Eigenvalue Deflation</li> <li>A Broadband Potential-Based Boundary Element Method for Modeling Electromagnetic Scattering from Dielectrics and Conductors</li> <li>Mode-Matching Procedure for Second Order Rotationally Symmetric Modes</li> <li>Results on Shadowing Determination with Linear Cost Scaling for Physical Optics Analysis</li> </ul>		Wed Mar 30, 11:00 until 12:40	London	<p>Conor Brennan (Dublin City University, Ireland)</p> <p>Maya Rose Brennan (Dublin City University, Ireland)</p> <p>Juan Córcoles (Universidad Autónoma de Madrid, Spain)</p>

Figure 9: Download session sheet

### EuCAP 2022: 2022 16th European Conference on Antennas and Propagation (EuCAP)

#### E07: Computational EM in frequency domain

Session time	Wednesday, 11:00 until 12:40
Location	London
Talk time	20
Chaired by	Conor Brennan (Dublin City University, Ireland) Maya Rose Brennan (Dublin City University, Ireland) Juan Córcoles (Universidad Autónoma de Madrid, Spain)

**11:00: Shape Representation in a Fixed Discretization Grid for Accelerated Topology Optimization**  
Vojtech Neuman (Czech Technical University in Prague, Czech Republic); Miroslav Capek (Czech Technical University in Prague, Czech Republic); Lukas Jelinek (Czech Technical University in Prague, Czech Republic)

**Abstract:** The topology optimization based on iterative changes of discretization is introduced. The optimal solution on coarse discretization is translated and enhanced on dense discretization. The similarity matrix used for solution translation is defined. Two examples of Q-factor minimization are shown to depict improvements in evaluation speed.

**11:20: Computation of Scattering from Rough Surfaces Using Successive Symmetric over Relaxation and Eigenvalue Deflation**  
Conor Brennan (Dublin City University, Ireland); Imtiaz Islam (Dublin City University, Ireland); Jason Basquill (University of Dublin, Trinity College, Ireland); Kirk M Soodhalter (Trinity College Dublin, Ireland)

**Abstract:** The problem of computing 2D EM wave scattering from rough surfaces is addressed using an integral equation formulation discretised using the method of moments. Successive Symmetric Over-Relaxation (SSOR) is applied to the governing matrix equations along with eigenvalue deflation which is designed to separately account for the effect of those eigenvectors of the iteration matrix that have eigenvalues greater than 1. Numerical results are presented applying the method to a variety of scattering profiles and examining the resultant convergence performance.

Bio for Conor Brennan: Dr. Conor Brennan received a B.A. Mod. Honors from Trinity College Dublin (TCD) in 1994 and a PhD in 1998 from the same institution. He joined Dublin City University as a lecturer in 2003 and became a senior lecturer in 2013. His primary research area is in computational methods for electromagnetic wave emission and scattering. He has authored or co-authored over 100 peer-reviewed publications in international conference proceedings and international journals. Dr. Brennan

Figure 10: Session report template

Thank you for your support to the EuCAP 2022 conference! Please contact [edas.admin@eucap2022.org](mailto:edas.admin@eucap2022.org) if you need any technical assistance.