



# EUROPEAN ASSOCIATION FOR SIGNAL PROCESSING

European Association for Signal Processing vzw, Goorstraat 10, 2560 Nijlen, Belgium, Non-profit organization under Belgian law, Registration number 0885.447.771, RPR Antwerp - division Mechelen, [info@eurasip.org](mailto:info@eurasip.org), [www.eurasip.org](http://www.eurasip.org).

## The EURASIP Seasonal Schools in Signal Processing Program

The EURASIP Board of Directors (BoD) is pleased to announce the launch of the Seasonal Schools in Signal Processing Program of EURASIP. EURASIP seasonal schools are typically summer schools with the goal of providing graduate students, Ph.D. students, and early stage researchers with background on selected topics in signal processing and its applications.

The mission of the EURASIP Seasonal Schools in Signal Processing Program is to promote research, teaching and social engagement through the hosting of high-level, research-oriented, interdisciplinary and innovative academic courses on theory and applications of signal processing. The primary objective for creating a seasonal school program is membership development for young researchers with interests in signal processing and its applications.

The program aims to provide space for academic networking between junior and senior scholars from a wide range of institutions and discipline areas, often with long-term outcomes such as collaborative research projects and joint publications. A team of distinguished international faculty and industry members teach short, intensive courses, with the aim to provide a comprehensive overview of recent advances in emerging research fields. We encourage Masters and Ph.D. students, postdoctoral fellows, young faculty and researchers as well as professionals worldwide to participate in our seasonal schools.

## Call for Seasonal School Proposals

The EURASIP BoD welcomes proposals from prospective organizers of future seasonal schools.

Proposers should submit their proposal white papers, following the guidelines summarized below, at least 4 months before the event.

Proposals should be submitted in PDF format by email to the EURASIP Director for Technical Programs and Membership, at [membership@eurasip.org](mailto:membership@eurasip.org) by completing the form downloadable from the EURASIP webpage. Any questions should be directed to the same address.

## Proposal Preparation Guidelines

Proposals should address the following points:

- (1) The contact person (name/affiliation/email/telephone/webpage).
- (2) The proposed title of the school.
- (3) A description of the proposed venue, including the facilities available to host the event.
- (4) The proposed dates. The suggested duration is five days (Monday through Friday of a given week).
- (5) A listing of key organizers and description of their qualifications (names/roles/affiliations/link to EURASIP). Eventual organization connections with EURASIP TACs should be highlighted. We see with favor those initiatives where one of the EURASIP TACs actively cooperate in the school.
- (6) The list of supporting institutions and professional societies.
- (7) A description of the technical theme for the school, and an outline of the topics to be covered.
- (8) The list of proposed lecturers and their qualifications (name/affiliation/title of the talk/link to EURASIP), including information about which lecturers are confirmed and which are the lecturers who have yet to be confirmed. Efforts should be made to ensure appropriate levels of gender diversity of the speakers by the organising committee.
- (9) The type of requested sponsorship, whether regular sponsorship (financial and technical) or just technical co-sponsorship.
  - Under technical co-sponsorship, organizers are free to use the EURASIP logo in their website promotional materials, but no financial support is provided by EURASIP.
  - For a regular sponsorship proposal, a EURASIP contribution of maximum EUR 5,000 (VAT and



# EUROPEAN ASSOCIATION FOR SIGNAL PROCESSING

European Association for Signal Processing vzw, Goorstraat 10, 2560 Nijlen, Belgium, Non-profit organization under Belgian law, Registration number 0885.447.771, RPR Antwerp - division Mechelen, [info@eurasip.org](mailto:info@eurasip.org), [www.eurasip.org](http://www.eurasip.org).

overheads included) can be included in the budget (see details on how the maximum contribution is calculated below).

- (10) A specification of the proposed registration fee structure.
- (11) Provide some information about students' accommodation (Approximately how many students can be accommodated?) and about lunch arrangements (Will the school provide lunches or will there be low cost lunch facilities available?)
- (12) Provide a budget breakdown that shows estimated revenues (from registrations and sponsorship contributions), as well as costs. The organizers will be responsible for covering any losses. EURASIP will not assume such liability
- (13) The organizer must ensure to promote EURASIP either by presenting a slide about the Association at the beginning of the event or by distributing EURASIP flyers.
- (14) The organizer is obliged to assure all school participants give consent to become EURASIP members and to transfer their data (name, surname, affiliation and email address) to EURASIP. This should be done at the moment participants register to the school.

The participation of industry will be considered a positive aspect by EURASIP BoD when deciding whether to offer financial sponsorship.

If the proposal is approved, the organizers will be encouraged to provide at least two months before the event a full proposal for more comprehensive review by the EURASIP BoD.

## **Note on the maximum financial contribution for regular seasonal school sponsoring**

- The maximum requested funding is EUR 5,000.
- The actual funding will be proportional to the number of participants who are EURASIP members or who become EURASIP members through participation in the school.
- A maximum funding may be granted to schools that report 30 or more EURASIP-member participants attending the event in person, provided that the actual cost of the school exceeds EUR 5,000.
- In case where the actual cost of the seasonal school is below EUR 5,000 the maximum amount of the sponsorship will be equal to the actual cost of the event.
- EURASIP will transfer the approved amount to the organizer after the report, together with the corresponding invoices and receipts\*, has been submitted to EURASIP.
- The organizer will provide EURASIP with the list of participants with their name, surname, affiliation, and email address. These attendees will become EURASIP members until the 31/12 of the calendar year in which the school takes place (if the school takes place before EUSIPCO that year) or till 31/12 following calendar year if the school takes place after that year's EUSIPCO).

## **Note on reporting:**

- After the event, the school organizer shall submit a report using the template provided by EURASIP. The report must be sent to the EURASIP Director for Technical Programs and Membership no later than one month after the school concludes.
- The report consists of two parts. The non-confidential part includes the technical program, the list of speakers, the number of participants, and a photograph if available. The confidential part includes the event's financial report and the list of participants.

## **Terms & Conditions**

See "Cosponsorship Agreement" document that should be signed.