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Converia TPC instructions for Subcommittee Chairs

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Cristina Andrei
April 2025

TPC Meeting – Your Tasks

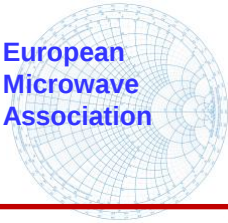
- Decide on accept / reject
- Edit Reviewer Comments to be sent out to Authors
 - Only for accepted papers
- Build sessions
 - Define session title, chair/co-chair and add papers
- Nominate Papers for prizes and the journal
- Perform the checkout

Order of actions

Please try to complete one action before going to the next step

Converia steps are

0. Preparation: download Review overview
1. Decide on accept / reject for all papers in your SC
 - First off-line/on-paper and then in Converia
2. Edit Reviewer Comments to be sent out to Authors
3. Build sessions
 - First off-line/on-paper and then in Converia
4. Finalize TPC session and prize “paper” forms
5. Virtual checkout

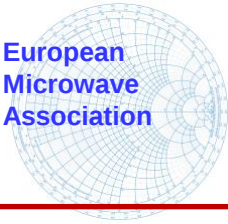


Contact information

Converia questions: papermanagement@eumwa.org

Check-out: papermanagement@eumwa.org **and**
tpc.chair.eumw2025@eumwa.org

General TPC chair: tpc.chair.eumw2025@eumwa.org



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Log in into Converia Backend

<https://euma.converia.de/admin/login>

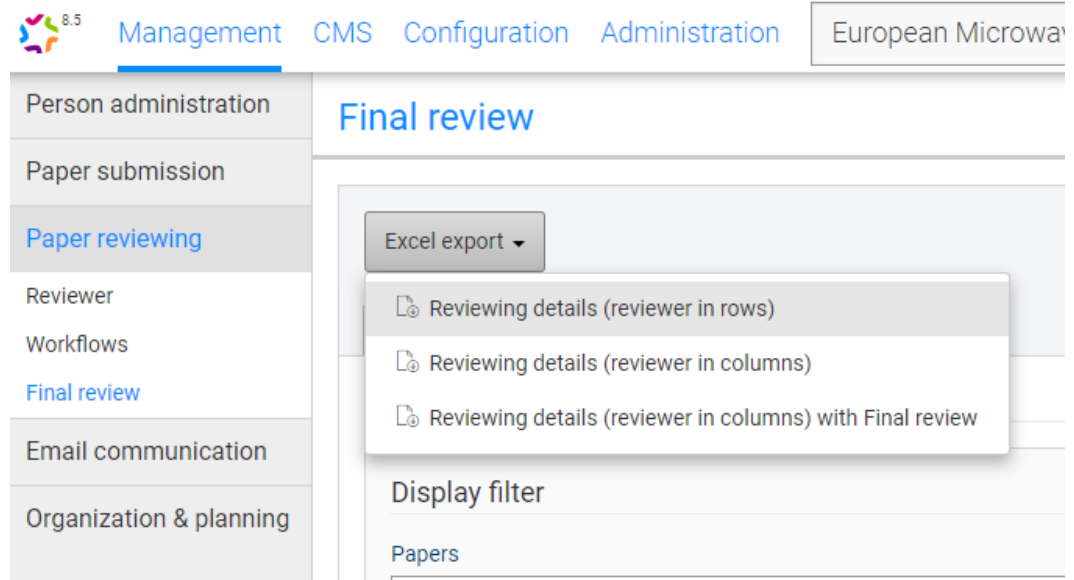
By default only the SC (co)chairs have a login for the Backend

If needed, the login credentials can be shared within the SC (like sharing a laptop during the face-to-face TPC meetings)

TPC Meeting – Your Tasks

0. Preparation

Download an overview of the review scores and perform your own off-line processing of the results



TPC Meeting – Your Tasks

1. Decide on papers

If papers need to be moved to a different SC, please arrange this first by informing the TPC chair via tpc.chair.eumw2025@eumwa.org

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Go to reviews

Click here

← → ↻ 🏠 euma.converia.de/admin/core/dashboard

7.2 Management European Microwave Week 2021 🔍

European Microwave Week 2021

👤 Person

Papers	Reviews	Questions or problems?
Abstract submission	Abstracts	Support Manual
🔴 Expired	🟡 Another 5 days and 6 hours active	Support email: support@converia.de
🔍 707 abstracts submitted	3590 reviews pending	
🔍 1 invited abstract	205 Reviewers have abstained from review	
🔍 0 submitted session abstracts	⚠️ 274 reviewers have not given all reviews for their contributions yet.	
🔍 0 invited session abstracts		
Papers	Reviews	

You will go to the "Final Review" page

Final Review page

**In case no papers are shown
Click here "Filter"**

← → ↻ 🏠 euma.converia.de/admin/reviewing/final-reviewing

Management European Microwave Week 2021 🔍

Person administration
Paper submission
Paper reviewing
Reviewer
Final review

Final review

Excel export ▾

Abstract Manuscript

Paper display **Total: 4** **Shown: 4**

Display filter

Papers
All papers ▾

Topic area
All topics ▾

Form of presentation
All forms of presentation ▾

Lines
50 ▾

Display options

☐ Show columns with reviewer details
☒ Show review by scientific committee

Reference color & topic filter

☐ Review by scientific committee
☒ Review by reviewer

Filter

10

Decide on Papers = Final review

Paper reviewing

Reviewer

Final review

Excel export ▾

Abstract Manuscript

Paper display **Total: 71** **Shown: 50**

Display filter

Papers: All papers ▾

Topic area: All topics ▾

Form of presentation: All forms of presentation ▾

Lines: 50 ▾

Display options

☐ Show columns with reviewer details

☒ Show review by scientific committee

Reference color & topic filter

Presentation format :
Oral YEP or Poster YEP for Young Engineers

Step 1: Enter 2 fields for each paper

- Decision (Accept, Reject)**
 (do NOT use "abstain" or "accept if room")
- Format (Oral, Poster, NA (for reject))**

Paper information

#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Score	Decision	Format
0005	T. Mollard	Christophe Moll	High Power Microwave Amplifier for 5G/6G	Oral	R05	4,46	4,46	6	100	-- Answer --	-- Answer --
0010	T. Mollard	Yong Wang	Wide Bandwidth in Presence of Specular Reflection Using Single Antenna	Oral	R08	2,88	2,88	6	69	-- Answer --	-- Answer --
0015	T. Mollard	Yu Shi	An Efficient Space Feeding Beam-Steering Metasurface Antenna for 5G/6G	Poster	R08	4,35	4,35	5	87	-- Answer --	-- Answer --

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Decide on Papers

Step 2:

Save Decision!

Note: you can save the intermediate results at anytime and return later again to this page

		2018 - 4. Submission	Abstracts	Decision of Technical Committee using the International Peer Review	Oral YEP	R05	4,38	4,38	4	70	-- Answer --	-- Answer --
		2018 - 4. Submission	Abstracts	High Resolution Oral Presentation Review for Technical Committee	Oral	R08	4,05	4,05	5	81	-- Answer --	-- Answer --
		2018 - 4. Submission	Abstracts	Low Resolution Oral Presentation Review for Technical Committee	Oral	R07	4,15	4,15	5	83	-- Answer --	-- Answer --
		2018 - 4. Submission	Abstracts	Abstracts Review for Technical Committee	Oral	R06	4,38	4,38	6	105	-- Answer --	-- Answer --

TPC Meeting – Your Tasks

2. Edit the comments to the authors

Note: only for accepted papers, required to check for inappropriate feedback

We will not send comments to authors of rejected papers (to prevent unnecessary discussions)

13 Still on the “Final Review” page

Click on paper title, number or paper symbol (left side)

Access to

- paper details*
- review details*
- reviewer comments*

Paper information					Group average				Show columns for final reviewing		
#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum	Decision	Format
  5270	Yu Zhang	Wangming Zhang	An Improved Measurement Method of S11 Value For Active Phase-Shift Key Modulator	Oral	SC99	0	0			-- Answer --	-- Answer --




Management

Person administration

Paper submission

Paper export

Papers

Session

Paper statistics

Paper reviewing

European Microwave Week 2020

Papers

Contribution number

Selection

Reset search

Free text

Limit topic

No selection

Limit invitation state

All

Form of presentation

All

Person

Participation

All

Back to list

5270: An Improved Measurement Method of G/T value for Active Phased Array Antenna

Basic information

Paper data

Review

Configurable fields

Keywords

Beitragsinformationen

Contribution title

An Improved Measurement Method of G/T value for Active Phased for

Paper code

Submitter *

Chang, Jingping, The 38th Research Institute of China Electronic

Form of presentation

Oral

Abstract status

Created

Full paper status

Draft

Presentation file

0

☒ Is the publication permitted?

Select "Review"
for review details

4/11/2025

Promoting European Microwaves

5270: An Improved Measurement Method of G/T value for Active Phased Array Antenna

Basic information
Paper data
Review

Reviewer

Last name, First name	Company	Reference	Status
^ v x	Last Name, First Name	abstract	abstained from review (Version 1)

Evaluation from attendees

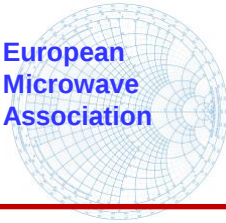
No evaluations from attendees available yet.

Abstract Reviewing

Short overview on reviewers and recommendations

In case of a long list of reviewers: scroll down to access review details and REVIEWER COMMENTS

This button opens the review details
only the current version is relevant



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Scroll down to see the message to the author

*You **MUST** check and maybe edit or delete the Author messages.*

This message will be sent out to authors of accepted papers.

Recommendation	Conf. Prize
Author message:	
  "Test comment to author"	
Scientific committee message:	
Test comment to SC	

Scroll down to see the next message to the author
Check/Edit the comments from all reviewers!

TPC Meeting – Your Tasks

3. How to build sessions

Note: built session slots have been pre-defined for your subcommittee. In case you need extra slots, and do not need certain slots, please inform your conference TPC chair and the general TPC chair

Note: poster sessions will be built by the TPC chairs after the TPC meeting. Please do not assign posters to a session

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Build Sessions

Management European Microwave Week 2020

Person administration
 Paper submission
 Paper export
 Papers
Session
 Paper statistics
 Paper reviewing

Session number
 Selection
 Reset search

Free text

Limit topic

Form of presentation
 All

Persons

Participation
 All

Sessions (4)

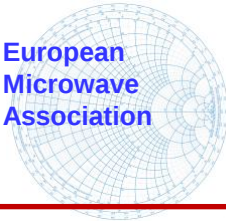
Add session Excel export

ID	Session title	Topic area	Form of presentation	First name	Last name	Institute	A	M	Call for papers
6096	Session : ...	Student	Oral			TNO Def...	☒	☐	
6095	Session : ...	Student	Oral			TNO Def...	☒	☐	
6090	Session : ...								
6089	Session : ...								

Please do not add sessions yourself

Access Session details

Only your own subcommittee sessions should be visible
In case you need extra sessions or do not use all sessions, please contact your TPC chair



Build Sessions: Add Title

Person administration

Paper submission

Paper export

Papers

Session

Paper statistics

Paper reviewing

Session

Session number Selection

Reset search

Free text

Limit topic
 No selection

Limit invitation state
 All

Form of presentation

Back to list

6090: *Open Broadband Optical Network of Microwaves*

Basic information | Paper data | Review | Subpapers | Add

Beitragsinformationen

Session title
 Open Broadband Optical Network of Microwaves: The Network as a Stage of Evolution

Session Code

Submitted by
 Essing, Jupp (THU Defense, Safety and Security)

Form of presentation
 Oral

Keywords

Session title

Please leave the session code (e.g. EuMIC SC01-01) in place, and add the new session title after this code

Build Sessions: Add Talks

Management European Microwave Week 2020

Session

Session number: Selection

Reset search

Free text:

Limit topic:

Limit invitation state:

Back to list

6090:

Basic information Paper data Review **Subpapers** Additional field Configurable fields Time planning Keywords

Subpapers

Create new subpaper Select existing subpaper

No entries found

> Show version

Subpapers = fill the session with talks

Add papers

**Add 4 or 5 papers in the right order.
(Delete and reassign talks to correct session
talk sequence...if needed)
It can be that a "session keynote" paper has
already been allocated in your session (leaving
only 4 empty slots)**

Build Sessions: Add Talks

Contribution number

Selection

Reset search

Free text

Limit topic

No selection

Limit invitation state

All

Form of presentation

All

Person

Participation

All

Limit abstract state

Excel export

Add paper

ID	Contribution title	Sessions	Topic area	Form of presentation	First name	Last name
6086	...	...	...	...	...	...
6087	...	...	...	...	...	...
6086	...	...	...	...	...	...
6085	...	...	...	...	...	...

this list shows all papers unless you apply filters

Build Sessions: Add Chairs

Management CMS Configuration Administration European Microwave Week 2020

Person administration

Paper submission

Paper export

Papers **Session** URNs

Paper statistics

Paper import

Paper reviewing

Email communication

Organization & planning

Session

Session number Selection

Reset search

Free text

Limit topic

Limit invitation state

Form of presentation

Persons

Back to list

6095: Tom Brazil Doctoral School of Microwaves 'The Route to 5G: Design of mmWave Active Array Systems, from

Basic information **Paper data** Review Subpapers Additional field Configurable fields Time planning Keywords

Topic area

DSS

^ v x

this lets you add a person who becomes chair or co-chair

Chairs

Name	Email	Company	Part.	Inv.	Replacement
No chairs available					

[illegible]

Only if the chair is not in the Database, you need to enter personal details.

It might be that you cannot add new persons yourself. In that case please ask

papermanagement@euwma.org

Management CMS Configuration Administration European Microwave Week 2020

Person administration

Paper submission

Paper export

Papers

Session

URNs

Paper statistics

Paper import

Paper reviewing

Email communication

Organization & planning

Session

Session number Selection

Free text

Limit topic No selection

Limit invitation state All

Form of presentation All

Persons

Participation All

Limit abstract state Draft - Invited, at the Aut...

Back to list

6089: [Topic Area: The Role of 5G Design of Wireless Access Networks: From 4G to 5G](#)

Basic information Paper data Review Subpapers Additional field Configurable fields Time planning Keywords

Topic area

DSS

Topic area

^ v X Student

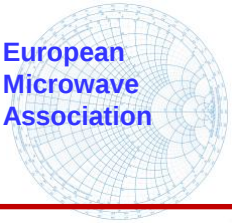
Chairs

Add chair Add invited chair

Name	Email	Company	Part.	Inv.	Replacement	Role
^ v X Edit	mailto:john.doe@eumwa.org	European Microwave Association		-		Chair
^ v X Edit	mailto:john.doe@eumwa.org	European Microwave Association		-		Co-chair

> Show version history

**Being (co)chair is a role
Please define the correct
role!**



Edit chair

Einstellungen

Invitation state

- X

Replacement person

Please X select person

Role

-

-

Moderator

Chair

Co-chair

Company

**Select 1 chair and 1 cochair
for each session**

TPC Meeting – Your Tasks

4. Finalize session and prize forms

Complete the session and prize nomination templates



SC01

Planar Passive Components and Circuits

Kai Wu
Bart Noveckiers
Wenguan Che
Anthony Ghislo

Please send the completed form to papermanagement@eumwa.org



Oral Session Form

SC Number: SC01-01
SC Name: Planar Passive Components and Circuits
SC Chair: Kai Wu

Session Title	Name	Email
Integration and Miniaturization of Filter Components	Anthony Ghislo	anthony.ghislo@era.toronto.on.ca
	Roberto Torres-Carras	roberto.torres@upm.es
	Anthony Ghislo	anthony.ghislo@era.toronto.on.ca

☐ EuMC
 ☐ EuMC/EuMC
 ☐ EuMC
 ☐ EuMC/EuRAD
 ☐ EuRAD
 ☐ EuRAD

Please send the completed form to papermanagement@eumwa.org



Poster Session Form

SC Number: SC01
SC Name: Planar Passive Components and Circuits
SC Chair: Kai Wu

We expect the SC to select roughly 2 posters. The first 2 posters should be www.eumwa.org presentations in case of paper cancellation or withdrawal. Indicate the most suited session number for these 2 papers

☐ EuMC
 ☐ EuMC/EuMC
 ☐ EuMC
 ☐ EuMC/EuRAD
 ☐ EuRAD
 ☐ EuRAD

Paper #	Title	Session #
1	8418 An Ultra-Compact Power Divider for MMIC Applications	SC01-7
2		SC01-7
3		
4		
5		
6		
7		
8		

* Indicate the session number in case this poster is upgraded to an oral presentation.

Please send the completed form to papermanagement@eumwa.org



Prize Nomination Form

SC Number: SC01
SC Name: Planar Passive Components and Circuits
SC Chair: Kai Wu

Nomination for Best:

☐ EuMC Prize
 ☐ EuMC Prize
 ☐ EuRAD Prize
 ☐ EuRAD Prize

☐ EuMC YEP
 ☒ EuMC YEP
 ☐ EuRAD YEP
 ☐ EuRAD YEP

Nominate Paper:

Paper # 8655
Author(s) Substrate Integrated Coaxial Line based Branch Line Coupler
Title Substrate Integrated Coaxial Line based Branch Line Coupler

Paper score:

By reviewers: 4.38 (Overall average from Comments)
By SC

Motivation (Mandatory):

The authors explore the design and fabrication of a self-packaged and completely embedded SICS to compact size with good out-of-band rejection. Closed form equations are derived analytically to help device the design parameters. A good agreement between simulation and measurement is observed. The idea is interesting.

Please send the completed form to papermanagement@eumwa.org



IJMWTS Special Issue Nomination Form

SC Number: SC01
SC Name: Planar Passive Components and Circuits
SC Chair: Kai Wu

☐ EuMC
 ☐ EuMC/EuMC
 ☐ EuMC
 ☐ EuMC/EuRAD
 ☐ EuRAD
 ☐ EuRAD

Paper #	Title
1	8655 Substrate Integrated Coaxial Line based Branch Line Coupler
2	8418 An Ultra-Compact Power Divider for MMIC Applications

Please send the completed form to papermanagement@eumwa.org

TPC Meeting – Your Tasks

5. Virtual checkout

Send the session template Word or PDF file to
tpc.chair.eumw2025@eumwa.org
and papermanagement@eumwa.org

These forms will be checked during the General TPC meeting on May 3
Please have 1 subcommittee member available that day in case there
are questions from our side. We will confirm when the checkout forms
have been processed correctly.

Last remark

Please ignore the
“Comments” box that
you might find at the
bottom of certain
pages

Note that the last
“Save” button is linked
to the Comments box,
and can be ignored

Comments

Write comment

Subject *

To

All

Who is the comment intended for?

Priority

Normal

High-priority entries are highlighted in red.

Comment *

Save