



## **Call for Proposals for IEEE Region 10 SYW Congress 2018**

Proposals are invited from the sections of Region 10 to host IEEE Region 10 SYW Congress 2018. The Congress will provide an opportunity to Students, Young Professionals, WIE and LM members to interact and share the knowledge, skills and ideas. The Life Members are also invited to be part of this Congress. The platform will provide an opportunity to interact with the senior IEEE volunteers and experts from the industry who will inspire and motivate the participants to take up leadership roles and to make innovative contributions through IEEE to the communities in the years to come. The participants will also get an opportunity to learn from the experiences of participating Life Members.

The event, IEEE Region 10 SYW Congress will be coordinated by the Region 10 Membership Activities comprising of Student, YP, WIE and LM activities.

Interested sections are requested to submit the proposal with full financial implication in organizing the event. You are also requested to submit the names of coordinators for Students, YPs, WIE and LM activities for effective organization of the event.

Tentative/indicative dates for the proposed congress is 21-23 July, 2018. You can reschedule these dates depending upon local and other factors considering maximum participation.

Last date to submit the proposal, completed in all respect, is **20th December 2017**.

Please submit the pdf file of your proposal to [ewell.tan@ieee.org](mailto:ewell.tan@ieee.org) and Region 10 Vice Chair of Membership Activities at [deepakmathur@ieee.org](mailto:deepakmathur@ieee.org)

### **A. Salient points**

1. The proposer shall be a section of Region 10. There shall be one proposal from one section.
2. The proposer section shall actively engage volunteers from Students, YP, WIE and LM activities in accordance with the goals of respective affinity groups and shall appoint coordinators from respective groups.
3. Sections, who have not yet organized any IEEE R10 SYW Congress, shall be given an opportunity depending upon the viability of their proposal.
4. The Congress shall be held for 4 days, events shall start on Thursday evening, finishing on Sunday noon. Accommodation shall be only provided for 3 nights (Thu, Fri and Saturdays). The conference room for the event shall be required for 2 half days (Thu and Sunday) and two full days (Fri and Saturdays).
5. The program is expected to have a participation of 250 delegates (200-220 from Region 10 and 30-50 from IEEE HQ and Regions 1-9)
6. There shall be plenary sessions and parallel sessions (Student/YP/WIE/LM).
7. State of the art Conference facilities shall be arranged in an air conditioned auditorium to seat 250 delegates and 4 to 5 air conditioned rooms to accommodate at least 30 participants for group discussions/parallel

session/other meetings. The venue shall have facilities of business centre, Fax, Wi-Fi and printing.

8. Accommodation for delegates shall be in single / double / triple occupancy and all registered delegates shall be treated equally. The rooms shall be well furnished with Air Conditioning / central heating.
9. Accommodation for the dignitaries shall be arranged in hotels with the facility of business centre having services like Fax, Wi-Fi, and printing.
10. Good quality food shall be arranged for the delegates depending up on the preferences for vegetarian/halal foods.
11. The venue shall be easily accessible by air, train and road for the comfort of participants
12. Organizing Committee shall have representation from Section Executive committee.
13. Program details, balance sheet of the Congress shall be updated shall be provided to Vice Chair of Membership Activities as and when required.
14. Apart from the proposed program schedule, the final program schedule shall be decided by Region 10 Membership Activities.
15. Participation of IEEE Dignitaries from Headquarters, Region 10 and other regions shall be ensured by the R10 Membership Activities.
16. IEEE R10 Student/YP/WIE/LM committees' coordinators and Region 10 Vice Chair Membership Activities shall always be available for support and guidance.
17. Organizers of the congress shall submit the financial/expense report to IEEE Region 10 Vice Chair Membership Activities within 30 days after the congress. The R10 treasurer shall review the report and ask for clarification if required.
18. Organizers shall carry out a feedback survey after the event and shall submit the report to R10 Vice Chair of Membership Activities.
19. Organizers shall prepare a write-up for R10 Newsletter in consultation with respective R10 Coordinators.
20. A representative from IEEE R10 SAC/YP/WIE/LM committees or Vice Chair of Membership Activities shall be appointed to the organizing committee as "General Chair".
21. In case of conflicts, decisions shall be taken by IEEE Region 10 Vice Chair of Membership activities in consultation with SAC/YP/WIE/LM Coordinators and Region 10 Director and shall be final.

## **B. Financials**

1. Region 10 shall provide seed money of USD 5000 to the host section.
2. Region 10 shall provide support US\$ 10000 (including seed money of USD5000 i.e. after providing seed money of USD 5000 balance USD 5000 shall be provided after the completion of the event and submission of the expense report).
3. Rest of the fund shall be managed from registration fee and other sources by the host section.

## **C. Eligibility Criteria**

1. The Section shall have active Student, YP and WIE affinity groups. If there is no LM affinity group, the proposing section shall appoint a LM Coordinator for the purpose of the IEEE R10 SYW Congress.
2. Section shall name 20 volunteers for the various committees to organize the R10 Congress.
3. The Section shall have the experience of organizing national/international level event in past 3 years.

#### **D. The Proposal Document (in PDF):**

1. Details of IEEE Section (Includes details of Past Successful National/International Events)
2. Name of the Chair of Organizing Committee (Point of Contact) - Email / Phone Number
3. Proposed Venue (City, Hotel Details, Accessibility, Facilities)
4. Potential List of Partners and Sponsors
5. Proposed Committees and Track Chairs
6. Budget
  - a. Income (in USD) - Include registration income, Sponsorship, Other support funds
  - b. Expenses (in USD) - Accommodation, Conference Facility, Food, Kits, Speaker Travel

#### **E. Evaluation Criteria**

The proposals shall be evaluated on the basis of following

- Venue (accessibility, attractions, hotel quality vis-à-vis rates)
- Experience of sections in organizing national and international event in accordance with A.3
- Financial viability of the event