IEEE Region 2 Student Activities Conference Proposal

◆IEEE

Proposals due by <u>Friday, March 27th, 2020</u>
Conference Date: April 9-11th, 2021

Please fill out as much of the following information as possible, some of this may not be possible to find out in a few weeks, but this is designed in detail for those who are able to gather more information. Do not feel restricted by the layout of this sample proposal form if you think there is more you can add to it.

This form should be filled out in a PDF editor, or in neat handwriting with dark ink. Signatures can be digital or by hand.

Please note that the time commitment required to plan the upcoming SAC will require web-meetings between the leading conference chair(s) and the R2 Student Activities Committee on an approximately bi-weekly basis (30-90 min). It will also require planning meetings between your local planning committee. It is recommended that host schools assemble as large of a student team as possible, so as to mitigate the workload on any single volunteer.

Send questions to RSAC Drew Lowery at dlowery@ieee.org and RSR William Howard at willhoward@ieee.org

Proposing IEEE Branch   _____

Primary Contact Person   _____   _____
(Conference Chair)   Name   Email Address

Secondary Contact Person   _____   _____
                                 Name   Email Address

University/College Facilities

Approximately how many of the following do you expect to have available for the next SAC?

Medium size rooms (25-50 people)   # rooms _____

Large size rooms (50-100 people)   # rooms _____

Auditorium size/Very Large lecture halls (250+people)   # rooms _____

Lab Spaces for Competitions: Lab size_____   # rooms _____

Other_____

Hotels
(when requesting pricing, note that our typical room cost has been $89-$109 per night for 80-100 rooms)

Name	Available Rooms Fri/Sat nights, April 9-10, 2021		Cost per Room	Dist. to School.
	Double Beds	Single		

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Banquet Hall
(Include alternatives in case Hotel banquet hall is unavailable, overly expensive, to small or otherwise. Note that on-campus facilities may be cheaper.)

Name	Available night of April 10th, 2021	Seating Capacity	Room Fee	Approx. cost/meal	Dist. to Hotel	Dist. To School

Volunteers

Approximate Active IEEE student branch size _____

Please list the names and email addresses of volunteers that will be responsible for the following positions

	Name	Email Address
Conference Chair	_____	_____
Branch Counselor	_____	_____
Hotel and/or Banquet Chair(s)	_____	_____
	_____	_____
Sponsorship Chair	_____	_____
Treasurer	_____	_____
Webmaster and/or App Dev(s)	_____	_____
	_____	_____
Transportation Chair (if applicable)	_____	_____
Events Chair	_____	_____

Workshop, competition and other event coordinator as necessary

Event(s)	Name	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Positions (add lines as necessary

_____   _____   _____

_____   _____   _____

_____   _____   _____

Supporting Groups and Individuals

(Include the university/college rep that permits use of the school facilities for these days)

Position	Name	Email Address
College Dean	_____	_____
IEEE Branch Counselor	_____	_____
Department Chair	_____	_____
Local IEEE Section Rep	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Financial Sponsorships

(This section is included in case you are able to secure any sponsorship commitments before submitting proposal, obviously it will take most of the next year to secure all of the necessary sponsorships)

Group	Amount	Contact	Email Address
College/Dept.	_____	_____	_____
University	_____	_____	_____
Student Gov't	_____	_____	_____
Local IEEE Section	_____	_____	_____
Local Industry	_____	_____	_____
Regional Industry	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information

Is there anything else we should know about your Branch that you think would contribute to hosting a great SAC? i.e. existing relationships with industry sponsors, interesting attractions related to/or not the conference, very active branch/examples, new ideas, relevant event planning experience, etc.

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The IEEE Region 2 Student Activities Committee has a heavy focus on making sure that IEEE Student Members transition to professional membership after graduation. Part of this effort is to educate Student Members on the benefits of IEEE after graduation during the SAC. Please describe below how you plan to include ways of educating of these opportunities during the conference. i.e workshops, social night, etc.

IEEE WIE Contact (if any):_____ email: _____

IEEE Young Professionals contact (if any): _____ email: _____

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Please have the following individuals sign below to acknowledge their commitment of support for planning and carrying out (as appropriate) the IEEE R2 2021 Student Activities Conference if selected as host.

Conference Chair   _____   _____   _____
                                  Name   signature   date

Secondary Student Contact   _____   _____   _____
                                   Name   signature   date

College/Dept. Chair   _____   _____   _____
                                   Name   signature   date

Branch Counselor   _____   _____   _____
                                   Name   signature   date

_____

Submit this completed and signed proposal by Friday, March 27th, 2020 online at https://attend.ieee.org/r2sac-2020/.

Contact us with any questions.

Drew Lowery
IEEE Region 2 Student Activities Coordinator

dlowery@ieee.org

William Howard
IEEE Region 2 Student Representative

willhoward@ieee.org