



## Humanitarian Activities Committee

### IEEE HAC Events – 2018 Call for Proposals

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the IEEE Board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level – that is, “feet on the ground.”

HAC is currently soliciting proposals to support *Sustainable Development and Humanitarian Technology-oriented events* around the world aligned with this vision. HAC will support event related activities including tracks, workshops, sessions, etc., that are aligned with HAC’s vision. Support may include

- assistance in developing session topics, pre-conference workshops
- assistance in identifying (and potentially contribute towards participation of) keynote speakers
- publicity in HAC materials
- contribution towards F&B costs to facilitate provision of scholarships (e.g. waived registration)
- contribution towards travel/accommodation costs for authors/presenters accepted in program
- contribution towards travel/accommodation costs for committed volunteers (including IEEE SIGHT Leadership/students/local stakeholders collaborating with IEEE) who can strengthen capacity through participation, share lessons learned, and act as multipliers when they return home

Events that address one or more **Sustainable Development Goals (SDGs)** in an impactful way will be prioritized for funding - <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>.

#### Submission Deadlines in 2018:

- ~~March 15~~
- May 15
- July 15
- Sept 15, for 2019 events, only if there are remaining funds

#### Eligibility to apply:

- While non-IEEE events can apply for support, in the case of IEEE events, we will not evaluate funding requests until the event has received official conference approval by IEEE.
- Applications must be accompanied by an email/letter approving submission of this proposal by the General Chair, Program Chair or local Section Chair as appropriate.

#### Elements of events NOT considered:

- Sponsorship of an entire conference
- IEEE Distinguished Lecturer Series
- Regular IEEE organizational unit (OU) meetings, such as section, chapter, or committee meetings

#### **IMPORTANT NOTES:**

- Proposals can request support for sustainable development and humanitarian technology event related activities. Proposals requesting support for non-event related activities including projects or seed funding for startups will not be evaluated.
- Proposals can request funding support of up to \$15,000, depending on the scale of event.
- The proposed budget for all event activities for which support is being requested should be clear, granular and justified. Please describe other sources of sponsorship secured as appropriate.
- Proposals which do not provide a budget or provide insufficient detail will not be evaluated.
- Please ensure only one proposal is submitted for the same event.

#### **Proposal evaluation criteria:**

- How does the event enable the development of or showcase activities of IEEE local volunteers carrying out impactful sustainable development and humanitarian technology related activities?
- The activities to be supported are well-defined, have a clear target audience, and performance metrics are appropriate.
- Projected impact of event activities for which support is requested.
- Event team has the necessary experience and track record to successfully execute the event
- Clear, granular and justified budget request for all event activities to be supported

**Download** the application form at: <http://bit.ly/2ESHaEW>

Please submit your completed form to [hac-events@ieee.org](mailto:hac-events@ieee.org)

#### **Reporting:**

- A summary report on the event with evaluation metrics must be submitted within two months following the event. To provide context, a brief overview of the overall event should be presented, with pictures if possible, and with the report primarily focusing on the perceived impact of those activities supported by HAC.

#### **Questions:**

- If you have questions or would like to clarify any issues before submitting your proposal, please contact [hac-events@ieee.org](mailto:hac-events@ieee.org) for more information.