



## Humanitarian Activities Committee

### IEEE HAC Events – 2018 Call for Proposals

**IEEE HAC is no longer accepting event proposals over \$500 in 2018. Please stay tuned for an announcement in January about the 2019 deadlines.**

IEEE Humanitarian Activities Committee (HAC) supports strengthening the capacity and impact of IEEE volunteers, staff and OUs involved in sustainable development and humanitarian technology related activities around the world. IEEE HAC facilitates necessary education and training, builds strategic partnerships, provides funding for projects and events and supports IEEE SIGHT activities.

IEEE HAC is currently soliciting proposals to support *Sustainable Development and Humanitarian Technology-oriented events (including conferences, conference tracks and smaller scale workshops)* aligned with this vision. IEEE HAC seeks to support relevant events around the world.

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

**Please note:** IEEE HAC will only support conferences/events/activities that can clearly articulate a firm alignment with the mission of IEEE HAC.

#### Submission Deadlines in 2018:

- ~~March 15~~
- ~~May 15~~
- ~~July 15~~
- ~~Sept 15, for 2018 and Q1 2019 events~~
- ~~Oct 25 for 2018 and Q1 2019 events (subject to available funding)~~

**Evaluation of requests for less than \$500 USD will be expedited and may be submitted no later than 9am EST Monday, 03 December 2018. Any proposals received after this time cannot be considered.**

**Individual requests to support personal conference travel cannot be funded under this call.**

#### Eligibility to apply:

- For IEEE events, IEEE HAC 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.

Preference will be given to financially supporting conferences/events/activities of the following sort:

1. Sessions/tracks (“Experts by Experience”) where persons from local or international communities, not necessarily engineers, explain how projects can be co-designed to address local community needs, and other social constraints (e.g., economic or political).
2. Plenary talks where the bridge between social/community is effectively made to technical/engineering dimensions to bring about sustainable solutions.
3. Pre/post event educational workshops on sustainable development and humanitarian technology and/or post-emergency humanitarian response, with a focus on needs/resources and their connections to technological solutions.
4. Pre/post event, community engagement events on sustainable development and humanitarian technology and/or post-emergency humanitarian response.
5. Reduced-rate and/or waived registration for students and persons from economically-disadvantaged regions (priority to be given to presenters and contributors).
6. Travel funds, on a cost-share basis, for persons from economically-disadvantaged regions (priority to be given to presenters and contributors).

**The following types of activities will NOT be considered for financial support:**

- Purely technical conferences/events/activities, with no clearly articulated relevance to sustainable development and humanitarian technology and/or post-emergency humanitarian response
- Conferences/events/activities that do not consider implications or impact of technology, science and/or engineering and have no clearly articulated relevance to sustainable development humanitarian technology and/or post-emergency humanitarian response
- IEEE Distinguished Lecturer Series
- Regular IEEE organizational unit (OU) meetings, such as section, chapter, or committee meetings
- Scholarships to individuals
- Participation of individual(s)/team(s) at competitions or awards

**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 may request funding support of **up to US\$15,000. Total budget and line items MUST be listed in US Dollars.**
- **Consideration of small scale proposals requesting support of up to US\$500 will be expedited and can be submitted at any time.**

- 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 for the event as appropriate.
- Proposals which do not provide a budget and requested supporting information will not be evaluated.
- Please ensure only one proposal is submitted for the same event.
- **NEW: All IEEE events that involve children must follow [IEEE Guidelines for Working with Children](#). Any HAC Event funding will be contingent on policy compliance.**

**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 IEEE 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.