



Humanitarian Activities Committee

2016 Events Request 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 for the support of elements of events that are aligned with this vision. Support requested may include financial resources, publicity in HAC materials, content development – such as HAC assistance in determining session topics and/or potential speakers – HAC promotional materials, and/or other assistance. HAC seeks to support a range of elements of events across IEEE’s regions worldwide.

Please note: HAC will not sponsor entire conferences – rather, it will support elements of events, such as tracks, workshops, sessions, and so on, that are aligned with HAC’s vision. The proposal gathers support requests for all elements of a specific event.

Submission Deadlines in 2016:

- January 15th
- March 15th
- May 15th
- July 15th
- Sept 15th

Eligibility to apply:

- For IEEE events, we will not evaluate funding requests until the event has received official conference approval by IEEE.
- For any event, application must be approved by General Chair or Program Chair.

Elements of events considered:

- Tracks
- Workshops
- Guest or plenary speaker
- Panel sessions, etc.

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

Proposal evaluation criteria:

- How well the proposed elements of the event align with HAC's vision, enabling the development of IEEE volunteers carrying out and/or supporting impactful humanitarian activities at the local level
- Elements of the event are well-defined, planned, with clear target audience
- Projected impact of the elements of the event being proposed for funding and evaluation
- Event team's relevant experience to successfully execute the event
- Clear and reasonable budget for the event and the elements of the event being proposed for funding
- Budget request from HAC must have a separate budget line item for each element being requested. Elements must be clearly defined.

How to submit:

- Please submit via online portal at <https://www.grantinterface.com/Common/LogOn.aspx?eqs=bXMxigcoqxzOlakYVG0ZUIMl-U0KQoya0>

Reporting:

- Report must be submitted with evaluation metrics no later than two months following the event.

Questions:

- Questions about HAC's event support program? Please contact HAC Staff Lead, Holly Schneider Brown, at h.s.brown@ieee.org for more information.
- Questions about the online portal? Please contact Program Coordinator, Jackie Halliday, at Jackie.halliday@ieee.org for guidance and troubleshooting.