

Dated: 20th September, 2010



Call for Proposals for IEEE Region 10 Student/GOLD/WIE Congress 2011

Region 10 Student Activities Committee (R10 SAC), GOLD and WIE committees are planning to host the combined **IEEE Region 10 Student/GOLD/WIE congress 2011** to provide the platform for students / GOLD to interact and share the knowledge, skills and ideas and continue the tradition of having student congress bi-annually. It is the biggest student event of IEEE Region 10 and participants are expected from all around the Region 10 and invited speakers / VIPs around the globe, from IEEE Headquarters and regions 1 to 10.

The congress is intended to inspire and motivate the student community to take up leadership and to make innovative contributions through IEEE to the community in the years to come.

IEEE Region 10 Student/GOLD/WIE congress 2011 will provide a venue for the current IEEE leaders to interact with the future IEEE leaders, the Student Members, GOLD and WIE members and industrial representatives around the Region 10 and globe. The program is expected to have a participation of 250 (*200-220 from Region 10 and 30-50 from IEEE HQ and Regions 1-9*)

The **Region 10 SAC, GOLD and WIE calls for proposals** for the **IEEE Region 10 Student/GOLD/WIE congress 2011**, any Vibrant Student Branch in Region 10, qualifying the eligibility conditions are welcome to bid for the up-coming congress. Be a part of something special and get involved into the biggest event of IEEE Region 10.

Prior to submission, the student branch is required to take the consent from the respective Section Chair/ Student Activities Committee. Local Section and Student Branch collaboration is strongly encouraged. The proposal should be concise, creative and informative. The event will be held around June-July 2011.

All proposals should be submitted by email to the following by **Sunday, 31st October 2010**.

1. Prof. Takao Onoye, R10 Student Activities Coordinator onoeye@ieee.org
2. Om Perakash Batra, R10 Student Representative opbatra2kn@gmail.com
3. Prof. Ramalatha Marimuthu, R10 WIE Coordinator
ramalatha_marimuthu@yahoo.com
4. Mr. Timothy Wong, R10 GOLD Coordinator timothy.wong@ieee.org

Best wishes,
IEEE Region 10 SAC/GOLD/WIE Committees

A. Some Facts/ Norms for IEEE Region 10 Student Congress

1. The event will be a 4 day event with accommodation provided for 3 days. (eg. Starting on Thursday evening, finishing on Sunday noon, with accommodation for Thursday-Saturday. The conference room requirement will be for 2 half days and two full days, making it a 4 day event)
2. There will be parallel sessions for Student / GOLD / WIE.
3. The conference facility should be top class with an auditorium to seat 250 delegates and 4 to 5 rooms to accommodate at least 30 participants for group discussions/ parallel session / other meetings, all Air conditioned.
4. Major funds will have to be generated by the host student branch/section through working closely with industry and raising sponsorships.
5. The monetary support from R10 SAC, GOLD / WIE committees will be restricted to US\$ 10,000 for the event.
6. The hosts should make an effort to generate additional funds to partially sponsor (US\$ 500 each) the travel / waive the registration fees of few delegates from deserving small/new section of region 10.
7. The Registration fee will be limited to USD 150 for the student / GOLD / WIE participants.
8. Accommodation should be in single (preferably) / double / triple occupancy and all registered delegates will be treated equally.
9. All accommodation should be in well furnished rooms preferably with Air Conditioning. Pictures of these rooms could be included in the proposal.
10. Food provided will comprise of all life styles (Continental, Chinese, Indian)
11. The venue is preferred to be near International Airport and easily accessible by train and road.
12. Organizing Committee should have representation from Section Executive committee.
13. Sections in Region 10 will be requested to sponsor 2-5 students each for the event, including travel & Registration fee.
14. Apart from the proposed program schedule, the final program schedule will be decided by Region 10 SAC / GOLD / WIE committees.
15. Participation of IEEE Dignitaries from Head Quarters, Region 10 and other regions will be ensured by the R10 SAC.

B. Eligibility for Student Branch to apply for IEEE Region 10 Student / GOLD / WIE Congress

1. The Student Branch should be at the least 3 years old
2. The Student Branch should be availing rebates in the past 2 years. Please provide proof.
3. The Student Branch should at the least have 20 Student Members and must have an active Branch Counselor.
4. The Student Branch by itself or jointly with Section should have prior experience in coordinating joint programs of IEEE.
 - a. International IEEE programs
 - b. National or Semi National IEEE programs
 - c. Section or State IEEE programs

- Please provide brief details with photograph
5. The Student Branch / Section should be showing exceptional good work in the IEEE areas of interest and its student activities. Any awards from IEEE could be mentioned to prove the achievements.
 6. The Section shall have presence of GOLD and WIE affinity group / willing to form one.

C. The Proposal for IEEE Region 10 Student/GOLD/WIE Congress

1. Three documents needs to be prepared + optional promotional documents
 - a. Eligibility Proof (Mention the School Code)
 - b. Word Document detailing the proposal as in C3 section below.
 - c. Automated Presentation (PPT) to give an overview of the proposal (5 minutes)
 - d. Any other promotional documents specific to the proposed congress (optional)
2. The eligibility document should be able to prove the eligibility constrains of the proposing Student Branch as given in B (above)
3. The Word Document detailing the proposal should contain the following
 - a. The Congress Theme, Punch Line, Vision, Mission of its own
 - b. Proposed Venue (Tentative date is first week of July 2011)
 - c. Desired Objectives
 - d. Reasons for Application (apart from SB eligibility)
 - e. Proposed Event Schedule – Matching with the theme
 - f. Facilities and other amenities to be provided
 - g. Proposed Budget (Expected Income / Expenditure) in USD for 250 participants **for 4 days/3 nights including food and accommodation.**
 - h. Organizing Committee
 - i. Others if any
4. The Automated Presentation needs to be an overview of the Word Document and should be restricted to 5 minutes
5. Any other promotional documents like flyer, brochure, poster, website prototype, videos that would be specific to the proposed congress would be highly appreciable.

General Information			
1) Section Information			
Section			
Chairperson			
Postal Address			
Contact Number			
Email Address			
Section Student Activities Chair			
Name			
Postal Address			
Contact Number			
Email Address			
IEEE Experience			
Other Remarks			
2) Committee Information			
Proposed Student/GOLD/WIE Congress Chair			
Name			
Student Branch (SB)			
Postal Address			
Contact Number			
Email Address			
IEEE Experience			
Other Remarks			
Proposed Committee			
Vice Chair		Email	
Secretary		Email	
Treasurer		Email	
Program Director		Email	
HR Director		Email	
Logistic Director		Email	
Publicity Director		Email	
IT Director		Email	
P.R Director		Email	
others (if any)		Email	