** IEEE UTTAR PRADESH SECTION**

 **Department of Electrical Engineering**

 Indian Institute of Technology Kanpur 208016

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**Application[[1]](#footnote-2)****for Sponsorship**

1. **Nature of the Event (tick one):** Conference / Symposium / Workshop / Seminar / Course / Student Branch activity
2. **Detail of the Event**

Name of the Event:

URL of the Event:

Duration of the Event:

Proposed Dates:

Expected Numbers of Contributory Technical Papers:

Proposed Number of Invited Lectures:

Technical Field of Interest & Scope of the Event:

Technical Field of Interest & Scope Matches with IEEE: YES/NO

1. **Organizing Institute Details**

Name:

Postal Address:

URL:

Contact Email:

Phone:

1. **Proposed Venue with full Address:**
2. **Contact Detail of Event Organizing Chair**

Name:

Designation:

Active IEEE Membership Status: YES / NO (IEEE Mem. No.\_\_\_\_\_\_\_\_\_\_)

Postal Address:

Contact Email:

 Phone:

1. **Contact Detail of Event Organizing Coordinator/Convener**

Name:

Designation:

Active IEEE Membership Status: YES / NO (IEEE Mem. No.\_\_\_\_\_\_\_\_\_\_)

Postal Address:

Contact Email:

Phone:

1. **Details of the Proposed Activities during the Event (tick if applicable)**

Plenary Lectures

Keynote Addresses

PhD Symposium

Technical Paper Presentations (Oral)

Technical Paper Presentations (Poster)

Best Paper / Poster Awards

IEEE Executive Committee Meeting

Activity for Young Professional

Activity for Women in Engineering

Activity on Humanitarian Technology

IEEE Membership Promotion

Membership Drive

Expeditions

Cultural Events

Social Gathering and Networking

1. **Association of IEEE Uttar Pradesh Section (tick if applicable)**

General Chair / Co-chair

Advisory Committee

Technical Program Committee

Finance Committee

PhD Symposium Committee

Various Tracks

Technical Sessions

Event Oversight Committee

1. **Details of Registration Fees**
2. Non-IEEE Professional
3. IEEE Professional Members
4. Non-IEEE Students
5. IEEE Student Members
6. Industry Participants
7. Non-IEEE Foreign Participants
8. IEEE Foreign Participants
9. **Details of Facilities against the Registration Fee collected (tick if applicable)**
10. Breakfast
11. Working Lunch
12. Tea and Coffee during the breaks
13. Dinner
14. Conference Kit
15. Free / Subsidized Guest House or Hostel Accommodation
16. Award and other
17. **Proposed financial plan (INR)**

**Tentative Income Details**

1. Registration Fee
2. Sponsorship from Organizing Institute
3. Other Sponsorships
4. Grants
5. Seed money

 Total Income

**Tentative Expenditure Details**

1. Local Hospitality
2. Travel
3. Honorarium
4. Kit Charges
5. IEEE TCS (USD 1000) & Paper Upload Fee (@USD 15 Per Paper)
6. UP Section Fee (@7.5% of registration fee or Rs.20K, whichever is more)
7. Other Contingent and miscellaneous

Total Expenditure

1. **Details of Impact and Benefits to,**
2. Contributory Attendees
3. IEEE Members
4. IEEE Uttar Pradesh Section
5. Society at large
6. Others
7. **Presence of IEEE in the proposing organization**
8. Number of Active IEEE Professional Members
9. Number of Active IEEE Student Members
10. IEEE Student Branch Exists: Yes / No
11. Student Branch Chapters (if any):
12. Major IEEE Activities Conducted in last two years:
13. **Assistance from IEEE UP Section**
14. Sponsorship/Co-sponsorship: Financial (Rs:\_\_\_\_\_\_\_\_\_)/ Technical
15. Paper Upload Request on IEEE Xplore: Yes / No
16. Grant: Yes / No (Rs:\_\_\_\_\_\_\_\_\_)
17. Seed Money: Yes / No (Rs:\_\_\_\_\_\_\_\_\_)
18. **Applicant Detail**

Name: Dr./Mr.

IEEE Membership No:

Designation:

Affiliation:

Postal Address:

Mobile:

Email:

Signature (Blue Ink):

 **(A) For the use of IEEE UP Section only**

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Status: Approved/ Not Approved in the \_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Committee Meeting held on \_\_\_\_/\_\_\_\_/2018 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments (If any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Chairperson, IEEE Uttar Pradesh Section**

**(B) Follow-up for or the use of Professional Activity Convener**

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1. MOU signed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Money sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for financially sponsored event on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_vide cheque no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in favour of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Report by oversight committee received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Report by the organizers received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. IEEE TCS (USD 1000) & Paper Upload Fee (@USD 15 Per Paper) received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. UP Section Fee (@7.5% of registration fee or Rs.20K, whichever is more) received on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Comments (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsorship/ support request closed.

**Signature of Professional Activity Convener**

**Important Instructions to be followed at the time of preparing the application for organizing an IEEE Sponsored conference or workshop**

1. The Organizers are required to send the scanned copy of the duly completed Conference / Workshop Application form available at <http://www.ieeeup.org/downloads/> to Secretary via email: secieeeup@gmail.com, at least one week prior to the next executive committee meeting for possible consideration.
2. The Organizers are required to submit the following documents as annexure(s) of the conference/workshop application
* Detail resumes of proposed General Chair, Organizing Committee Chair, Technical Program Committee Chair, Publication Chair and Track Chairs (All the proposed chairpersons should be the IEEE Members in good standing).
* A list containing the name, IEEE membership ID, and last date of membership validity, of Minimum TEN (10) IEEE professional/voting members from local conference organizing committee with their roles and responsibilities in the conference·
* Organizers should send the scanned/soft copy of license of any good plagiarism check software to be used in the proposed conference.
* List of the proposed IEEE UP Section’s Executive Committee Members involved in the conference or workshop with their roles and responsibilities.
1. In case you want the Event to be jointly organized by IEEE UP Section, the section can provide technical co-sponsorship without any financial liabilities, or co-sponsorship with financial liabilities. In case section shares the financial liabilities, it will have right to share the profits and losses. For all such type of sponsorships, an MOU need to be signed between IEEE UP Section through its Chairperson and organizers of the Event.
2. The MOU is a pre-requisite to make any Event organized by a non IEEE entity, an IEEE Event. This also makes them eligible to apply for publishing the proceedings on IEEE xplore. Please note that it does not guarantee the publication. Please visit [www.ieee.org](http://www.ieee.org/) for more details.
3. In all the sponsored Events, the volunteers of IEEE UP Section have to involve by the conference organizers to ensure the quality of conference.
4. Normally, IEEE UP Section support will only be provided if the reduced registration fee is being provisioned for IEEE members of different categories. IEEE Life membership is an honor given due to member's long commitment should be charged lowest possible registration fee or should be given registration fee waiver if possible.
5. The chairperson of the Event organizing committee should submit a report on the Event, statement of income from all sources, statement of expanses to the IEEE UP Section executive committee within one month of end of the Event. All the documents should be duly verified by the chairperson of the organising committee of the Event.
6. Any request to support travel (full or partial) to attend any technical conference or Event is not provided by IEEE UP Section.

1. Last Revised on 23 February 2018

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