2023 IEEE ComSoc Pre-University / STEM Events Contest Entry Form



# PROGRAM DESCRIPTION:

Enter the general description here about your event (about 1-2 paragraphs).



# UNIT / CONTACT INFORMATION

Your Unit/Organization Name (Spell out - use official IEEE designation):

Your Unit Type:

IEEE Region:

What country is the program implemented in?

Contact's Name:

Contact's Title/IEEE Position:

Contact's Email:



# PROGRAM DESCRIPTION DETAILS

Program Event Category (select one as primary; note if there is a secondary category): ❏ Camps
❏ Competitions/STEM Fairs
❏ Girls In STEM Mentoring
❏ Student Workshop
❏ Teacher Workshop
❏ Industry/Company Tour
❏ Career Day
❏ Parent Program

Audience (check all that apply) Students Aged: ❏ Age 5-10 ❏ Age 11-13 ❏ Age 14-18

Educators Teaching Ages: ❏ Age 5-10 ❏ Age 11-13 ❏ Age 14-18

Parents with Children Ages: ❏ Age 5-10 ❏ Age 11-13 ❏ Age 14-18

Does this program target underrepresented populations in the engineering fields? Please explain.

Can this program be implemented virtually? Please explain.

## Learning Opportunities Intended By This Program (not required)

Which of these student opportunities does your program help support, either directly through programs targeted at students, by training teachers how to provide them to students, or by helping parents encourage them? If a learning opportunity is not applicable please check N/A. To what extent does the program emphasize the following opportunities?

Students engage in hands-on activities

* N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis Students learn technical skills
* N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis

Students learn non-technical skills

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis Students learn about the ethics of engineering and technology

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis

Students learn about engineering and technology career pathways

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis Students participate in solving real life problems

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis

Students engage with engineering and technology professionals

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis

Other Learning opportunities

❍N/A ❍ Low Emphasis ❍ Medium Emphasis ❍ High Emphasis



# IMPLEMENTATION GUIDE GETTING STARTED

## Time-Line

From start to execution, how much planning time was required?:

## Volunteer Requirements

Total number of volunteers needed to implement the program?:

Total number of volunteer hours?:

Hours needed specifically for planning: Hours needed specifically for execution:

Any special volunteer skills needed? Can university students serve as volunteers?:

## Speakers, Presenters, Trainers

How many speakers, etc. were needed?:

How did you recruit/select them?:

# LOGISTICS

## Delivery and Venue

How was this program delivered (such as, in-person, online, hybrid)?

## Materials and Supplies

What materials and supplies are needed to conduct the program? Please list equipment, kits, tools that are needed. If you are using a STEM kit from IEEE or an external group, please also include where you obtained them:

What handouts and reference materials are needed for the participants?

What is the material cost per student in US dollars?

# OUTREACH

## Schools and Community

How did you make connections with schools/teachers?

How did you forge external partnerships in the community?

## Marketing

How did you market the event to your target audiences? Include all of the channels used (website, social media, teacher organizations, email, local newspapers, community bulletin boards, etc.):

**Please include the link to the event on vTools here:**

**vTools additional information:** An IEEE volunteer must submit the event details into vTools. If no members of your team have access to vTools to submit the event, please reach out to your local IEEE group for assistance. View the IEEE Regional World Map to select your region and find the closest IEEE Section or Chapter in your area. Reach out to one of those local volunteers in your Section or Chapter to request assistance with submitting your event in vTools. Past and future events can be added. When you are creating an event, be sure to choose Pre-U STEM Program in the Event Category and COM19 in the Society/Affinity Group section as shown here:



Figure 2: vTools event tagging example

You can also tag your event to make it easier for others to find. In the “DETAILS” section of the create event form, there is a field called “Tags/Keywords”. vTools automatically suggests some tags for you, but you can also enter custom tags for your event, e.g. #ComSoc or #communications. The more tags you add, the easier it will be for others to search for and find your event. It’s important that you record the event with COM19 in the Society/Affinity group and Pre-U STEM Program in the event category so that your event will appear in the calendar feed on the ComSoc website that will be coming soon.

# OTHER (not required)

## Challenges

Did you encounter any problems and how did you resolve them?

## Additional Guidance

Any additional guidance/advice you have to help volunteers considering implementing/adapting your program?



# PROGRAM RESULTS

Enter the date of the program in 2023:

Have you offered this program in past years? If so, how many years have you done this program?

How many people have attended your program in 2023?

Number of Volunteers:

Number of Students: Number of Teachers: Number of Parents:

Did you conduct a post event survey?



# ATTACHMENTS (not required)

## Photos or videos from your event (please note that an IEEE release form is required for all those featured in these files)