**2024 ComSoc School Series Event Proposal Guide**

**Proposals are now due by 15 October 2023**

**Please provide as much information as possible for each of the sections listed below.**

**CONTACT INFORMATION**

1. Name, email address, and phone number of the main volunteer organizer(s).

2. Name and location of sponsoring Chapter/Section/Affinity Group. It is highly encouraged that the local ComSoc Student Chapter also be engaged in the planning of the event.

3. Provide a list of organization committee members, their email addresses, and their roles.

**EVENT DATE AND LOCATION**

4. Will this be an in-person or virtual (online only) event?

 a. If the event is in-person, please advise on the location of the event.

 b. Please describe why you chose this location, such as what are the benefits for hosting the event at this location.

5. What are the proposed dates of the event? (Please provide 2 possible one-week periods)

**EVENT DESCRIPTION AND PROGRAM**

6. Provide a brief description of the event, its objectives and proposed format (number of lectures, technical visits, hands-on sessions, etc.). Proposals must include a description of how the program will benefit the student participants. For in-person events, hands-on opportunities for students are highly encouraged.

7. Describe the proposed dissemination strategy and international outreach of the event. Include an approximate number of students you would like to have participate.

8. Provide a list of proposed speakers. We understand that at the time of this proposal, speakers may not be confirmed. Please note that all speakers will need to sign an IEEE Release Form in order to participate in the event.

**BUDGET / FINANCIALS**

9. Please share a proposed budget for the event. The IEEE Communications Society (ComSoc) will provide funding to the extent available (approximately 30,000 per in-person event and $5000 per virtual event), to support the event. A breakdown of how you plan to use the funds is needed. Securing additional funding or sponsorships is extremely useful for ensuring success, and the IEEE Communications Society encourages organizers to include suggestions to that end in the proposal.

Important things to consider when developing the proposed budget for the event

* Funds should primarily be used to enhance the students’ experience and facilitate their participation in the event.
* Typically most of the ComSoc funding for in-person events is allocated to support student participation, such as expenses associated with the venue, food and beverage, student accommodation, and travel.
* ComSoc funds **cannot** be used for speaker honorarium.
* Include an estimated breakdown on how you plan to use the funds for this event.
* **Funds are NOT transferred to your group but rather ComSoc works with the event organizers to arrange contracts and payments directly from IEEE ComSoc to the service provider / supplier** (ie. ComSoc will make arrangements directly with the supplier for catering, meeting room rental, a/v support, etc).

10. Please note any confirmed and/or proposed funding or external sponsorships for the event.

**ADDITIONAL COMMENTS**

11. Please provide any additional comments about your event that would help the ComSoc Educational Services Board during the proposal review process.

**Submission Check List**

Did you include....

* Organizers’ names and email addresses
* Proposed event date(s) and location
* A description of the proposed program and potential speakers
* Budget for the event