

## Local Chapter Anniversary Celebration Funding Program Guidelines

### Purpose:

- Celebrate the 75<sup>th</sup> anniversary of the IEEE Instrumentation and Measurement Society while promoting the value of your Chapter to current and future members within your local IEEE IMS community.

### Rules:

- Each IMS Chapter is entitled to submit a proposal for the organization and implementation of some academic, industrial, or scientific event in the interest of your local IMS community. Some suggestions are: Workshop, Summer School, Student Contest, Symposia, Seminar, Forum, Industrial Day, or any other event in the ambit of Instrumentation and Measurement.
- IMS will provide financial support to the Chapter for the organization and implementation of the proposed Event under some consideration as follows.
- The event shall be named “*IMS 75<sup>th</sup> Anniversary Event on ...*”
- The 75<sup>th</sup> Anniversary Chapter Event Request letter must include: Title, Description, Program, Schedule, and Budget, in free format.
- Events must be reasonably well-publicized such that local IEEE and I&M community will be aware of the event.
- Within one month of the completion of your event, a report on the event must be submitted. Pictures of the events will be displayed in the Society Web page in a special section called “Chapter Anniversary Events”.
- The Final Report must include receipts for all expenses.
- The upper limit of the proposed budget is \$5,000 USD.
- The I&M 75<sup>th</sup> Anniversary Celebration Committee will review your proposal. A response will be provided within two weeks of receiving the proposal.
- The budget must indicate the total amount requested and how funds will be allocated. The Anniversary Committee may suggest changes to the budget before it is approved.
- If further changes to the initial budget occur, an updated and final budget must be submitted for approval at least one month before the event occurs.
- A metrics to measure the success of your event is to be included, for example, number of attendees, number of new members who joined at the event, number of student attendees, a survey completed by the attendees, etc.

### SUBMISSION PROCESS

- The special 75<sup>th</sup> Anniversary Chapter Event Request letter with the information requested above, should be submitted to the VP of Membership, Sabrina Grassini ([sabrina.grassini@polito.it](mailto:sabrina.grassini@polito.it)), before the proposal deadline.

## IMPORTANT DATES

- The Anniversary Celebration Event can be held from **June 1, 2024** until **July 31, 2025**.
- Last day to submit a Proposal: **December 31, 2024**.

## FUNDING MECHANISMS

1. *Reimbursement*: The applicant keep receipts of his/her expenses. He/she submits them after he/she incurs the expense, or after the event is concluded. The I&M Society promptly reimburses the applicant for the expenses he/she incurs.

If the applicant is financially limited relative to the expected expenses, the I&M Society can also arrange one of the following:

2. *Advance funding*: transfer to the local IEEE Section to be dispersed to the applicant. To use this option, the applicant should feel comfortable with his/her relationship with the local IEEE Section, such that the applicant trusts their accounting for him/her and their responsibility in prompt disbursement of the funds. Please supply the bank information for the local IEEE Section's bank (obtained from the Section treasurer). This information must include the Bank account number, SWIFT, Owner of the Account, and any other relevant identification information. The applicant's first submission does not need to include this information, but he/she will need to provide the information in adequate time to arrange the transfer of funds.

3. *Advance funding*: transfer to a chapter-dedicated bank account. The applicant should allow plenty of time prior to when he/she needs to expend the funds (at least a month, preferably more) to ensure that the transfer has been properly arranged. Please include the relevant bank information required for the transfer.

If the applicant is asking for an IEEE check, he/she should determine how easily he/she can convert it to cash, and how long it will take.

If advance funding is required, please indicate the date you wish the advance funds to be in place. (An approximate date can be used for the application package.)

If you request a financial transfer in advance of your expense, you must submit a report of the actual expenses no later than one month after the event has concluded.

If any of that advance funding was not spent the remaining funds are to be returned.

The I&M Society reserves the right to decline fund transfers that are considered inappropriate, such as transfers to personal accounts.

Receipts for all expenses must be submitted in the Final Report.