IEEE AESS

SYP Congress

Proposal Manual

Call for Hosting Proposals for the IEEE AESS SYP Congress

Welcome word:

Dear IEEE AESS Student and Young Professional Community,

We are thrilled to invite your unit to submit a proposal to host the IEEE Aerospace and Electronic Systems Society (AESS) Students and Young Professionals (SYP) Congress. This document will guide you through the application process, providing the information needed to create a compelling proposal.

The SYP Congress is a premier networking event for students, young professionals, and leaders in aerospace and electronic systems. Hosting this Congress offers your chapter a chance to demonstrate leadership, foster connections, and significantly contribute to the IEEE AESS community.

About the AESS SYP Congress:

The AESS SYP Congress is the first of its kind, designed to connect students and young professionals from across the AESS community in an inspiring, collaborative environment. It aims to strengthen ties between academia and industry, promoting knowledge exchange and professional growth while embracing diversity and inclusion.

Purpose and Opportunity

This call invites IEEE AESS Student and Young Professional units to host the AESS SYP Congress, a platform to foster networking, career development, and technical advancement within AESS. Hosting offers organizers the chance to gain valuable experience, work with AESS Board of Governors, and leave a lasting impact on the aerospace and electronic systems community. The selected chapter will benefit from substantial support, contributing to the success of this first-ever AESS SYP Congress.

Event Structure

Length:
The congress will span three days, beginning in the evening of Day 1, followed by a full second day and a half-day on Day 3.

Day 1:
The first evening includes participant registration, a welcome ceremony, keynote speakers, and a social event to initiate connections.

Day 2:
This full day is filled with workshops, talks, and panels on AESS-related topics, career development, and diversity in STEM. An evening social event concludes the day.

Day 3:
The half-day wraps up with a closing ceremony to reflect on takeaways and encourage ongoing engagement in AESS initiatives.

Expected Attendance

The event anticipates around 150 attendees, including students, young professionals, and distinguished speakers from academia and industry. Proposals should remain adaptable to slight attendance fluctuations.

Required Proposal Format

Submission Requirements:

To apply, submit a single proposal document containing the following sections and detailed information. The proposal should be concise, organized, and provide a clear vision of how your team plans to host an engaging, inclusive, and impactful Congress.

1. Proposal Summary

- **Host Institution and Location:** Briefly introduce your institution and its location, emphasizing why it is a suitable venue for an international event.
- **Motivation to Host:** Explain your team's motivation and vision for hosting the Congress, including how it aligns with IEEE AESS's objectives.
- **Anticipated Impact:** Describe the expected benefits for IEEE AESS members, participants, and the hosting community.

2. Organizing Committee and Team Structure

- **Organizational Structure:** outline your organizing team, identify key roles and their job description such as, but not limited to:
    - **Chairperson**
    - **Program Coordinator**
    - **Sponsorship and Partnership Lead**
    - **Accommodation and Meals Coordinator**
    - **Social and Cultural Activities Head**
    - **Technical and Logistics Coordinator**
    - **Treasurer and Budget Manager**
    - **Secretary and Communications Lead**
- **Team Experience:** Summarize your team's relevant experience in organizing similar events, detailing any previous IEEE or community events hosted.

- **Volunteer Capacity and Roles:** Describe your approach to volunteer recruitment, training, and roles for the Congress.

3. Event Overview and Programming

- **Event Theme and Focus:** Propose a theme that aligns with current AESS trends and challenges and list major areas of focus (e.g., innovation, professional growth, technical development).
- **Congress Schedule Overview:** Provide a preliminary structure of the Congress, including:
  - **Workshops:** Suggest topics related to technical and professional skills for AESS members.
  - **Keynotes and Panel Discussions:** List potential keynote topics or areas of focus for panel discussions.
  - **Roundtable Discussions:** Suggest 2-3 roundtable topics to foster knowledge exchange among members and to encourage collaboration with local industry and academia.
  - **innovative session formats** (e.g., hackathons, pitch competitions)
- **Networking and Social Events:** Describe proposed networking events, such as:
  - **Welcome Reception and Gala Dinner:** A formal event with award recognitions or invited speakers.
  - **Cultural Exchange or Multicultural Evening:** An event for participants to share food, music, and traditions from their countries.
  - **Team-Building Activities:** Optional ideas for bonding activities, such as a BBQ, guided tour, or outdoor event.

4. Location and Logistics

- **Venue Description and Accessibility:** Describe the primary venue, its facilities, and proximity to transportation hubs, such as airports and public transport.
- **Accommodation Plans:** Identify lodging options within a reasonable distance from the venue, considering a range of budget-friendly accommodations (e.g., student dorms, hotels).

- ○ **Accommodation Capacity:** Confirm that lodging can accommodate 50-150 attendees, with provisions for diverse attendee needs.
- **Catering Arrangements:** Outline meal plans, noting that options should include a range of dietary preferences (e.g., Halal, vegetarian, gluten-free).
- **Transport and Accessibility:** Provide information on local transportation for attendees, including airport transfers, and describe any measures for accessibility.

5. Budget and Funding

- **Detailed Budget Outline:** Provide a clear budget breakdown with estimated costs in both USD and local currency for:
  - ○ Venue rental and equipment
  - ○ Lodging and meals
  - ○ Transportation within the Congress location
  - ○ Social and cultural activities
  - ○ Congress materials (e.g., registration kits, badges, banners)
  - ○ Contingency budget for unexpected expenses
- **Proposed Registration Fees:** Suggest a registration fee structure, with options for attendees with and without accommodation.
- **Sponsorship and Funding Strategy:** Outline a sponsorship approach, including:
  - ○ **Sponsorship Packages:** Tiered levels (e.g., platinum, gold, silver) with benefits such as speaking slots, logos on materials, and branding at events.
  - ○ **Target Sponsors:** Identify relevant local and international companies or organizations, including technology firms, universities, and IEEE-affiliated entities.
- **IEEE Funding Requests:** Specify any anticipated requests for IEEE or regional funding to support the event.

6. Participant Support and Inclusivity

- **Visa Support:** Describe how your team will support international attendees requiring visas, including a template for invitation letters and assistance with visa applications.

- **Inclusive Programming:** Outline how the Congress will be welcoming and accessible, including considerations for:
    - Cultural sensitivities in planning meals and social activities

7. Communications and Outreach Plan

- **Digital Presence:** Plan for a dedicated Congress website with information, registration, and sponsorship visibility.
- **Social Media Strategy:** Propose a social media outreach plan for announcing the Congress, sharing updates, and engaging participants.
- **Registration Process:** Describe how attendees will register, including an online system and clear communication about payment, visa, and travel details.

8. Timeline and Project Milestones

- **Project Timeline:** Provide a timeline with key milestones, from planning through the post-Congress wrap-up, including:
    - **Early Planning:** Finalizing dates, securing venues, and initial sponsor outreach
    - **Registration Launch and Promotion:** Begin outreach campaigns and participant registration 6 months before the event.
    - **Visa Support and Final Confirmations:** Coordinate visa support and attendee confirmations at least 4 months in advance.
    - **On-Site Preparation and Execution:** Schedule final on-site checks, volunteer training, and technical preparations.
    - **Post-Congress Reporting:** Plan for a report summarizing participation statistics, feedback, budget reconciliation, and final sponsor acknowledgments.

9. Evaluation Criteria and Submission Guidelines

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Team's Experience and Organizational Capacity (25%)**
   - *Demonstrated Experience*: Evidence of organizing similar events, particularly within IEEE or the local community.
   - *Organizational Structure*: Clear definition of team roles,
   - responsibilities, and backup plans for key positions.
   - *Volunteer Management*: Strategies for recruiting, training, and retaining volunteers.
2. **Clarity and Feasibility of the Event's Program and Structure (25%)**
   - *Program Innovation*: Inclusion of engaging and diverse session formats (e.g., workshops, panels, hackathons).
   - *Alignment with AESS Objectives*: Topics and themes that reflect current trends and challenges in aerospace and electronic systems.
   - *Scheduling Feasibility*: Realistic and detailed event schedule accommodating all proposed activities.
3. **Budget Soundness and Sponsorship/Funding Strategy (25%)**
   - *Detailed Budget*: Comprehensive breakdown of all expenses and revenues, including contingency funds for unexpected costs.
   - *Funding Strategy*: Clear plan for securing sponsorships, grants, and other funding sources.
   - *Sustainability Practices*: Incorporation of environmentally friendly and cost-effective measures.
4. **Inclusivity and Accessibility for a Diverse Group of Attendees (10%)**
   - *Support for Diverse Needs*: Plans to accommodate dietary restrictions, accessibility requirements, and cultural sensitivities.
   - *Inclusivity Measures*: Initiatives to support underrepresented groups, such as targeted grants or fee waivers.
   - *Accessibility of Venue and Materials*: Ensuring facilities are accessible to all participants and providing materials in multiple formats/languages.
5. **Communication and Outreach Potential for Broad Engagement (15%)**
   - *Marketing Plan*: Comprehensive strategy for promoting the event globally, including timelines and channels.
   - *Digital Presence*: Plans for a user-friendly website, event app, and active social media engagement.

- ○ *Multilingual Outreach*: Provision of promotional materials in multiple languages to reach a wider audience.

Submission Guidelines:

- **Format and Content:**
  - ○ **Document Format**: Submit the proposal as a PDF document, not exceeding 30 pages (excluding appendices).
  - ○ **Structure**: Use clear headings and subheadings corresponding to the sections outlined in the "Required Proposal Format."
  - ○ **Supporting Materials**: Include additional materials such as support letters, endorsement letters, letters proving the preliminary acceptance for partners/sponsors/collaborators, proposed logos and graphical charters, maps, and any other relevant documents in the appendices.
- **Formatting Requirements:**
  - ○ **File Naming Convention**: Name the file as "IEEE_AESS_SYP_Proposal_[OUs_name].pdf"
- **Submission Instructions:**
  - ○ **Email Submission**: Send the proposal to **abirtabarki@ieee.org** with the subject line: "IEEE AESS SYP Congress Hosting Proposal - [Your OU's]".
  - ○ **Contact Information**: Include the main point of contact's name, position, email address, and IEEE ID on the cover page.
  - ○ **Deadline for Submission**: Proposals must be submitted by **December 11, 2024, at 11:59 PM (UTC)**.
- **Questions and Clarifications:**
  - ○ **Contact Person**: Direct any inquiries to **AESS YP representative** at **abirtabarki@ieee.org** during business hours (9 AM - 5 PM UTC).

Proposal Review and Interview Process:

- **Initial Review and Shortlisting:**
  - The Selection Committee will review all proposals by **December 22, 2024**.
  - Each proposal will be scored based on the evaluation criteria and weightings provided.
  - The top three proposals will be shortlisted and notified via email.
- **Interviews with Top Candidates:**
  - Interviews will be scheduled between **December 22 - December 24, 2024**.
  - Conducted via video conference (platform details to be provided).
  - Each interview will last approximately one hour, allowing teams to present their proposals and answer questions.
- **Final Selection and Host Announcement:**
  - The Selection Committee will deliberate and make the final decision by **December 27, 2024**.
  - The selected host institution will be notified immediately.
  - A public announcement will be made on **January 3, 2025**, via IEEE AESS official channels.

Timeline Summary:

- **Proposal Deadline:** Submit by **December 11, 2024, at 11:59 PM (UTC)**.
- **Initial Review and Shortlisting:** Completed by **December 22, 2024**
- **Interviews with Top Candidates:** Conducted between **December 22 - December 26, 2024**.
- **Host Announcement:** Announced no later than **January 3, 2025**

Additional Notes:

- **Visual Timeline (Optional but Recommended):**
  - Applicants are encouraged to include a visual timeline or Gantt chart in their proposals to illustrate the planning process and key milestones.
- **Confidentiality:**
  - All proposals will be treated as confidential documents and used solely for the purpose of selecting the host institution.

These guidelines aim to assist in developing a well-rounded proposal that addresses the logistical, financial, and programmatic needs of hosting the IEEE AESS SYP Congress while aligning with IEEE's values and mission.