ITSS Chapter Support Proposal

The society has funds to support Chapter Activities (such as meetings and distinguished lectures). It is expected to cover the cost of airfare and hotel for the speaker. Or it could support student travel costs to an event for example. The awards will be allocated by formal request. The first-round of requests will be due on July 1. After this time, requests will be evaluated on a rolling first-come first-served basis. A condition for award is a summary of the event which includes a list of all participants as well as report of the activity and outcomes. The summary will be used for Chapter and Society promotion on the ITSS website and in Society publications like the ITS Magazine or Newsletter, therefore, pictures are requested.

Please use the following form to request support for chapter activities (e.g. distinguished lecturer or chapter meeting). Email the completed proposal form to the VP of Membership <Brendan Morris brendan.morris@unlv.edu> and cc’d to the ITSS President <Miguel Angel Sotelo miguel.sotelo@uah.es>.

The initial proposal deadline is **July 1, 2019**. Applications will be accepted and evaluated on a rolling basis after this date. Acceptance of an award requires submission of a summary report after the event.

A link to the form is online [IEEE ITSS Chapters Activities website.](https://www.ieee-itss.org/chapters)

# Proposer Information

|  |  |
| --- | --- |
| Name:  | Membership #: |
| Email:  | Phone:  | Date:  |
| Chapter Name: |
| ITSS Chair Name:  | Email:  |
| Proposer’s Current Responsibility: e.g. president, vice-president, etc. |

# Proposal Information

|  |  |
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| Name of Activity: |  |
| Date: |  |
| Background: | e.g. is this part of another meeting, a regular conference, etc. |
| Objective:  | e.g. recruitment, recognition, team-building. Etc.  |
| Details: | e.g. description and/or schedule of events. |
| Expected Number of Participants: | Members: | Non-members: |
| Requested Amount: | $ in USD |
| Budget Summary: | Provide a brief budget summary documenting how the funds will be utilized.  |