IEEE HAC Conference Participation Program
2020 Call for Applicants

IEEE Humanitarian Activities Committee (HAC) provides a suite of resources that inspire and enable IEEE volunteers around the world to carry out and support impactful humanitarian technology and sustainable development activities at the local level.

The IEEE HAC Conference Participation Program (CPP) provides a limited number of partial scholarships to support IEEE member and local IEEE activity partner participation at conferences with the aim of accomplishing one or more of the following strategic priorities:

1. Raise awareness of humanitarian technology and sustainable development and how technically trained people can contribute;
2. Provide training to increase the capacity of IEEE members and organizational units (OUs) to successfully undertake humanitarian technology and sustainable development activities;
3. Showcase the results and share lessons learned of IEEE humanitarian technology and sustainable development projects;
4. Develop relationships with the greater sustainable development community outside IEEE.

In 2020, HAC will provide blocks of CPP funding to a handful of major IEEE humanitarian- and sustainable development-related events that normally would receive many CPP submissions. These events will be publicized in Q1 2020. Those who wish to apply for CPP funding for these events will apply directly to the events and not to HAC. Further information will be posted as it becomes available.

In addition, HAC will provide three open submission calls for individuals to attend events that are NOT administering CPP funding for HAC.

<table>
<thead>
<tr>
<th>Call</th>
<th>Deadline</th>
<th>Event Dates Considered</th>
<th>Max. Award*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open submission #1</td>
<td>28 February 2020</td>
<td>2020 only</td>
<td>US$750</td>
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<tr>
<td>Open submission #2</td>
<td>29 May 2020</td>
<td>2020 only</td>
<td>US$750</td>
</tr>
<tr>
<td>Open submission #3</td>
<td>28 August 2020</td>
<td>2020 and Q1 2021</td>
<td>US$750</td>
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* Generally, awards are 50% of travel expenses, with a maximum contribution as above.

Submissions for events that are already administering CPP funding for HAC will NOT be reviewed.
Eligibility to apply:

Those eligible to apply for support include the following individuals who have tangible results, experiences, and lessons learned to share:

- Active IEEE SIGHT volunteers;
- Other IEEE volunteers;
- Local practitioners, local community, and local partner representatives actively collaborating with IEEE members in the sustainable development and humanitarian space.

**Note:** Conferences for which applicants are submitting a request cannot have occurred in the past and must take place at least three weeks following the submission deadline.

Priority will be given to applicants with an accepted paper or who are contributing to a panel or facilitating a workshop. To showcase the broad base of IEEE volunteers actively involved in sustainable development activities around the world, where there are more requests for support than available funds, further priority will be given to those who have not received a travel grant from IEEE HAC within the last 12 months, and those with a track record of commitment, who can clearly articulate how they will act as local multipliers when they return home.

Application Requirements:

- Describe the humanitarian technology and sustainable development activities you are involved in at IEEE and elsewhere.
- Which of the four HAC strategic priorities will your conference participation address? (Conference participation must address at least one in order to be considered.)
  1. Raise awareness of humanitarian technology and sustainable development and how technically trained people can contribute;
  2. Provide training to increase the capacity of IEEE members and OUs to successfully undertake humanitarian technology and sustainable development activities;
  3. Showcase the results and share lessons learned of IEEE humanitarian technology and sustainable development projects;
  4. Develop relationships with the greater sustainable development community outside IEEE.
- Explain the role you will have at the event, e.g. paper presenter, workshop leader, speaker, and so on. Please attach the acceptance or invitation letter.
- Describe the anticipated outcomes from your participation in the event. Make sure to include the outcomes not only for yourself, but also for others impacted, such as attendees, your Section, your SIGHT group, your project team, and the like. Be as detailed as possible.
- Requested budget.

The following will NOT be considered for financial support:

- Incomplete applications
- Lack of active participation in the event
- Lack of meaningful connection to the sustainable development and humanitarian space
IMPORTANT NOTES:

- Generally, awards are 50% of travel expenses, with a maximum contribution of US$750.
- Generally, awards will be paid as expense reimbursements.
- Exceptions may be made based on individual circumstances.
- The number of applicants supported for specific conferences may be capped to ensure the IEEE HAC Conference Participation Program supports participation at conferences around the world.

Proposal evaluation criteria:

- Alignment with HAC mission and strategic priorities.
- Projected impact of event participation for which support is requested.
- Applicant has demonstrated relevant experience, track record, and commitment.
- Clear, granular, and justified budget request for travel be supported. All budget items must be presented in US dollars.

How to Submit:

Please submit via the IEEE HAC Online Funding Opportunities Portal.

Reporting:

- Each beneficiary of the IEEE HAC Conference Participation Program will be expected to provide IEEE HAC with a one-page report supported by appropriate pictures or videos that describe the event, the contribution they made, and the realized or expected benefits of their participation.

Questions:

- If you have questions or would like to clarify any issues before submitting your application, please contact hac-cpp@ieee.org for more information.