



## Humanitarian Activities Committee

### IEEE HAC Events – 2020 Call for Proposals

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. One mechanism for this is the funding of humanitarian-related events.

HAC Events funding enables IEEE members and organizational units (OUs) to accomplish one or more of the following strategic priorities through conferences and events around the world:

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.

In 2020, HAC Events will prioritize and provide substantial support for a limited number of events that are of strategic importance to the mission of HAC. Support *may include* direct funding for elements of the event, a sum to be used by the event to administer the HAC Conference Participation Program and offset participant travel, an HAC point of contact to assist event success, as well as HAC speaker(s). Major IEEE humanitarian- and sustainable development-related events – generally, these are events that are well-proven and have received multiple years of HAC Events funding – will be invited to submit to a closed call at the beginning of the year. Events that receive this funding will undergo post-event peer review by HAC.

HAC also welcomes the innovation of new and growing events, viewing these as key to the organization's future, and asks these to apply for the subsequent open submission and small scale calls.

#### Eligibility:

Call	Deadline	Event Dates Considered	Maximum Budget Request*
Invitation-only	27 January 2020	2020 only	US\$15,000
Open submission #1	20 April 2020	2020 and Q1 2021	US\$5,000
Open submission #2	20 July 2020	2020 and Q1/Q2 2021	US\$5,000
Small scale	Rolling until 01 September 2020	2020 only	US\$500

**\*Note: Funding must be able to flow through an IEEE conference CB account or IEEE OU CB/Bank account.**

## Application Requirements:

- Executive summary of the event. Include the driving need(s) in your geographic area.
- Which of the four HAC strategic priorities will the event address? (Events 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 how each HAC strategic priority selected will be covered at the event. What are the intended **activities, outputs, and outcomes**? How will these be measured?
  - A very basic example:
    - Activity: 3 hour workshop on impact assessment
    - Output: 75 attendees trained
    - Outcome: 10 IEEE Sections will implement impact assessment of projects in 2020
- Does the event focus on any specific [Sustainable Development Goals \(SDGs\)](#)? If so, which ones and in what way(s)?
- Detail the target audience of the event, including demographics and target number of attendees. At a minimum, include:
  - IEEE members/non-IEEE members
  - Industry/Government/NGOs/academia/students
  - Male/female/Prefer to self-describe
  - Local/non-local
- How and to whom will you disseminate the event content after the event?
- What organizations – IEEE OUs and external – are collaborating on this event and what are their roles, e.g. technical co-sponsor, financial co-sponsor, and so on?
- Reports from past events, if applicable.
- If applicable, how will this event be different from previous years (content, organization, audience, etc.)?
- Overview of the event organizing committee.
- Event budget, including the amounts requested of HAC. Include any speaker travel and registration subsidies needed/desired.
- Letter of endorsement from the General Chair or Program Chair, if this is a conference.
- Letter of endorsement from the local Section Chair.
- Event URL and social media

## Preference will be given to conferences/events/activities of the following sort:

- Sessions/tracks (“Experts by Experience”) where persons from local, national, or international communities, not necessarily engineers, explain how projects can be co-designed to address local community needs, and other social constraints (e.g., economic or political).
- Plenary talks where the bridge between social and community issues is effectively made to technical/engineering solutions.
- Pre/post events, educational workshops, or community engagement events on sustainable development and humanitarian technology and/or post-emergency humanitarian response, including a focus on needs/resources and their connections to technological solutions

- Unconference model, hackathon, or maker event in which attendees are solving a problem.
- Reduced-rate and/or waived registration for students and persons from economically-disadvantaged regions (priority to be given to presenters and contributors).
- Travel funds, on a cost-share basis, for persons from economically-disadvantaged regions (priority to be given to presenters and contributors).

**The following types of activities will NOT be considered for financial support:**

- Individual requests to support personal conference travel. Please see [iac.ieee.org](http://iac.ieee.org) for Conference Participation Program.
- Purely technical conferences/events/activities, with no clearly articulated relevance to sustainable development and humanitarian technology, and/or post-emergency humanitarian response
- Conferences/events/activities that do not consider implications or impact of technology, science and/or engineering and have no clearly articulated relevance to sustainable development, humanitarian technology, and/or post-emergency humanitarian response
- IEEE Distinguished Lecturer Series
- Regular IEEE organizational unit (OU) meetings, such as section, chapter, or committee meetings
- Scholarships to individuals
- Participation of individual(s)/team(s) at competitions or awards
- Non-event related activities including projects or seed funding for startups

**IMPORTANT NOTES:**

- **Total budget and line items MUST be listed in US Dollars.**
- The proposed budget for all event activities for which support is being requested should be clear, granular, and justified. Please describe other sources of sponsorship for the event as appropriate.
- Proposals that do not provide a budget and requested supporting information will not be evaluated.
- Please ensure only one proposal is submitted for the same event.
- **All IEEE events that involve children must follow [IEEE Guidelines for Working with Children](#). Any HAC Event funding will be contingent on policy compliance.**

**Proposal evaluation criteria:**

- Alignment with HAC mission and strategic priorities.
- The activities to be supported are well-defined, have a clear target audience, and performance metrics are appropriate.
- Projected impact of event activities for which support is requested.
- Past event performance.
- Event team has the necessary experience and track record to successfully execute the event.
- Clear, granular, and justified budget request for all event activities to be supported.

## How to Submit

Please submit via the [IEEE HAC Online Funding Opportunities Portal](#).

## Reporting:

- A summary report on the event with evaluation metrics must be submitted within two months following the event. To provide context, a brief overview of the overall event should be presented, with pictures if possible, and with the report primarily focusing on the perceived impact of those activities supported by IEEE HAC. Additional reporting may be required of events that receive funding through the invitation-only call.

## Questions:

- If you have questions or would like to clarify any issues before submitting your proposal, please contact [hac-events@ieee.org](mailto:hac-events@ieee.org) for more information.