



Humanitarian Activities Committee

IEEE HAC Events – 2020 Revised 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.

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 – were invited to submit to a closed call at the beginning of the year. At this time, HAC is soliciting proposals for a final open call for any IEEE events that wish to apply. Given the “new normal,” events must have a COVID contingency plan and should follow national/state/local guidelines for their location. In addition, please note the [Message from IEEE on coronavirus COVID-19](#), particularly “We request that all members avoid conducting in-person activities in areas impacted by the coronavirus threat and instead maximize the use of our online and virtual alternatives.” **Please ensure that you have read IEEE MCE’s [Introduction to IEEE Virtual Events](#).**

Deadlines:

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	01 September 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, as well as the event format (virtual, in-person, or hybrid)
- 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, such as:
 - 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 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
- COVID contingency plan

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

- Events that reserve time on the agenda for one or more of the following sessions from HAC:
 - a. Humanitarian/sustainable development project assessment workshop from the HAC Assessment Committee
 - b. Education workshop based on the HAC/SIGHT [curriculum](#) in the IEEE Learning Network from the HAC Education Committee

- c. Case studies/lessons learned from projects funded by HAC/SIGHT, particularly the recent [COVID projects](#)
- 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).

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

- Cash prizes, honoraria, tokens of appreciation, souvenirs, and/or goodies will NOT be funded. T-shirts printed with the HAC and/or SIGHT logo that would be worn for publicity purposes when conducting IEEE humanitarian/sustainable development activities may be considered.
- At this time, no travel costs will be considered.
- 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 for more information.