



IEEE ASYP Request For Proposals

The IEEE Africa Subcommittee, IEEE Region 8 Student Activities Committee and IEEE Region 8 Young Professionals Subcommittee invite you to submit a proposal to host the **IEEE ASYP Congress 2019**.

The proposal requirements are described in more detail below, but each proposal should contain suggested congress dates in 2019, descriptions of the proposed venue(s), pre-congress budget and information about the sections – including descriptions of the volunteers proposed to serve as key members of the local congress organizing sub- committees, and agreements regarding specific ASYP Congress hosting requirements.

Due date for submitting a proposal is **October 30, 2019** to kmokhtar@ieee.org, r8sac@ieee.org and ma-yp@ieeer8.org.

ASYP Congress Program Components

The ASYP program may include but not limited to below areas:

1. Technical program track for panel and/or poster presentations, and working group/other meetings as suitable.
2. Presentations and panels could also be targeted towards practical applications and experiences of persons actively involved in Student, Women in Engineering and Young Professionals activities in their sections.
3. ASYP Congress programs should include activities the sections have been involved in for possible areas of collaborations or cross learning.
4. ASYP Congress programs should typically include some IEEE Student activities, Young Professionals activities and Women in Engineering (WiE) activities on IEEE engagement in Africa.
5. The organizers would also be encouraged to arrange technical tours – particularly those that highlight the local industry or historical site visit for the congress attendees along with a culture themed event.
6. IEEE ASYP ambassador program will be implemented across the various sections in Africa. Their mandate will be to assist in publicity across the sections. The top 3 ambassadors will be rewarded based on the total section representation at the congress.

ABOUT THIS PROPOSAL/REQUIREMENTS

The following are the required components of all proposals submitted. Each proposal should include, at minimum:

1. Hosting entity (IEEE or affiliate non-profit organization)

These are the details of the host institution (s) for the congress. For IEEE affiliate institutions, indicate the previous partnerships with IEEE for any events held at the institution(s).

2. Proposed Dates for the Congress.

Please provide the proposed opening and closing dates of the (three- four) day congress.

3. Proposed Host Location (Cities, States)

Name and description of the proposed cities and states including signature features and attractions, weather etc.

4. Chapter or Section information

The section information, membership and activities will have to highlight how the congress will be beneficial.

5. Congress volunteers to serve in the committee(s)

The host section shall list the various leadership roles that will be in place to plan a successful congress. Past leadership and section executive committee to be represented as well.

6. Proposed Venue Description

Name and describe the proposed site of the congress, including:

- Detailed description of the proposed location, including capacity, number of meeting rooms and availability.
- Description of how venue and site city will meet pre-determined congress needs in specific categories (e.g. large spaces for plenary sessions, receptions, meeting rooms, sleeping rooms, food & beverage needs, move-in and move-out requirements, registration requirements).
- Description of accessibility and expected transportation costs.
- Description of plans for companion and other extra-curricular activities, such as technical tours and tutorials.
- Description of plans designed to enhance local community support of the congress, including planned initiatives/partnerships with local community entities (e.g. Government, Chamber of Commerce, Tourism bureaus, etc.).

7. Letter of endorsement from Section

The letter should indicate the section's agreement to inform stakeholders about the congress and their willingness to sponsor the congress.

The section should also indicate their willingness to help with Visa Applications of attendees.

8. Budget estimates

The Host to indicate estimates of the overall expenditure in hosting the congress and the relevant revenue streams. Corporate and industry support to be well illustrated. In addition, the Application is required to hold the information about estimated registration fee per person without accommodation.

IEEE funding approval will be done by IEEE Africa Adhoc in collaboration with IEEE Region 8 for between 2500 USD – 5000 USD for a successful bid.

9. Tentative program / activities for the 3-4 day congress that includes arrival and departure.

The program to include but not limited to IEEE engagement in Africa, member benefits, humanitarian activities in IEEE and the other various opportunities within IEEE Region 8.

10. Various Statements Regarding IEEE ASYP Congress Requirements

A statement in writing of the willingness of the Host to agree to the following is required:

- i. To follow IEEE Region 8 and IEEE Africa ASYP Steering Committee guidance, ensuring consistency and quality of the IEEE ASYP Congress
- ii. To team up with Industry, to secure support and participation from industry and utility leaders.
- iii. To ensure value to all member grades including researchers and practitioners.

ASYP seeks to ensure that the congress has clear value to all members, not just members conducting active research. In this regard, ASYP should be planned to also incorporate tracks that focus on all different types of membership.

We envision ASYP as providing an opportunity for all professionals with common interests to come together in some joint sessions, but it should also offer sessions targeted towards the typical interests of scholars, researchers, ICT, Telecommunication and practicing engineers.

- iv. To Agree that IEEE owns IP.

The Host should agree and acknowledge that IEEE is the Owner of all Intellectual Property of the Congress should any arise from the discussions and brainstorming.

- v. To Show Support for Congress from Local Chapters

It is strongly encouraged that all proposals include information showing support from the local IEEE Chapter or IEEE Section. IEEE prefers to have local IEEE Chapters and/or Sections heavily involved in the organization of ASYP congress.

- vi. To agree to comply with IEEE Region 8 policies and requirements.

The Host should agree to follow IEEE Policies and Requirements related to IEEE congress organization including:

- That the congress should be planned and conducted according to IEEE Policies Section 10- Meetings, Congress, Symposia and Expositions;
http://www.ieee.org/documents/ieee_policies.pdf
- That the congress website will be composed and maintained in compliance with IEEE policies and rules http://www.ieee.org/documents/ieee_policies.pdf
 - 1) IEEE R8/IEEE Africa will host all congress related websites on an IEEE Africa Ad-hoc or IEEE R8 provided server
 - 2) Domain names will be purchased and managed by IEEE Region 8 or IEEE Africa Ad-hoc.
- That any congress-related videos will adhere to IEEE Guidelines,
http://www.ieee.org/documents/ieee_policies.pdf
- That the congress will provide real time access to the registration system to the ASYP site. That the congress will comply with requirements that copies of the registration listings be provided to IEEE R8 and IEEE Africa Adhoc no later than 30 days after the close of the congress via a means and using a format which will be delineated by the Executive Office.
- That the congress itself will be closed compliant within 6 months of the congress end date.

ABOUT THE PROPOSAL EVALUATION/SELECTION PROCESS

Proposals will be evaluated based on the evaluation criteria. The congress evaluation committee reserves the right to request for additional clarifying information.

ABOUT THE PROPOSAL SUBMISSION PROCESS

Please submit proposals with appropriate supporting documentation by **October 30, 2019** to kmokhtar@ieee.org, r8sac@ieee.org and ma-yp@ieeer8.org.

NOTE:

Electronic submission via a pdf file is required.

In order to ensure that your submission has been received, please follow-up and resend if you do not receive an acknowledgement of receipt via email from kmokhtar@ieee.org, r8sac@ieee.org or ma-yp@ieeer8.org within two (2) business days.

The final Host selection will be approved by IEEE Africa Ad-hoc, IEEE Region 8 Student Activities Committee and IEEE Region 8 Young Professionals Subcommittee as required by policy.

WE WELCOME ANY AND ALL QUESTIONS OR COMMENTS!

Please contact:

Mr. Khaled Mokhtar
Chair of the IEEE Africa Sub Committee
Email: kmokhtar@ieee.org

Asst. Prof. Vinko Lesic, PhD
Chair of IEEE Region 8 Young Professionals
Email: vinko.lesic@ieee.org

Mr. Maciej Borowka
Chair of IEEE Region 8 Student Activities Committee
Email: maciejborowka@ieee.org