



# IEEE SIGNAL PROCESSING SOCIETY

## Local Events and Member-Driven Initiative Proposal Form

In addition to its existing **Seasonal Schools** and **Chapter Initiative Funding**, the **IEEE Signal Processing Society** is launching two new member-driven events to encourage involvement by its broad membership, including local chapters, universities, industry members as well as individual members.

Members can request up to US\$5,000 in event support for one or more of the opportunities below.

Seasonal Schools	Forums	Regional Meetings	Chapter Initiatives
<ul style="list-style-type: none"><li>• Seasonal schools are typically either summer schools or winter schools, and are geared towards providing graduate students, early stage researchers, and practitioners.</li></ul>	<ul style="list-style-type: none"><li>• Aimed at networking and with topics of interest to industry members. Formats include panel sessions, and presentations or lectures by industry experts. Content should be created based on interest to industry, and cannot include papers for publication.</li></ul>	<ul style="list-style-type: none"><li>• Local high quality technical events (such as local workshops or small conferences) to serve the local or regional community. Events should target themes of interest to SPS members. Meetings can include conference paper publications.</li></ul>	<ul style="list-style-type: none"><li>• Additional options for grant funding may include: chapter-centered events for practicing engineers; chapter meeting featuring industry executives; outreach to get students at primary schools interested in signal processing; design competitions; or other ideas.</li></ul>

Please submit the proposal form below for review by the IEEE Signal Processing Society. For more information, questions or to submit your proposal, email [sps-mdi@ieee.org](mailto:sps-mdi@ieee.org).

Upon approval, organizers will be encouraged to develop a full proposal for more comprehensive review by Signal Processing Society.

# Local Events and Member-Driven Initiative Proposal Form

**Step 1: Fill out these fields for all proposals.**

<p>Type and Name of Event: (Choose one or more event type)</p>	<p>Seasonal School Title: IEEE SPS School on</p> <p>Forum Title: IEEE SPS Forum on</p> <p>Meeting Title: IEEE SPS Meeting on</p> <p>Chapter Initiative Title of Initiative: If applicable, use similar naming conventions as noted above.</p>
<p>Proposed Dates: Include alternate dates, if applicable.</p>	
<p>Location, including Venue:</p>	
<p>Primary Point of Contact:</p>	
<p>Technical Description:</p>	
<p>Outline on Topics to be Covered:</p>	
<p>Key Organizers &amp; Qualifications:</p>	

<p>Organization or SPS Chapter involvement, if applicable:</p>	
<p>Describe if other organizations are involved through funding or implementation:</p>	
<p>List other committed or anticipated sources of funding, if any: In US\$ equivalent</p>	
<p>Lecturers/Speakers: Indicate which are confirmed. Indicate IEEE Members with member grade.</p>	
<p>How will this event develop SPS Membership?</p>	
<p>What is the estimated number of SPS Members this event will impact?</p>	
<p>What special activities or initiatives enhance the impact of the event?</p>	
<p>What recorded resources will be shared with IEEE SPS? (Primarily for the IEEE SPS Resource Center or SigPort online document archive)</p>	
<p>Describe plan to record lectures and sessions, including budget considerations, vendors, and recording process: All recordings will be made available in the SPS Resource Center.</p>	

**Proposed registration fees:**  
A significantly higher rate is suggested for non-SPS members and non-students.

**Provide a basic timeline for the execution and implementation:**

**Describe why you believe you are able to complete the project:**  
For example, have you completed similar projects or programs? Does your IEEE volunteer record support your ability to complete this project? Include names and roles of important members of the project team, if applicable. 400 words maximum.

## Seasonal School Additional Questions

Answer below only for Seasonal School proposals

Amount of Financial Support Requested from SPS:	<p>Option 1: Technical Co-Sponsorship Only – no financial support will be provided, but Seasonal School can use the IEEE SPS logo.</p> <p>Option 2: Request Financial Sponsorship. Upon approval, US\$5,000 can be provided by IEEE SPS to put toward Seasonal School expenses.</p>
Explain how the funds will support the program, if awarded.	
What will be the cost to students for living arrangements?	
Is free dorm accommodation available for students?	
Approximately how many students can be accommodated under the available low cost or free housing arrangements?	
Will lunches be provided? If not, are low cost lunch facilities available?	
Describe any travel grant program that will be offered. Cost should be included in detailed budget provided with this proposal.	

## Forum Additional Questions

Answer below only for Forum proposals

How will this forum obtain industry sponsorship and who are potential sponsors? Indicate any confirmed sponsors.	
How will industry participate in this forum?	
What industry panels do you plan to organize?	
Which industry speakers do you plan to invite?	

Please describe Communications plan and plan to engage media.	
Please confirm that this Forum will not accept or intend to publish any papers into IEEE Xplore.	
Amount of Financial Support Requested from SPS: Up to US\$5,000 can be requested.	
Explain how the funds will support the program, if awarded.	

## Meeting Additional Questions

Answer below only for Meeting proposals

List all meeting sponsors, who are responsible for risk, and will obtain surplus. For-profit organizations cannot be sponsors. IEEE SPS must be at least a 25% financial sponsor, but can be up to 100%.	
Describe the process for technical program review.	
How will high technical quality be insured?	

## Chapter-Driven Initiative Additional Questions

Answer below only for Chapter-Driven Initiative proposals

Confirm this proposal is submitted by the active Chapter Chair:	Yes      No  If not, please explain why, and clarify your role with the Chapter:
This type of proposal requires active involvement from the SPS Chapter. Please elaborate on the Chapter's activity with this initiative:	

Has this initiative been shared with the Regional Director-at -Large?	Yes      No
<p>List performance metrics used to assess this initiative:  Examples could be increased membership, student retention, establishment of student branches, etc.</p>	
<p><b>Amount of Financial Support Requested from SPS:</b>  Up to US\$5,000 can be requested.</p>	
<p>Explain how the funds will support the initiative, if awarded.</p>	

## Step 2: Complete and Submit a Budget

Provide a budget breakdown that shows expenses and revenues, including estimated revenue from registrations and sponsorship contributions, as well as any SPS contribution requested. The actual limit of SPS support will be determined by SPS upon review of the complete proposal.

*Budgets should also be prepared and provided for Seasonal School Technical Sponsorship.*

Items to consider when preparing the budget:

- Proposers are advised to *not* plan on having business class travel (use economy class) for speakers unless it can be supported directly from external (non SPS) funds. IEEE funds cannot be used to pay for business class travel.
- The proposed budget should include a 15% contingency to reduce the probability of a deficit. The organizers will be responsible for covering any losses; SPS will not assume such liability.
- Meeting Type events must meet all IEEE conference requirements, including a 20% surplus.
- What do the organizers plan to do with their share of any budget surplus, should one exist?
- Event organizational connections should be highlighted with local IEEE SPS chapters, as well as related involvement in the budget (e.g., local chapter, contributions to the school, and plans for splitting any surplus).
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## Step 3: Proposal Form Submission & Review

Please submit proposals by completing both this Local Event Proposal Form as well as a Budget for review by the IEEE Signal Processing Society and potential partnership. For more information, questions or to submit your proposal, contact [sps-mdi@ieee.org](mailto:sps-mdi@ieee.org).

*If approved, the organizers may be encouraged to develop a full proposal for more comprehensive review by Signal Processing Society.*