

IEEE Southern Minnesota Section

Technical Conference Sponsorship Program

Candidate name: _____

Candidate IEEE Member Number: _____

Field of expertise: _____

Requested IEEE Conference: _____

Conference date: _____

Conference location: _____

Estimated total expense: _____

Did you seek funding from your company? Yes/No
What was the outcome? Rejected/Approved

Will you be presenting at this conference? Yes/No
If yes, please attach an outline of the presentation.

Will you be preparing a paper for this conference? Yes/No
If yes, please attach an outline of the paper.

Explain why the Southern Minnesota Section should sponsor you? (500 words or less).

When complete, e-mail this form to the following board members:

- Chair, Dennis Spathis (djspathis@ieee.org)
- Vice Chair, Paul Dahlen (pdahlen@us.ibm.com)
- Secretary, Bill Gorder (w.gorder@ieee.org)
- Treasurer, Steve Kerchberger (s.kerschberger@ieee.org)

IEEE Southern Minnesota Section

Technical Conference Sponsorship Program

Program Specifics

Concept

IEEE Southern Minnesota Section provides sponsorship (funding) to help Section members attend and participate in IEEE Conferences.

How It Works

- Section Member submits request.
 - Submit by 9/15/2008 for conferences to be held January thru June, 2009.
 - Submit by 3/15/2009 for conferences to be held July thru December, 2009.
- Section Executive Board will review and decide on all requests.
- Section Executive Board will select/approve one request per submission period.
- If approved, candidate incurs expenses and is reimbursed by the Section.
 - Section will not pre-pay expenses.
 - Member pays conference registration fees. Registration fees are not reimbursed.
 - Section reimburses travel expenses.
 - Maximum reimbursement is \$2000.
 - IEEE Section reserves the right to reject expenses.

Requirements

- Candidate must be a member of the IEEE and in good standing.
- Candidate must be a member of the local section.
- If approved, candidate must follow IEEE guidelines for travel expense.
- If approved, candidate must submit IEEE expense account for reimbursement.
 - Conference registration fees are not reimbursed.
- If approved, candidate must make a presentation to the local section. Presentation covers topics from the conference.
- Candidate may not submit more than 2 requests per calendar year.
- Candidate shall not receive sponsorship for more than one Conference in a 2 year period.
- IEEE Conference must be in US 48 or Canada.
 - Alaska, Hawaii, and Puerto Rico are excluded.
- Candidate shall not receive reimbursement from any other entity (no double dipping).
- IEEE Southern Minnesota Section may withdraw this program at any time.

Hints

- Candidates presenting at the conference are preferred.
- Candidates who have submitted papers for the conference are preferred.
- IEEE Conference should be in the candidate's field of expertise.