



IEEE UTTAR PRADESH SECTION
Department of Electrical Engineering
Indian Institute of Technology Kanpur 208 016

Application¹ for Sponsorship

1. Nature of the event (tick one):

Conference/Symposium/Workshop/Seminar/Course/Student Branch activity

2. Title and url of website for the event:

http://

3. Dates, Duration and venue:

Dates:		Duration:	
Venue:			

4. Name and address of the organizing institute:

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5. Contact details of the Chairperson/Coordinator:

Name:		Designation:	
Address:			
Telephone:		Fax:	
Mobile:		Email:	

1 Last revised on 11 July 2009 1831hrs.

6. Details of Expenditure:

Expenditure Head	Amount

7. Other sources of Income:

Source	Amount

8. Registration fee details

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9. Concession/ any other benefits to IEEE members

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10. Brief description of the activity:

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11. Impact of the activity on IEEE UP Section:

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12. Assistance from IEEE UP Section:

Nature of Assistance (tick one):	Seed Money/ grant/ technical sponsorship/Any other
If Any other please specify:	
Amount (Rs.)	

Name:	
Signature:	
Date:	

Please send the filled in form to the Chairperson, IEEE UP Section (Email: ieeeupsection@gmail.com)

For office use only

- Approved/ Not Approved in executive committee meeting on _____
- MOU signed on _____
- Money sent on vide cheque no. _____ in favour of _____
- Report received on _____
- Refund received on _____ (if applicable)
- Sponsorship/ support request closed.

Instructions:

1. In case you want the event to be jointly organized by IEEE UP Section, the section can provide technical co-sponsorship without any financial liabilities, or co-sponsorship with financial liabilities. In case section shares the financial liabilities, it will have right to share the profits and losses. For all such type of sponsorships, an MOU need to be signed between IEEE UP Section through its Chairperson and organizers of the event.
2. The MOU is a pre-requisite to make any event organized by a non IEEE entity, an IEEE event. This also make them eligible to apply for publishing the proceedings on IEEE xplore. Please note that it does not guarantee the publication. Please visit www.ieee.org for more details.
3. In all the sponsored events, the volunteers of IEEE UP Section have to involved by the conference organizers to ensure the quality of conference.
4. Normally, IEEE UP Section support will only be provided if the reduced registration fee is being provisioned for IEEE members of different categories. IEEE Life membership is an honor given due to member's long commitmant, should be charged lowest possible registration fee or should be given registration fee waiver if possible.
5. The chairperson of the event organizing committee should submit a report on the event, statement of income from all sources, statement of expanses to the IEEE UP Section executive committee within one month of end of the event. All the documents should be duly verified by the chairperson of the organising committee of the event.
6. Any request to support travel (full or partial) to attend any technical conference or event is not provided by IEEE UP Section.