IEEE EDUCON Conference Application Form (v4 2022 12)

Please fill in this form. Add any accompanying material, literally or as links, at the bottom. Open period is 2024 to 2026. And please indicate which year is your preference as well as if all are ok for you. We expect to have a special meeting with bid proposals during the Steering Committee meeting on February 2023. Please send this bid before January 20th, 2023.

Details of Proposed Site

1. Year of Conference:
2. Country:
3. City:
4. Venue(s) (Please give address):
5. Suggested dates of the conference (avoid Easter as well as previous and following week): March/April recommended dates
6. Can all the activities (conference, tutorials, workshops, possible exhibition, etc) be accommodated there? (YES/NO):
7. Where is the venue located in relation to the city centre and the next international airport?
8. Details of the available conference rooms suitable for plenary sessions, parallel sessions, tutorials/workshops (number and capacities):
9. Area available for exhibition (in square feet/metres) and exhibition environment details (air-conditioning, power, internet connection, etc.):
10. What computer and audio-visual aids are available? (all session and tutorial/workshop rooms will require video beamers, sound and Internet connection)
11. What kind of networking infrastructure is available? (free wireless Internet access for participants)
12. One or two meeting rooms are required by the conference either at a hotel or the Conference Centre (EDUCON steering committee meeting, other meetings, SIGs and project meetings, etc.)
13. Include the expected financial manager of the conference.

    - Association: _____
    - University: _____
    - Foundation: _____
    - Travel Agency: _____

- IEEE Section or OU:
- Other: _____

(include legal status and/or financial statement).

14. Date of proposal sending: _____

Minimum services level

Before performing the financial analysis in the next sections, please note that because it is an IEEE conference and with the strong involvement of EdSoc, participants expect a minimum level of services, namely:

- During the conference days lunches should be included, as well as two coffee-breaks (middle of the morning and middle of afternoon);
- Some social activities are expected, linked to local attractions, with cultural value; and
- Depending on the costs and number of attendants, partial support to the banquet should be considered (it is expecting the banquet to be a networking activity involving as much as possible attendants and their families)

Accommodation Costs

Summarize accommodation available (number and categories of hotels, number of rooms and approximate room costs, location relative to the conference venue)

Local Restrictions

1. Are there any travel restrictions or special visa requirements? YES/NO

If YES, please give details:

2. Are there any special restrictions regarding any Europe/Africa/Middle East country citizens movement? YES/NO

If YES, please give details:

3. What currency would be used for the local conference accounting?

4. Are there any import/export restrictions on equipment for the exhibition? YES/NO

If YES, please give details:

Local Organization

1. Name of Local Conference Organization (LCO) and Chair Person of LCO

2. Are the organizers acting on their own behalf? YES/NO

If NO, give details.

4. What support will the organizers receive from their institution

5. What support will the Conference receive from the local country and/or town or city?

6. Possible sponsors?

7. What do you anticipate in terms of delegate numbers?

Financial Arrangements

(in EURO and/or in USD)

Total Expenditure

	Amount	Remarks
Core Conference Expenditure		
Local Staff Expenditure		
Proceedings Expenditure		
Social Events and Catering Expenditure		
… (add rows, if necessary)		
Total Expenditure		

Total Income (expectations are 300 registered people)

	Amount	Remarks
Paying Delegates		
Tutorials and Workshops		
Exhibition		
Total Delegate Income		

Sponsorship Income

	Amount	Remarks
Total Sponsorship Income		

Financial sharing

Financial sharing is a minimum of 70% and a maximum of 80% for the IEEE Education Society. The rest, a maximum of 20% and a minimum of 10%, can be shared by one or two institutions. Include the % and Institutions to share the finance risk. IEEE Region 8 has a fixed 10% of financial sharing.

IEEE Education Society	Minimum 70%	Amount expected:
IEEE Region 8	10%	Amount expected: 10%

Institution1, name:	Maximum 20% Minimum 10%	Amount expected:
Institution2, name:	(Optional)	Amount expected:
Total financial sharing	100%	100%

Summary

Please indicate how the number of delegates affects the surplus of the conference. The break-even point should be clearly indicated. **Have in mind that to have a "safe conference margin", the balance must be a minimum of 20%.**

	Amount	Remarks
Conference Income		
Conference Expenditure		
Balance		

Organization

Please include previous experience in organizing international conferences. What other conferences have been organized in the proposed location.

Any Other Relevant Details

Please include any other details that you feel will support your application.

Please send the completed application form to the Chair of the IEEE EDUCON Steering Committee, Edmundo Tovar, edmundo.tovar@upm.es, as well as to the Past Chair, Manuel Castro: mcastro@ieec.uned.es