**201X IEEE CIS Summer School on**

**ABC**

**DD/MM/201X, City, Country**

1. **Objectives**

Please state aims/objectives of organizing this summer school.

1. **Venue and Dates**

Please give the basic details, including the venue, dates, duration, and a web link to the summer school page.

1. **Lectures, Courses and/or Plenary Talks**

**Speaker 1**

Affiliation:

Topic:

**Speaker 2**

Affiliation:

Topic:

**Speaker 3**

Affiliation:

Topic:

1. **Tentative Program**

The proposed program includes X lecture session(s), Y poster session(s) and Z demo session(s), etc:

* X Plenary Sessions (x hours each)
* Y Poster Sessions (y hours)
* Z Demo Sessions (z hours)

Below is an example of the tentative timetable for your reference only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time / Date | Day 1 | Day 2 | Day 3 | Day 4… |
| 8:30 – 10:30 | Registration |  |  | Any social events  &  Departure |
| 10:30 - 11:00 | Break | | |
| 11:00 – 13:00 | Lecture 1 |  |  |
| 13:00 – 14:00 | Lunch | | |
| 14:00 - 16:00 | Lecture 2 |  |  |
| 16:00 – 16:30 | Break | | |
| 16:30 – 18:30 | Lecture 3 | Poster Session | Closing Ceremony |
| 18:30 – 19:30 | Dinner | | Dinner/Banquet |
| 19:30 - 21:00 |  | |

1. **Organizers**

Please state the organizers and give contact details about the main contact person, e.g., the General Chair.

**General Chair:**

**Name**

Affiliation

Contact and Email

**Organizing Committee Members:**

**Name 1**

Affiliation

**Name 2**

Affiliation

**Name 3**

Affiliation

Contact and Email

1. **Registration and Accommodation**

Registration fee: $ XXX

Please list down the benefits that the registration fee will include, such as:

* Access to all lectures.
* Lunch, coffee breaks, banquet.
* T-shirt, notepad, pen. etc.
* A certificate for participation of the “IEEE CIS” Summer School.

Registration deadline: DD/MM/YYYY

Payment methods: VISA, MasterCard.

Details about recommended accommodation and room price:

Room type Price

XXX xxx

XXX yyy

1. **Transportation Details**

Please describe the transportation details to the venue of the summer school.

Address: XYZ

Transportation:

XX kilometers from **ABC International Airport**

YY kilometers from DEF Railway Station

1. **Budget Estimation and Financial Sponsors**

Please list down the details about the expenditure items and income items. The following table sheet example is for reference only.

**Expenditure Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (US$) | Price | Unit | Pax | Total |
| Conference room |  |  |  |  |
| Lunch |  |  |  |  |
| Coffee break |  |  |  |  |
| Banquet |  |  |  |  |
| International Speakers  (airfare and accommodation) |  |  |  |  |
| Other local cost (logistics, printing, etc) |  |  |  |  |
| Total |  |  |  |  |

**Income Items**

|  |  |  |  |
| --- | --- | --- | --- |
| (US$) | Price | Pax | Total |
| Registration |  |  |  |
| Requested from CIS |  |  |  |
| Sponsorship (Company, University, etc.) |  |  |  |
| Total |  |  |  |

* In total, the expense is $XXX;
* We will request the financial supports from
  + CIS by $YYY;
  + Companies/University by $ZZZ.

1. **Impacts**

Please elaborate the expected impact on CI education and dissemination by having CIS co-funding the summer school.

**Appendix**

Please provide a short CV about the proposer(s) .

(Note: the proposer should be a CIS member).