**20xx IEEE CIS Summer School on**

**ABC**

**DD/MM - DD/MM/20XX, City, Country**

The boxes provide further information on the expected content per section. Please feel free to remove them after you added the respective content to your proposal.

1. **Objectives**

Please state aims/objectives of organizing this summer school. Specifically, address:

* Which topics will be part of the summer school;
* Why this summer school is relevant to IEEE CIS and its students;
* In case of repeating summer schools:

We expect about 1 page of text that clearly describes the target audience and topic of the summer school.

1. **Venue and Dates**

Please give the basic details, including the venue, dates, duration, as well as a web link to the summer school page. This will be important information for our evaluation of your summer school proposal. Keep in mind, that the budget will be evaluated according to the typical regional costs as well as the length of the proposal.

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

The plenary talks are often the backbone of a summer school. They add additional value to the many classes by allowing highly regarded speakers to join the event and give a talk. This may further attract participants.  
  
We recommend adding one plenary talk per day. At the time of submission, the plenary speaker should have been invited and a tentative acceptance should have been received. Therefore, we expect the tentative program to reflect such lectures, courses and talks.

IEEE highly values diversity. This should reflect in the choice of plenary speakers. Taking care of gender, regional, and (if applicable) topic diversity is recommended.

**Plenary Speaker 1: Name of the Speaker**

Affiliation:

Topic:

Short Bio:

**Plenary Speaker 2: Name of the Speaker**

Affiliation:

Topic:

Short Bio:

**Plenary Speaker 3: Name of the Speaker**

Affiliation:

Topic:

Short Bio:

**(add more speakers if required)**

Please also list the lecturers of planned lectures and courses. Those should later reflect in the summer school program. Include a short bio for each speaker if they are not later listed. in the list of organizers.

**Lecturer 1: Name of the Lecturer**

Affiliation:

Topic:

Short Bio:

**Lecturer 2: Name of the Lecturer**

Affiliation:

Topic:

Short Bio:

**(add more lecturers if required)**

1. **Tentative Program**

The tentative program should be carefully structured to ensure the smooth flow of activities and maximize the learning and engagement of participants. The following list presents some key aspects that a tentative program should take care of, however, we are open to any other types innovative concepts you would like to include with the target to improve the students’ learning experience:

1. **Session Structure:**
   * Define the structure of sessions, such as lectures, workshops, poster sessions, demos, panel discussions. Specify the duration of each session, including start and end times. Invited plenary talks and lectures should be clearly mentioned in the program.
2. **Content Variety:**
   * Ensure a mix of contents, including lectures, hands-on workshops, interactive discussions, and practical exercises.
3. **Breaks:**
   * Incorporate breaks at appropriate intervals to allow participants to rest, network, and refresh.
4. **Meals:**
   * Include meal times and specify whether meals will be provided or if participants need to make their own arrangements.
5. **Special Events:**
   * Include any special events like welcome receptions, social gatherings, or banquets, and indicate their dates and times.
6. **Poster and Demo Sessions:**
   * Allocate specific time slots for poster presentations and demo sessions, if applicable.
7. **Networking Opportunities:**
   * Schedule activities that encourage networking, such as icebreaker sessions, group discussions, or collaboration workshops.
8. **Q&A and Interaction:**
   * Reserve time for questions and answers after lectures or presentations to facilitate participant interaction.
9. **Participant Engagement:**
   * Plan interactive activities that engage participants actively, such as group projects, case studies, or problem-solving exercises.
   * Be prepared to adapt the program in response to unforeseen circumstances or participant feedback.

The table below can be used for your reference. Please also have a look at the exemplary proposals of previous years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time / Date | Day 1 | Day 2 | Day 3 | | Day 4… |
| 8:30 – 10:30 | Registration | Topic and Speaker of Plenary Talk | Topic and Speaker of Plenary Talk | | Any social events  &  Departure |
| 10:30 – 11:00 | Break | | | |  | |
| 11:00 – 13:00 | Introductory Lecture | Topic of Lecture 3 | Hands on Workshop on Topics Covered during the Summer School | |  |
| 13:00 – 14:00 | Lunch | | | |  | |
| 14:00 – 16:00 | Plenary Talk | Topic of Lecture 4 | Demo Session | |  |
| 16:00 – 16:30 | Break | | | |  | |
| 16:30 – 18:30 | Topic of Lecture 2 | 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 and Co-organizers. Please provide a short CV of the involved organizers in the appendix.

**General Chair:**

**Name**

Affiliation

Contact and Email

**Organizing Committee Members:**

**Name 1**

Affiliation

Contact and Email

**Name 2**

Affiliation

Contact and Email

**(add names if required)**

1. **Registration Details**

Please list down the registration fees and details as well as 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.

If registration fees and details differ per status group (e.g., student/full registration or IEEE CIS member/non-member registration) please describe the differences below.

Registration fee: $ XXX

Registration deadline: DD/MM/YYYY

Payment methods: VISA, MasterCard.

1. **Transportation and Accommodation Details**

Please provide essential information to help participants plan their travel and lodging.

**Transportation Details:**

1. **Event Venue Address:** Provide the complete address of the event venue, including street address, city, state or province (if applicable), and postal or ZIP code.
2. **Access from Major Transportation Hubs:** Mention the distance from significant transportation hubs, such as international airports, railway stations, or bus terminals. Include the names of these hubs and the estimated travel time to the event venue. For example:
   * The event venue is located XX kilometers from [Name of International Airport].
   * It is YY kilometers from [Name of Railway Station].
3. **Local Transportation Options:** If there are multiple transportation options available (e.g., taxis, public transit, shuttles), briefly describe them and provide contact information or links for further details.
4. **Accommodation Details**

Please provide essential information to help participants plan their lodging. If the accommodation is included in the registration, please specifically say so below.

**Accommodation Details:**

1. **Recommended Accommodations:** Provide a list of recommended hotels, motels, or other lodging options near the event venue. Include the following details for each recommendation:
   * **Hotel Name:** Provide the name of the accommodation.
   * **Location:** Specify the address and proximity to the event venue.
   * **Room Types:** Describe the types of rooms available (single, double, suite, etc.).
   * **Price Range:** Offer an estimate of the price range for different room types, if possible.
   * **Contact Information:** Provide contact details such as phone number and website for reservations.
2. **Room Rates:** If available, list the approximate room rates or provide a link to the hotel's website where participants can find up-to-date pricing information.
3. **Booking Information:** Explain how participants can make reservations at these recommended accommodations. If there are any special booking codes or discounts available, include them.
4. **Budget Estimation and Financial Sponsors**

Please list down the details about the expenditure items and income items. IEEE CIS summer school funding awards will be typically $1,000 to $8,000. On average we fund about 50% of the total expenses. To evaluate the reasonableness of the budget we take the length of the summer school, the geographical context as well as the overall quality of the proposal into account. Please note that the actual fund may be less than the amount that has been applied for.

Please also note that the use of money is clearly restricted, in particular funds should NOT be used to pay honorarium to anyone (e.g., speakers) NOR IEEE membership dues.

Finally, please consider other external sponsors such as companies or other institutions and clearly state how much funding is to be expected from each source.

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 IEEE CIS co-funding the summer school. Furthermore, describe your target audience and how they could benefit from the involvement of IEEE CIS.

**Appendix**

Please provide a short CV about the proposer(s). (Note: To be eligible for funding the proposer should be a CIS member).