

Request for support from Region 8 IEEE

Voluntary Contribution Fund⁰ ver9

The applicant:

Name:

Surname:

IEEE membership number:

IEEE Societies membership:

IEEE membership grade (choose one only): Student - Member - Senior member - Fellow

Address:

e-mail:

fax:

Volunteer activities within IEEE¹:

Gross income per year²: \$

Endorsement from an IEEE entity (Section or Chapter – not required for student members and committee members listed in Region 8 IEEE organizational roster):

Date and signature:

Office held:

The event: Please, describe the event

Conference name, place and date:

Sponsored by IEEE Society – Section - Chapter³:

Paper accepted for presentation (author(s) and title):

Conference web page:

Contact to conference organizers:

Did the conference exempt you from conference fees?

Request for support from Region 8 IEEE Voluntary Contribution Fund – page 2.

Name of applicant:

Budget and bank information⁴:

Total cost of travel tickets and subsistence⁵ (US\$):
(please, add a detailed description overleaf or on a separate sheet of paper.)

Amount requested from R8 VCF:

Bank, bank address⁶:

Account number:

Owner of the account:

Have you received support from R8 VCF in the past? If yes, state the amount, year and purpose:

Do you require the money in advance⁷?

If the answer is yes, when do you need the money?

Signature

I understand that I have to report on the use of money to Region 8 IEEE VCF Coordinator, not later than one month after the event. This report must contain original receipts for all disbursements that have been covered from VCF money. All money from advance payments, that have not been used in accordance with VCF rules, are due back to Region 8 within two months after the date of the activity.

I agree that my name, conference name and amount of support provided may be published.

Applicant signature and date:

Applicant checklist

I am a member of IEEE, I have paid my membership for this year.

The conference is sponsored by an IEEE entity (section, chapter, region or society).

I am the author of the paper to be presented.

I have filled all information to the form.

I have obtained a signature from the Section (Chapter) Excom (not applicable to students and section officers).

I have sent the form to r8vcf@mide.cz in electronic format (preferably .doc, .rtf, .pdf) (necessary condition for all applicant with internet access)

I have sent the hardcopy bearing original signatures to

Prof. Zbynek Skvor, K317 FEL CVUT, Technicka 2, 166 27 Praha 6, Czech Republic.

I have read remarks attached at the end of this form

Remarks⁸ - applicant guide

⁰ This request should be sent to R8 VCF Coordinator at the address: Zbynek Skvor, dpt. of Electromagnetic Field, Technicka 2, 166 27 Praha 6, Czech Republic, e-mail: r8vcf@mide.cz, fax: +420-2-24311081. Please, fax forms messages only if you have no access to e-mail.

The request could be sent electronically in order to speed up the process, however the original bearing signatures should be sent as well by mail.

Applicants are kindly requested to check <http://www.mide.cz/vcf/> for an updated version of this form.

¹ List all your volunteer activities in IEEE, and all volunteer positions (section, chapter officer, organizer of IEEE events etc).

² Gross income from all sources, including scholarships, social security etc.. The amount should be given in US dollars, use the conversion rate as of the first day of current year. State the amount for last calendar or fiscal year.

³ Please list all sponsoring entities as this might be important for the decision.

⁴ Please, describe the cost of your participation, as well as the sources of money to meet it. Provide a complete information that could be used to send money to you

⁵ Description of costs should contain all anticipated disbursements, (conference fee, travel, hotel and meals cost). No conference fees can be met from VCF. Applicants are expected to keep all costs at an economy level. No business class flight tickets will be covered.

⁶ Money will be wire-transferred to the account you indicate. Please, double check this information to prevent loss of money.

⁷ The standard mode of operation is this: After application is received, the applicant is informed on the decision. In the case he or she gets support, the information contains a limit for funding from VCF. After the applicant completes the activity (eg. presents the paper and returns home), he submits a report and original bills/invoices. Based on the amount of money actually spent, Region 8 treasurer reimburses the cost up to the limit.

In some cases, the applicant would be able to take part in the event only if he/she receives the money before departure. In such cases, applications must be made **at latest** two months before the money is needed, and the reason for this need should be clearly described. In this case, the money is sent as a loan, and the traveller is required to send his report within one month after the activity (conference) together with bills/invoices for a sum equal or exceeding the amount sent, **or return the money** back to Region 8.

⁸ There is no need to send this page containing only remarks to the coordinator.