*Title: 2019 IEEE-HKN Student Leadership Conference*

*University Name*

*IEEE-HKN Chapter Name*

*IEEE Section*

*IEEE Region*

**Chapter Contact Information:** *(email, phone number)*

**Student Officers:** *list officers associated with conference proposal/planning (names and emails)*

**Chapter Faculty Advisor:** *(name and email)*

**Department Head:** *(name, title, and email)*

**Introduction**

*Please provide an overview of your chapter (membership, location, participation in past conferences, experience, etc.), a summary of your vision for the 2019 IEEE-HKN Student Leadership Conference (SLC), and why your chapter should be selected to host.*

**Location Suitability**

*Please provide information as to where you would host the 2019 SLC. Discuss the facilities of this location, lodging near this location with its price, transportation (nearest airport, ability to get from airport to hotel, ability to get from hotel to conference location [if applicable], prices of trains, cabs, etc.). Your local Conference and Visitors Bureau can help you with some on this information.*

*Also answer the following questions:*

* *Why is this a desirable location to hold the 2019 SLC?*
* *What tourist or social activities are available near this location?*
* *How many conference meeting rooms would be available at this location and how many can they seat? [include link to floor plans if available]*
* *What is the cost of reserving these conference meeting rooms?*
* *Does this facility provide food services or allow for outside catering? If so, what is the average cost for these services?*

**Activity Ideas**

*Please provide us with a list of activities with descriptions you would like to host at this SLC. Describe the usefulness to students, the resources needed (room requirements, personnel, equipment, etc.), and how you plan to acquire these resources of these activities. Include a mock schedule of these activities to illustrate their approximate length and the facility needs. This mock schedule should cover Friday, Saturday, and Sunday. If selected to host this conference, the conference committee will work with you to adapt your mock schedule to fit the needs of the conference.*

**Qualifications and Conference Leadership**

*Please describe why your chapter is qualified to host the 2019 SLC. What resources, connections, and experience do you have that will aid you in this process? As this planning will span multiple semesters, what leadership changes will your chapter experience during this period and how will that affect your ability to fulfill conference hosting responsibilities?*

*The IEEE-HKN conference committee requires that there be an experienced conference chair or co-chair for this event; would your chapter advisor be willing to serve in this capacity? Are there chapter alumni, local members of industry, or other faculty members who would serve in this capacity if your chapter advisor cannot? Establish a commitment from a possible chair or co-chair. You may also establish backup options for this role. Report these people and their qualifications in this section. If selected to host the 2019 SLC, we will expect that one of your reported chair or co-chair options is ready to assume this role.*

**Conference Committee**

*In addition to a conference chair or co-chair, your chapter will need to form a conference committee. This committee will work with the HKN conference committee for planning the conference. List names, e-mail, phone numbers, and affiliations of people in your network who would be willing to serve in this capacity. As examples, these people could be from your local IEEE section or region, an HKN alumni chapter, faculty in your department, members of the student life/activities department at your university, or industry connections. You may use a table to list your conference chair and committee members with their affiliations.*

**Support Network**

*What industry, faculty, and alumni connections do you have for this event? How do you expect them to help make this event a success? Provide examples of how these people have helped your chapter in the past. Do you have any additional university support that you can rely on (e.g. a university, department, or chapter industry advisory board)? If so, please describe.*

**Budget and Income Plan**

*Please list and tally all previously reported costs in a mock budget. If there are any other costs you anticipate, such as t-shirts for registered participants, please add them to your list. Discuss any sponsorship plans you may have for covering the costs of this event then include a preliminary income plan. In doing so, describe your relationship with potential sponsors (i.e., discuss whether they have donated in the past or how they have helped your chapter).*

*A mock budget and income plan are shown below for your benefit. Replace these with your own. Note that yours does not have to be formatted in the same way as the examples provided.*

*Table 1: Mock Budget*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Food** | **Amount:** | **50 People** | **100 People** | **200 People** |
| Breakfast (2 days) |  | $1,000.00 | $1,400.00 | $2,400.00 |
| Lunch (2 days) |  | $1,200.00 | $2,000.00 | $3,600.00 |
| Dinner (1 day) |  | $2,200.00 | $4,000.00 | $7600.00 |
| **Facilities** |  |  |  |  |
| Student Union Rooms | $600.00 |  |  |  |
| **Fees** |  |  |  |  |
| IEEE TV | $2,000.00 |  |  |  |
| **Supplies** |  |  |  |  |
| T-shirts |  | $400.00 | $600.00 | $900.00 |
| Bags |  | $131.00 | $252.00 | $504.00 |
| Speaker Gifts | $870.00 |  |  |  |
| Other | $500.00 |  |  |  |
| **Social Activity** | $1,100.00 |  |  |  |
| Total | $5,070.00 | $10,001.00 | $13,322.00 | $20,074.00 |

*Table 2: Mock Income Plan*

|  |  |  |
| --- | --- | --- |
| **Potential Income Source** | **Confidence Level** | **Amount** |
| Registration (200 people) | High | $10,000.00 |
| University Office of Research | Medium | $1,000.00 |
| Company A | High | $500.00 |
| Company B | Low | $200.00 |
| Local T-shirt Company Discount | High | $200.00 |
| Company C | High | $5,000.00 |
| Alumni A | Medium | $4,200.00 |
| Alumni B | Low | $300.00 |
| University Alumni Board | High | $2,000.00 |
| University ECE Department | High | $300.00 |
|  |  |  |
|  | Total | $23,700.00 |
|  | Net Projected Income | $3,626.00 |

**Additional Instructions:**

* *When completed, remove all italicized text and this section of the proposal.*
* *Graphics may be included throughout your proposal. Please caption graphics appropriately.*
* *This proposal will be due on October 15th and proposals should be submitted as word documents or PDFs.*
* *Please direct questions concerning this proposal to jmconrad@uncc.edu*