

# IEEE Industry Engagement Committee

## Region 9



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## **TERMS & CONDITIONS - IEEE Region 9 Industry Ambassadors Program**

### **1. PROGRAM DESCRIPTION**

The Program entitled IEEE Region 9 Industry Ambassadors (hereinafter referred as the “Program”) is organized by the IEEE Industry Engagement Committee Region 9 (hereinafter referred as the “Organization”). The Program will follow these terms and conditions for participation (hereinafter referred as the “Terms”). This program will apply in the countries making part of IEEE Region 9 (Latin America and the Caribbean) (hereinafter referred as the “Region”) from September 15, 2022 [ET] to December 15, 2022, at 12 pm [ET] (hereinafter referred as the “Period”).

### **2. PARTICIPANTS.**

Only legally human persons older than 18, legally residing in the Region, IEEE members (with grade higher than Student Member), who are currently enrolled in an enterprise in which the activities proposed in this Program can be performed, and that comply with the participation guidelines established in the point 3 described below, are allowed to participate in this Program.

### **3. PARTICIPATION MECHANISM.**

To participate in this Program, Participants must apply through a Form, filling their application data and accepting these Terms and IEEE Ethics Code, as well as the Organization and the host enterprise local privacy policies.

The Organization, through its selection committee, will decide to accept or reject the applications.

- i) Participants must fill the application form (hereinafter referred as the “Form”) to be considered an “Industry Ambassador”. In the Form, the applicant must fill the following data: Name and Surname, Gender, Age, City of Residence, Profession, Occupation, Industry and Enterprise in which he/she performs his/her profession, Role/Position, years in position, short bio, photo, Instagram User, Facebook user, LinkedIn user, registered email address, and other relevant information for the Program (hereinafter referred as the “Personal Data”), as well as accept these Terms.

Participants exempt and compromise to hold the Organization harmless from any responsibility derived from any of the points previously mentioned and from commercial exploitation of his/her projects, services or products or commercial results.

The Organization will choose the Participants that follow the mentioned requirements and that fall within the criteria that Organization defines in accordance with the quantity and diversity of postulations, always below 50 participants per program. All selected participants will receive a formal email certifying their role as Ambassadors.

The Organization reserves the right to exclude from the Program any participant if it considers that he/she anyhow violates the IEEE Ethics Code or any other providence present in these Terms.

Every participant who does not fill all required data or that does it incompletely will automatically be disqualified to participate in the Program.

## **5. ACCEPTANCE OF TERMS**

Participation in this Program constitutes total and unconditional acceptance of these Terms and of the decisions of the Organization, which result definitive, binding and on its exclusive criteria, about all topics related to this Program.

## **6. MODIFICATION OF TERMS**

In case of force majeure that generates any impossibility to carry out the Program or to continue with it, the Organization may temporarily or permanently suspend the Program or even modify the Terms. In such a case, the Organization shall inform the Participants, with enough notice, by the same means used for the Program launching, with no generation of any rights or calls from any Participants. The Organization may introduce modifications as long as the essence of the Program is not altered, and those modifications do not imply any reduction of the program awards.

## **7. RECOGNITION.**

For his/her participation in the program, the Participant performing and registering at least one coffee talk on vTools<sup>1</sup> will receive a Certificate of Recognition as IEEE Region 9 Industry Ambassador (hereinafter referred as “Certified Ambassador”).

Certified Ambassadors who comply with the expectations at the end of the Program will also receive a US\$20 coupon in ILN courses.

Certified Ambassadors cannot ask for substitution or change of any award or recognition for any other from the ones they obtained nor ask for any non-described service nor cash.

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<sup>1</sup> See Annex 1 for further information

Recognitions do not include any expense reimbursement in which the awardee has to incur to access an award.

## **8. WINNER ELECTION.**

After the ending of the Period, the Evaluation Subcommittee chosen by the Organization (hereinafter referred as “Jury”) will select among all ambassadors who participated according to the Section 3 of these Terms, those participants considered as having the characteristics of the best Industry Ambassador.

For this selection, the Jury will consider:

- a) Number of new effective IEEE members/vinculations,
- b) Level of activity of each participant,
- c) Number of people achieved on participant's activities, and
- d) Number of diffusion events made at his/her enterprise.

Each participant the jury considers as a potential winner for this Program (hereinafter referred to as “Potential Winner”). In case any Potential Winner would not wish or would not accept an award or his/her appointment as Potential Winner, the jury may choose a new Potential Winner in his/her substitution, using the same criteria.

The ambassadors with the greatest impact will be awarded thought the evaluation subcommittee<sup>2</sup>. The award will be as follows:

- First place: Registration, hotel, and air tickets costs for an IEEE conference in the region (up to 1,000 USD).
- Second place: Registration, hotel, and air ticket costs for an IEEE conference in the region (up to 750 USD each). This price will depend on the number of ambassadors in the program.
- Second place: Registration, hotel, and air ticket costs for an IEEE conference in the region (up to 500 USD each). This price will depend on the number of ambassadors in the program.
- For the other participants with at least two sessions registered: a bonus of 50 USD for a course in ILN.

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<sup>2</sup> See Annex 1 for further information.

- For all participants who have registered at least one session in vTools: a Certified Ambassador accreditation. This certification will have a digital format. They will also be recognized in the newsletter of Industry Engagement Committee R9.

The Organizing Committee and Evaluation Subcommittees will conduct a feedback survey of the program, aimed at the participating ambassadors. This will allow us to consider the points to improve for a next edition of it. The organizing committee will present a report of results to the sponsors of the program.

The awarding criteria are summarized in the following table.

Recruited members	Total meetings (reported in vTools)	Session participants	Event promotion
1 member: 10 points	1 meeting: 3 points	1 point per participant	1 point per event promotion
2 members: 25 points			
3 or more members: 40 points			

Confirmation of new members will be done by comparing the names of the new members with the names of the coffee talks assistance. We also encourage participants to use the Memb-Get-A-Member <sup>3</sup> program. For the number of participants, we will sum the number of participants at each Coffee Talk.

## 9. POTENTIAL WINNER NOTIFICATION

All Winners will be notified through social media postings at the end of 2022. Additionally, each Potential Winner will be notified through a private message sent by email. Then, prizes dispatch or submission will be coordinated with each Potential Winner. Answering and use of prizes, as well as becoming a Winner will depend on the answer from the Potential Winner of the message sent by the Organization, the acceptance of the prize, and the submission of all requested information and documentation.

In the event of impossibility of contacting the Potential Winner, or in case he/she does not answer the private message within 72 hours after private message sending/receiving, or in case or in case he/she does not contact the Organization at the email address or phone number provided by the Organization within 72 hours after private message

<sup>3</sup> [IEEE - IEEE Member-Get-a-Member \(MGM\) Program](#)

sending/receiving, he/she will lose his/her condition as Potential Winner (with no possibility of claiming) and the first substitute Potential Winner will be contacted, according to what is described in the Section 8 of these Terms.

Each award attributed to a Winner that, through no fault of the Organization, were not received, or were rejected by the Winner, or were not required by the Winner within 10 (ten) days after the proclamation of the Winner, the award will be considered “awarded not delivered” and will remain in the hands of the Organization. Undelivered awards will remain in the hands of the Organization.

## **10. COMPROMISE AS IEEE INDUSTRY AMBASSADOR**

Participants acknowledge and agree to comply with the conditions proper from their condition as IEEE Industry Ambassadors. In that sense, each participant must assist to a virtual training focused on the central linings of IEEE and its services for Industry that will give the participants the guidance to participate in the Program (hereinafter referred as “Training”) in which a great level of activity is expected. Training will take place the day informed by email or in a day, time and platform agreed later.

Each participant will be assigned to a Champion by the Organization. That Champion will support the participant in his/her activities. Each participant must answer the communications from the Champion and be aware of the Champion requirements.

Each participant must perform at least one activity per program to keep his/her appointment. If that requirement is not fulfilled, the participant will be removed from all communications and no history of his/her participation will be stored.

Similarly, each Ambassador is committed to accomplish the conditions of these Terms, including the prohibitions detailed in Section 3.i related to posts, communications, interactions, or statements inside or outside IEEE as Ambassador. Furthermore, the Ambassador must abstain himself/herself at every moment, from making statements that might affect or denigrate the reputation, brand, or any intellectual property of IEEE in general and of the IEEE Industry Engagement Committee Region 9 in particular. The Organization reserves the right to act in the cases in which those terms and conditions are infringed, including but not limited to the ones described in this paragraph. The activities performed by each Ambassador will not be remunerated by any means, and cannot be understood as a contract, service location, dependency or any other kind of relationship with the Organization or with IEEE.

## **11. AWARD RESIGNATION**

The Organization will not be responsible if the Winner cannot receive his/her award for any force majeure causes or situations or if he/she resigns to his/her right of accepting the award, losing in both cases all the rights the Winner may have related to his/her award.

## **12. PERSONAL DATA ACCEPTANCE**

When participating in this Program, the Participant grants the Organization his/her previous, express, and informed acceptance of collection and storage of his/her personal data, including, but not limited to, name, surname, email address, home address, ID, among others, to process and use them for the effects of including them as Participants, give the Participant information and useful communications, news, and product updates, inform the Participant about new products and services; and for divulgation of his/her affiliation as IEEE Region 9 Industry Ambassador. The Organization is committed to not sell or cease the database generated for the purpose of this Program without the authorization of the Participants. The Organization will only use the obtained data for the purposes they were collected and will adopt all necessary measures to avoid their adulteration, loss, or unauthorized treatment or access. Similarly, the Organization commits to not disclose personal data to third parties, except for the purposes stipulated in these Terms. The Organization will only collect the information provided by the Participants.

The Participant understands that, even though it is not mandatory to give his/her personal data, in case they are not provided, or they are inaccurately provided, it is possible that the organization cannot include them as a participant in the Program. The Participants also understand that - as owners of their personal data - they have the right to ask for access, correction, update, and in their case, suppression of their personal data.

## **13. MEANS OF COMMUNICATION.**

The means of communication through which the Program can be disseminated are:

- eNotice
- Collabratec
- NoticIEEEro
- IEEE YP communication means
- IEEE Industry Engagement communication means.