RULES

IEEE Section Exemplary Student Activities

IEEE Section Exemplary Student Activities Committee Award 2024

IEEE Region 9 Student Activities Committee

Last modified: June 24, 2024

Contents

1 OBJECTIVES

This award aims to recognize the Section Student Activities Committee (SSAC) within IEEE Region 9 by their outstanding contributions and accomplishments to support the students. The objective of this contest are:

- Strengthen the joint commitment between Region 9 Student Activities Committee and local SSACs, consolidating support for student members in each student unit.

- Encourage active participation of SSACs in Regional Student Branch Meetings, fostering collaboration and the exchange of experiences among committees.

- Provide a platform to recognize and celebrate the exceptional efforts of Section Student Activities Committees (SSAC) in IEEE Region 9.

- Use the acknowledgment of outstanding contributions as a powerful motivator for SSAC teams, inspiring them to sustain their dedicated work for the benefit of students and creating a positive impact within the IEEE community.

- Offer the award winners increased visibility in the IEEE community, facilitating expanded networking opportunities and collaboration with other professionals and organizations in the field.

2 ELIGIBILITY

To be eligible to participate, Section Student Activities Committee (SSAC) must fulfill the following criteria:

- Have a designated SAC Chair as reported in **IEEE vTools Officer Reporting**. This ensures that there is a responsible and recognized leader overseeing the committee's activities.

- The SSAC should maintain an active status, indicating ongoing engagement and commitment to IEEE activities and initiatives.

- The SSAC must have submitted a minimum of five events through **IEEE vTools Event**.

In addition, only activities carried out during the period of **August 2023 until July 2024** will be considered.

3

3   DOCUMENTS

3.1   Mandatory

3.1.1   Article Format

- The article must adhere to format according to the **template**

- Only files in English will be accepted.

- The article must have a maximum length of 12 (twelve) pages.

- The body of the text should use Times New Roman font, size 12 (twelve), justified, with a line spacing of 1 (one). There should be no additional spacing between paragraphs.

- Citations must follow the IEEE standard. References should be listed at the end of the text in numerical order, corresponding to the order of citations within the document.

- All figures and tables must have captions and conform to IEEE format.

- For the sections within the article, participants should complete only those that are applicable.

- The article must be submitted in PDF format attached to the form.

3.1.2   Recommendation Letters from

- Section Chair

- Senior IEEE Volunteer

3.1.3   Photography

Photography that represents the Section Student Activities Committee (it will be used to publish the result, if the group wins).

3.2   ADDITIONAL DOCUMENTS

Additional documents requested comply with the objectives of the contest and can be found in Table 1.

Topic	Document(s)
Institutional organization	Statute or internal regulation or work plan.
Activities documentation	Activities reports and meeting minutes from August last year until July current year.
External communication	Website/blog link or social media
Attendance	Student Branches Regional Meeting Registration.

Table 1: Additional Documents Request

- Files will be sent through a link and should be compressed in .zip format.

- All uploaded documents should have appropriate names.

- Judges will decide which minutes will be analyzed.

- Websites, blogs, or social media links will also be provided through a link in the form.

- Participants should include at least three additional documents.

4   EVALUATION OF THE AWARD

The competition will take place in a single stage. To participate, nominees are required to submit the following documents:

- An article outlining the goals, activities, development, partnerships, applicability to other organizational units, compliance of the activity with the mission of the organization, and the impact it has on students in their section; prepared by the SAC Committee.

- An endorsement letter from the Section Chair.

- An endorsement letter from a senior IEEE volunteer.

- Additional documentation that shows the project/activities records.

5   EVALUATION COMMISSION

The evaluation commission will be formed by, but not limited to:

- Student Activities Committee Chair of Region 9.

- Student Representative of Region 9.

- Representatives of the Affinity Groups of Region 9.

6   DISCLOSURE OF RESULTS

The results will be revealed at the IEEE Student Branches Regional Meeting of Region 9 (SBRM). They will also be sent via email to the winners and published in social media.

The winners will be awarded the prize of:

- **First Place**: Section SAC Committee: A plaque and certificate of appreciation;

- **Second Place and Third Place**: Section SAC Committee: Certificate of appreciation;

All winners will receive a digital certificate by email. Physical certificates will be delivered during the Award Ceremony at the Regional Meeting of Student Branches R9, if possible.

Events	Dates
Publication of the bases	June 25th, 2024
Submissions Deadline	August 1st, 2024 (GMT -5)
Evaluation Period	From August to October 2024
Results Announcement	During SBRM
Awards	During SBRM
Virtual Certificates	Until March 31th 2025

Table 2: Contest Schedule

7 CONTEST SCHEDULE

Contest events and dates are in the following Table 2.

- When submitting an article, the applicant is responsible for the veracity and originality of the information contained in the document.

- The applicant must agree with all the criteria of the base.

- Points that are not in this base should be dealt with the organizing commission by email.

- If there are no cases that meet the objectives of the contest, the evaluating commission will not be obliged to appoint winners.

- Documentation submitted for this award might be shared by the organizing committee for other participant's reference.

- If necessary, the organizing committee reserves the right to make changes at some point (s) of this base by notifying applicants.

8 CONTACTS

The R9 SAC, informs the participants that they will be available to answer questions related to the contest through the **email address** r9studentawards@gmail.com with **copy to**:

- **Fiorella J. Montalvo Casma** - Coordinator of R9 SAC Awards and Recognition Committee (fiorella_montalvo@ieee.org);

- **Victor R. Marques de Souza** - Co-Coordinator of R9 SAC Awards and Recognition Committee (victormarques@ieee.org).

- **Vicente A. Navarro Valencia** - Member of R9 SAC Awards and Recognition SubCommittee (vicente.navarro@ieee.org).

- **Henry M. Suarez-Aviles** Member of R9 SAC Awards and Recognition SubCommittee (henry.suarez.ec@ieee.org).

- **Tâmara R. Dantas dos Santos** Member of R9 SAC Awards and Recognition SubCommittee (tamararuth@ieee.org).