



# Evaluation Rubric Call for Host SBRM 2025

**DATE:** JULY 15, 2024

## Important Dates:

1. **Call for host opening:** March 9 - Regional Meeting, Paipa, Colombia.
2. **Webinar for rubric explanation, reception of proposals from SAC R9:** July 30, 2024
3. **Deadline for initial proposal submission:** August 31.
4. **Deadline for budget submission:** September 20.
  - a. *Tentative event dates:* Mid-October to early November (preferably on a weekend)
  - b. Estimate hotel costs (accommodation, meals, meeting rooms) according to the criteria defined in [SBRM - Call for host 2025 - SAC Team R9 \(ieee.org\)](#).
  - c. Estimate transportation costs if required, banners, attendee kits, and everything necessary for the event.
5. **Proposal presentation:** September 20 to October 1 (to SAC R9)
6. **Announcement of results to candidates:** October 15
7. **Official announcement to IEEE Region 9 volunteers:** October 30, at the gala dinner of SBRM 2024.

## EVALUATION RUBRICS:

### First Submission:

- **Section and SAC Letters\***
- Host Hotel
- **Proposal Video\***
- Tourist Attractions
- **Student Branch and University\***

### Second Submission:

- **Budget\***
- Budget and Proposal Presentation via webex
- **Section and/or SAC Support (Section and/or SAC participation in the presentation)\***

**Observation:** If there is any change in the support for the event from the Section or the Student Branch, it could affect the evaluation and selection of the host.





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**FIRST SUBMISSION: AUGUST 31, 2024**

**Criteria for First Deadline Evaluation: August 31 (Video, letters, and chosen hotel)**

**1. Support from the Section**

- Letter of support from the local IEEE section and the Student Activities Committee (SAC) of the local section.
- Score: \_\_\_ / 20 points

**2. Host Hotel**

- The host hotel must be part of a recognized hotel chain.
- Minimum capacity of 200 people.
- Meeting rooms with capacity for more than 200 people.
- If the logistics of holding the event at a university are considered, estimate travel times.
- Score: \_\_\_ / 15 points

**3. Proposal Video**

- Creation of a video of at least 3 minutes describing the host hotel, the country, and local attractions.
- The video will be presented at the gala dinner of SBRM 2024.
- Score: \_\_\_ / 20 points

**4. Tourist Attractions**

- Availability and proximity of tourist attractions that enhance the participants' experience.
- Score: \_\_\_ / 10 points

**5. Active Student Branch**

- Evidence of an active student branch committed to organizing and executing the event.
- This branch must have support from the section in terms of budget management.
- Score: \_\_\_ / 10 points

**6. University Support**

- Letter of support from the host university.
- Score: \_\_\_ / 10 points

**7. Overall Proposal Quality**

- Clarity, organization, evidence of previous event execution by either the student branch or the section supporting the request, in the presentation of the complete proposal.
- Score: \_\_\_ / 15 points

**8. Total Score**

- **Maximum score: 100 points**





# Evaluation Rubric Call for Host SBRM 2025

**SECOND SUBMISSION: SEPTEMBER 20, 2024**

## **Criteria de Evaluación - Segunda Entrega**

### **1. Detailed Budget**

- Evaluation of the budget presented, including all projected costs and sources of financing.
- Score: \_\_\_ / 30 points

### **2. Section and SAC Support**

- Confirmation of support from the local IEEE section in presenting the budget and proposal to the SAC Team of IEEE Region 9 and RSR.
- Score: \_\_\_ / 20 points

### **3. Active Host Student Branch**

- Assessment of the activity and ongoing commitment of the host student branch in organizing the event.
- Presentation of the budget and proposal to the SAC Team of IEEE Region 9 and RSR.
- Score: \_\_\_ / 20 points

### **4. General Event Viability**

- Evaluation of the project's viability based on the proposal, the budget presented, and its presentation.
- Score: \_\_\_ / 30 points

## **Total Score for Second Submission**

- Maximum score: 100 points



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**FIRST SUBMISSION: AUGUST 31, 2024**

<b>Criteria</b>	<b>Description</b>	<b>Maximum Score</b>
Support from Section and SAC	Letter of support from the local IEEE section and SAC of the local section	25
Proposal Video	Video of at least 3 minutes describing the hotel, the country, and local attractions	20
Hotel Sede	Hotel part of a recognized chain, minimum capacity of 200 people, meeting rooms	15
Active Student Branch	Evidence of an active and committed student branch	15
University Support	Letter of support from the host university	10
Overall Proposal Quality	Clarity, organization, and professionalism in the presentation of the complete proposal	10
Tourist Attractions	Availability and proximity of tourist attractions	10
<b>Total Score</b>		<b>100</b>





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**SECOND SUBMISSION: SEPTEMBER 20, 2024**

<b>Criteria</b>	<b>Description</b>	<b>Maximum Score</b>
Detailed Budget	Evaluation of the budget presented, including projected costs and sources of financing	30
Section Support	Confirmation of support from the local IEEE section	20
Active Host Student Branch	Evaluation of the activity and ongoing commitment of the host student branch	20
Overall Project Viability	Evaluation of the project's viability based on the proposal and budget presented	30
<b>Total Score</b>		<b>100</b>

