



IEEE Gujarat Section - Section Technical EXPERT Program (STEP)

IEEE Gujarat section's Section Technical Expert Program (STEP) program promotes the field of the engineering and scientific community and to the public at large in the Gujarat region, by providing speakers who are accomplished and eminent scholars in the area of science and engineering.

Its parallel goals are: (a) to encourage young engineers and researchers to work for the societal benefits at large in the field of engineering and technology (b) to accelerate the technical activities at student branches (SBs) across section and (c) to support the inactive SBs to rejuvenate and streamline its activities by arranging technical programs for the benefit of the student members of the branch.

Lectures given by the Section's STEP speakers are meant to be public events given at IEEE Gujarat Section and its chapters, or at public venues like universities, affiliated colleges, and companies geographically located state-wide reflecting the section's areas of activity.

(A) Inviting STEP speakers Nominations

(a) Recommendation Committee: All appointments of Section Technical Expert Program (STEP) speaker will be done by recommendation committee consisting members appointed by the section chair each year, after inviting nominations.

(b) Composition of STEP speaker: Each year, experts from diverse fields in the interest of IEEE shall serve as IEEE Gujarat Section's **Section Technical Expert Program (STEP)** speakers.

(c) STEP speaker prerequisites:

- Be member of the IEEE (preferably senior member or above)
- Be recognized as outstanding researcher / practitioner expert in respective fields of working in science or engineering.

(d) Expectation from a STEP speaker: IEEE Gujarat Section sees its STEP speakers as ambassadors of section and of the IEEE and expects following:

- The STEP speaker should be ready to deliver max up to three STEP talks during a year.
- The STEP speakers are advised to highlight Gujarat section and its activities before their talk.
- The STEP speakers shall encourage young professionals and students to pursue IEEE membership.

(e) Call for Nominations: A solicitation call for the STEP speaker nominations will be available on section's webpage under STEP during 1st to 31st August each year, with nomination materials due no later than September 15. Tenure of each STEP speaker would be initially 2 years which is extendable up to another year.

Nominations for STEP speakers shall be solicited by the section's Technical Activity Chair from the Gujarat Section's advisory committee, executive committee members, chapter

chairs and other committees. Any IEEE member within section can do self-nomination also.

The STEP speaker nomination form, with the list of required materials, appears at the STEP program page of the section's website <https://ieeegujaratsection.org/step/>

(g) Consideration of Nominations: All nominations will be considered by the recommendation committee. After consideration recommendations will be forwarded to the section chair.

(h) Approval by section chair: Section chair will provide advice and consent for the final selections.

(i) Announcement: Selected speakers will be announced during /before IEEE day celebration and will be displayed on section's website.

(B) Modalities of conduction and finance assistance

1. **Selection of STEP speaker:** A speaker should be from the list mentioned on the IEEE GS website. For any other renowned speaker not mentioned in the list, prior permission from the section Chairman and Technical Activity Chair is required.
2. **Request form submission:** An online request form has to be submitted by respective student branch /institute who is willing to avail STEP on the following link : <https://ieeegujaratsection.org/step-request-form/>
3. **Details of event plan:** Speaker's Travel plan and event budgeting details have to be shared by the host institute to the technical activity chair. Host institute has to clearly mention the purpose that it is STEP lecture only or it is part of some event being hosted.
4. **Approval of STEP:** Technical activity chair will evaluate the proposal, put evaluation remarks and will send it for approval of section chair. Funding will not be given to provide STEP lectures as part of the program of a conference or meeting (i.e., workshops, symposia, colloquiums) that charges registration fees.

However, In case of financial deficits to the event, TA of an STEP speaker will be reimbursed by IEEE GS directly to the speaker. However, primary approval of the same is required.

5. **Guidance for travel expenses:** Each STEP speaker may deliver maximum three talks under STEP during the year. It is advisable that for one SB it is kept to max one talk from same speaker per year. Travelling expenses may be limited up to INR 5000/- per STEP talk and with the limit of INR 10000/- per year.
6. **Awards:** Successful conduction of STEP at a given institute during the given year, will be considered as of the criteria points for the section of Best student Branch of the year.

(C) Reporting of event under STEP

Host Institute has to submit the report within a week after completion of an event. The report of an event should be submitted to the secretary and Technical Activity Chair and should comprise details of talk along with photographs. It is highly desired that a video can be shot for a STEP lecture. Such videos will form an archive on section website which can be referred to by interested persons.

--- Updated in September 2020