

## Travel Support – Section Delegates’ Nomination

Dear Australia and New Zealand Section Chairs,

*IEEE Australia and New Zealand Student and Young Professionals Congress (ANZSCON) 2017 will be held from 10-11 August 2017 at the University of Technology (UTS) in Sydney, New South Wales, Australia.*

The Australia and New Zealand Student and Young Professionals Congress is an important event which will bring together key IEEE volunteers and provide an excellent opportunity to interact, share knowledge, skills, ideas and network with the next generation leaders.

The event is intended to inspire and motivate the Student and Young Professional communities to take up leadership and to make innovative contributions through IEEE to the community in the years to come.

The organizing committee has prepared an impressive program with a range of interesting talks from representatives from industry and academia, panel discussions and social networking events, giving delegates the perfect opportunity to explore career opportunities and establish key links with fellow attendees and dignitaries across both countries.

In order to achieve maximum benefit from the event, we request Section’s to support **at least three delegates** – one student, one young professional and one WIE volunteer to attend the event. We understand that this might be challenging for some Sections, so we’ve come up with a staggered travel support system, to encourage delegate diversity and motivate sections to support more delegates attend the event. Please nominate delegates from your Section by **19th June 2017**.

### **DELEGATES TRAVEL SUPPORT INFORMATION**

#### **Student/Young Professional/WIE Volunteers**

In order to encourage more student, young professional and WIE participation from outside NSW section, the organizing committee has come up with a travel grant support system to provide financial support to the Sections assisting delegates attend the event. The grant has been prepared considering the flight cost and distance required to travel for non-NSW based delegate’s in order to attend the event; Sections are required to support a minimum number of delegate’s in order to avail of this grant.

Nominations should be made on behalf of the section by the Section Chairs and should be sent to ANZSCON organizing committee representatives: Syed Muzahir Abbas ([syed.abbas@mq.edu.au](mailto:syed.abbas@mq.edu.au)) and Saad-ul-Hassan ([saad.hasan@mq.edu.au](mailto:saad.hasan@mq.edu.au)).

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## Important Dates:

- 1) Nomination of delegates by the Section Chair: **19th June 2017**
- 2) Notification of selected delegates (and Section) for ANZSCON Travel support: **26th June 2017**

Please see the Travel support breakdown and reimbursement criteria below.

## Travel Support Breakdown for ANZSCON 2017

Section	Minimum Delegates Section is required to support	Minimum Delegates Section is required to support
Victoria, Queensland, South Australia Northern Territory,	3 (No support for first 3 delegates)	4 <sup>th</sup> delegate - \$100. Additional support may be provided for 5 <sup>th</sup> /6 <sup>th</sup> /7 <sup>th</sup> delegate if surplus funds are available.
Territory Australian Capital	2 (No support for first 2 delegates)	3 <sup>rd</sup> delegate - \$100. Additional support may be provided for 4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> delegate if surplus funds are available.
Western Australia, New Zealand North, Central and South	2 (No support for first 2 delegates)	3 <sup>rd</sup> delegate - \$100. 4 <sup>th</sup> delegate - \$200. Additional support may be provided for 4 <sup>th</sup> /5 <sup>th</sup> delegate if surplus funds are available.

\*All \$ amounts in AUD.

## Reimbursement procedure and Travel support criteria:

- 1) It is the joint responsibility of the Section and nominated delegate to ensure that the travel grant application is completed and submitted before the due date. Since we are under few months away from the Congress, it will not be possible to extend this date (due to finalization of numbers for arrangements, catering, etc).
- 2) Travel grants will be reimbursed after the Congress on the basis that the Section has supported the minimum number of delegates required. For example if travel grant is for the 4th delegate, then the section is required to fully or partially support a minimum of 3 delegates in order to claim the travel grant for the 4th delegate. Section to provide evidence of full/partial support agreement when claiming grant.
- 3) Reimbursement will take place via bank cheque or wire transfer into the Section's bank account. The ANZSCON 2017 Treasurer will arrange for this based on the mentioned criteria. Sections to arrange for transfer of funds into the delegates bank account as required.
- 4) All supported delegates are required to attend the event. No shows or last minute cancellations, will not qualify for the grant.



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- 5) Sections needing additional grants to support more delegates can make a request to the above mentioned contact persons for additional support before the above mentioned due date. If surplus funds are available, these requests will be strongly considered.
- 6) The above travel support is applicable only to delegates based outside NSW Section (but within Australia and New Zealand).
- 7) Sections to nominate delegates for travel support in order of their recommended priority. Due to the nature of this grant, Sections are requested to list all delegates representing the section at the event (even those that don't qualify for the grant); Based on the above matrix, the ANZSCON committee will then determine the level of support the section qualifies for.
- 8) Decision of the ANZSCON organizing committee and steering committee will be final with regards to the travel grant and cannot be disputed.
- 9) This form is only for the travel grant application and does not replace the ANZSCON on-line registration which every delegate is required to complete also by **19th June 2017** via the conference website.

If you have further queries in relation to this grant, please contact ANZSCON organizing committee representatives: Syed Muzahir Abbas ([syed.abbas@mq.edu.au](mailto:syed.abbas@mq.edu.au)) and Saad-ul-Hassan ([saad.hasan@mq.edu.au](mailto:saad.hasan@mq.edu.au)).

Best regards,  
ANZSCON 2017 Team



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## IEEE ANZSCON 2017 – Delegates Travel Support Application Form

10 – 11 August 2017, Sydney, NSW

*This application form should be sent to Syed Muzahir Abbas ([syed.abbas@mq.edu.au](mailto:syed.abbas@mq.edu.au)) and Saad-ul-Hassan ([saad.hasan@mq.edu.au](mailto:saad.hasan@mq.edu.au)) by Monday, 19th June 2017 (closing date).*

*Sections to list all delegates representing the section at the Congress (even those that don't qualify for the grant). Based on the travel grant matrix, the ANZSCON committee will then determine the level of support the section qualifies for.*

### Section A: Section Information

Section Name:	
Section Chair's Name:	
IEEE Member Number:	
Email Address:	
Section Chair's Signature:	

The signature above confirms that if following nominated candidate(s) are selected for the travel grant, the section guarantees to (fully/partially) support the delegate to attend the event.

### Section B1: 1st Candidate Personal Details (high priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	<input type="checkbox"/> Student	<input type="checkbox"/>	<input type="checkbox"/> Young Professional	<input type="checkbox"/>	<input type="checkbox"/> WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 2nd Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 3rd Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 2nd Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 3rd Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							



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## Section B2: 4th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 5th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 6th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 7th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							



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## Section B2: 8th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							

## Section B2: 9th Candidate Personal Details (in order of priority)

Title:							
Name:							
Affiliation:							
IEEE Member Number:							
Email Address:							
Telephone Number:							
Current Position in the Section:							
Volunteer Category: (select all applicable categories)	Student	<input type="checkbox"/>	Young Professional	<input type="checkbox"/>	WIE	<input type="checkbox"/>	<input type="checkbox"/>
Past IEEE Accomplishments:							



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