

## Funding request for an IEEE event

This form should be completed by any IEEE Queensland society chapter, affinity group, or student branch that seeks financial support from the Queensland Section for organising events (e.g. technical seminar, membership drive, distinguished lecturer).

Before completing this form, make sure that you have read the Queensland Section's funding guidelines available at <http://ieee-qld.org/docs/funding.pdf>

To apply for funding support, you are strongly encouraged to allow at least one week for the section committee to consider the application.

Please note that ideally the application form should be tabled during the section committee monthly meetings (second Tuesday of each month except January and December). If this is not practical, please email the completed form to the section chair, vice-chair and treasurer.

<b>Applicant details:</b>	
Chapter /Affinity group/Student branch:	
Chapter/Affinity group officer:	

<b>Event details:</b>	
Event type/title:	
Event date:	
Event venue:	
Speaker/s:	
Number of attendees (estimate)	

<b>Budget estimate (AUD):</b>	
Catering	
Venue hire	
Speaker gift	
Travel	
Others	
Total requested budget	