



IEEE INDUSTRY APPLICATIONS SOCIETY
Chapters and Membership Department (CMD)



2016 Annual Meeting Travel Grants

Zucker Travel Award & AMTGP
Call for application

	Myron Zucker Undergraduate Student Travel Award	Annual Meeting Travel Grant Program (AMTGP)
Purpose	The Myron Zucker Travel Award has been founded to help students defray the cost of travelling to and attending the IAS Annual Meeting 2016 (IAS2016) which will be held in Portland, OR, USA, 2-6 October 2016, http://www.ewh.ieee.org/soc/ias/2016/ .	The IEEE Industry Applications Society (IAS) has established a travel grant program (AMTGP) for IAS members who wish to attend the IAS Annual Meeting 2016 (IAS2016) which will be held in Portland, OR, USA, 2-6 October 2016, http://www.ewh.ieee.org/soc/ias/2016/ .
Funds	The funding is made possible by the generosity of Mr. Myron Zucker, a long time former member and friend of IAS with a special concern for the education of young engineers. http://ias.ieee.org/chapters-membership/myron-zucker-programs.html	The funding for the AMTGP will be supported by the CMD portion of the IAS budget.
Number of grants	The number of Zucker Travel grants is limited to 12 grantees.	The number of AMTGP grants is limited to the current number of IAS student branch chapters on 30 th April of the year of the IAS Annual Meeting for which the grants apply.
Eligibility	Myron Zucker Travel Award grants are available to undergraduate students. Preference will be given to first time attendees. Should the number of applicants exceed the	AMTGP grants are available to all IAS members i.e. student and higher grade. Preference will be given to student grade members, CMD committee chairs, area chairs, outstanding CMD officers and

	<p>available funds, priority will be given to students not presenting papers.</p> <ul style="list-style-type: none"> • Those who will not be selected for the Zucker Travel Award will be automatically considered for the evaluation for the AMTGP award. 	<p>outstanding chapter officers, as well as the representatives of the winner chapters of the outstanding chapter award, the chapter web contest and the most happening chapter contest, furthermore the participants of the thesis and engineering contests. Should the number of applicants exceed the available funds, priority will be given to students presenting papers.</p>
<p>The Grant</p>	<p>Both Travel Award Programs support attendance for each grantee through:</p> <ul style="list-style-type: none"> • <u>Conference registration fee limited to \$375 for all registration type</u> <ul style="list-style-type: none"> ○ This fee is equal to the students and unemployed early bird registration category, independent from the de facto paid registration fee determined by the actual registration type, paper submission and hotel booking status. • <u>50 % of the registration fee of the CMD dinner if applicable</u> All grantees are kindly invited to register and take part in the CMD dinner, which is the main award presentation and social event of CMD. The CMD dinner registration will be made at the Annual Meeting Conference Registration. • <u>Travel allowance limited to \$300 for travel and visa expenses for Region 1-7 and \$800 for Region 8-10 attendees</u> <ul style="list-style-type: none"> ○ The travel allowance includes items such as visa and round-trip economy class airfare, train, bus, taxi. Receipts or invoices should be provided. The travel route should be direct route between the residence and the conference venue, i.e. the fee of additional private trips can't be claimed. ○ The travel tickets should be booked to arrival and departure date close to the Annual Meeting. Arrival ~1 week before and/or departure ~1 week after the event is allowed, but the travel program is not responsible for the additional expenses. • <u>Hotel accommodation expenses limited to five nights and up to \$483.78 per grantee</u> <ul style="list-style-type: none"> ○ This amount is equal to the expenses of a shared room by two awardees for five nights in the Hotel Marriott Portland Downtown Waterfront. ○ General check-in date Oct 1, check-out Oct 6 ○ <u>Having selected</u>, and wish to stay in a shared room in the conference hotel complementary shared hotel room accommodation for five nights will be provided to the grantees. Email notification will be sent about the room allocation to the roommates. 	<ul style="list-style-type: none"> ○ Since the accommodation part of the grant (\$483.75 per grantee) is equal to the shared room fee, it is not advantageous to book in a "cheaper" hotel. If you do this, an added amount is applicable for non-student members at the conference registration and the hotel price difference can't be used for covering the expenses of the

		accommodation for a prolonged stay or other travel expenses.
	<ul style="list-style-type: none"> • <u>Conference registration fee limited to \$375 for all registration type</u> <ul style="list-style-type: none"> ○ This fee is equal to the students and unemployed early bird registration category, independent from the de facto paid registration fee determined by the actual registration type, paper submission and hotel booking status. • <u>50 % of the registration fee of the CMD dinner if applicable</u> <ul style="list-style-type: none"> ○ All grantees are kindly invited to register and take part in the CMD dinner, which is the main award presentation and social event of CMD. 	
Number of grants	The number of Zucker Travel grants is limited to 12 grantees.	The number of AMTGP grants is limited to the current number of IAS student branch chapters on 30 th April of the year of the IAS Annual Meeting for which the grants apply.
Reimbursement	<ul style="list-style-type: none"> • All reimbursements are posterior! The travel allowance and registration fee will be processed by the IAS Administrative Staff • Copies of receipts and invoices are required for reimbursement. • The conference excursions and tutorials are not reimbursed. • Check will be provided during the Annual Meeting if the travel documents are submitted by Aug 15, 2016 • Advance payment will not be provided. 	
Application	<p>A common online application will be organized through http://goo.gl/forms/i7H3Kaq4BN for both Zucker and AMTGP Awards</p> <p>With questions please contact Beata Polgari, CMD Travel Awards Committee, Myron Zucker Undergraduate Student Travel Award Subcommittee Chair: beata.polgari@ieee.org</p> <p>You may find an overview about the application, evaluation, notification and reimbursement process in the attached Travel Awards Flowchart.</p>	
Critical dates, activities and notifications		
Apr 4-15	Zucker Travel and AMTGP application process online, http://goo.gl/forms/i7H3Kaq4BN	

Apr 15-30	<p>Evaluation process</p> <ul style="list-style-type: none"> • The applications will be evaluated by an ad-hoc committee, organized by the CMD Travel Awards Committee and the AMTGP Subcommittee. • The non selected Zucker Travel Award applicants will be automatically considered for the evaluation for the AMTGP award
Apr 30	<p>Notification about the list of selected grantees will be sent via email and published in the web, http://ias.ieee.org/chapters-membership/chapter-promotion-programs,-awards-and-contests.html, > Annual Meeting Travel Award Programs</p>
May 1	<p>Annual Meeting registration starts</p> <ul style="list-style-type: none"> • The Annual Meeting registration can be made at http://www.ewh.ieee.org/soc/ias/2016/conference_registration.htm, according to the registration type, and the hotel booking as well as the paper submission status. • The <i>Registration Confirmation Number</i> will be received after making the payment. • This number should be provided at finalizing of the travel award online application by May 10
May 10	<p>The <i>Registration Confirmation Number</i> should be uploaded into the Online Application Form, http://goo.gl/forms/i7H3Kaq4BN Complementary hotel room accommodation for five nights in shared room will be provided to the grantees. Email notification will be sent about the room allocation to both roommates.</p>
Aug 15	<p>Those may cancel the conference registration without cancellation fee</p> <ul style="list-style-type: none"> • who are not selected either for the AMTGP or the Zucker Travel Award, • or haven't received passport or visa <p>by Aug 15.</p> <p>All later cancellations will be processed according to the Cancellation/Substitutions Policy, http://www.ewh.ieee.org/soc/ias/2016/conference_registration.htm</p>
	<p>Travel Award Grantees should upload the reimbursing set in to theTBD..... website</p>

The 2016 Annual Meeting Travel Grants will be managed by

- Beáta Polgári, *CMD Travel Awards Committee, AMTGP Subcommittee Chair & CMD Zucker Planning and Operation Committee, Myron Zucker Undergraduate Student Travel Award Subcommittee Chair*
- Peter Magyar, *CMD Chair*