



## Student Branch Technical Contest Program

**Important Note:**

**This is a template file in read-only access. Please do not request edit access. Instead, make a copy to your own drive or download it as a Word document and edit it locally.**

### 1 Main Information of the proposed activity

In this section, you should provide specific details about the proposed title, date, venue, and organizing team for your Student Branch Technical Contest Program. These elements are crucial for understanding the logistical aspects of your event. Here's how to approach each aspect as the table below:

Activity Details	
Submitter's Full Name	
Submitter's Position	
Activity Title	
Your Student Branch Name and Code	
Activity Date	
Activity Duration (in hours)	
Activity Location/Venue	
Expected number of attendees	
Activity's purpose and objectives <i>(Specify the overall reason for organizing the program, what it aims to achieve and specific actions or goals that help fulfill that purpose.)</i>	
Target Audience	<ul style="list-style-type: none"> <li>● Undergraduate Students</li> <li>● Graduate Students</li> <li>● Other - Please specify:</li> </ul>
Requested Amount in USD <i>(The program provides financial support of up to \$500, while the funding amount must not exceed 60% of the total event expenses.)</i>	
Event Format (select all that applies):	<input type="checkbox"/> Hardware contests <input type="checkbox"/> Software contests <input type="checkbox"/> Hackathons <input type="checkbox"/> Ideathons <input type="checkbox"/> Pitching contests



	<input type="checkbox"/> Other technical competitions encouraging innovation and problem solving <input type="checkbox"/> Other (please specify)
Do you have any confirmed speakers/Judges? If not, please list the speakers/Judges you are intending to invite.	
How are you planning to structure your event? <i>(Please include key information about the event format)</i>	

- **Executive summary of your activity: (Max: 100 words)**

- **Organizing Team:**

*Introduce the core members of your organizing team. Provide brief descriptions of their roles and responsibilities.*

Member/Volunteer	Role and Description

## 2 Rules and Regulations

*Briefly specify your contest's rules and regulations, including: eligibility criteria (such as team size and affiliation), general contest guidelines, submission requirements, timeline, and judging criteria.*

<b>Rules and Regulations</b>	
<b>Eligibility</b>	<i>Define who can participate in your local event (e.g., university students, IEEE student members, team size limits)</i>
<b>Guidelines</b>	<i>Detail the overall contest format and structure.</i>
<b>Submission Requirements</b>	<i>Specify what deliverables teams must submit during your event (e.g., video demo, code, schematics, BOM, pitch presentation, project report).</i>
<b>Judging Criteria</b>	<i>List the main points of judging criteria your event will use.</i>



- **Time Plan**

*In this section, you are kindly requested to provide a detailed plan for the planning and execution of your Contest/event. Thus, it is strongly recommended that you provide a Gantt chart or follow the following structure:*

*Activity 1 - Start date, Finish Date*

*Activity 2 - Start date, Finish Date*

*Activity n - Start date, Finish Date*

### 3 Preliminary Budget

*In this section, please include a preliminary budget for your event including both expenses and incomes of your event and how the funds you are requesting will be used.*

Currency used in the Expense Report		USD			
<b>Expected Income</b>					
Source of Income Name		Total Income from Each Source			
<b>Total Amount</b>					
<b>Expected Expenses</b>					
Category	Item	Quantity	Unit Price	Total Price	Note if any
Non-eligible	Accommodation	.....	.....	.....	.....
	Virtual Platforms	.....	.....	.....	.....
	Gifts/Honorariums	.....	.....	.....	.....
	International Travel	.....	.....	.....	.....
Logistics	Venue and Equipment	.....	.....	.....	.....
	Stationery and Marketing	.....	.....	.....	.....
	Attendee Kits	.....	.....	.....	.....
	Local Transportation	.....	.....	.....	.....
Food and Beverages	Coffee Breaks	.....	.....	.....	.....
	Lunch Breaks	.....	.....	.....	.....
	Dinners and Receptions	.....	.....	.....	.....



Other	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
<b>Total Expected Expenses</b>		.....			

**4 Logistics**

*In this section, the applicant should outline the **event’s operational details** to ensure clarity and readiness. Specifically, they must include:*

- Registration Process** - Explain how participants will register for the contest (e.g., through a Google Form, website, or on-site), including any deadlines or eligibility verifications.
- Safety Guidelines** - Describe the safety measures to be followed during any in-person activities or prototyping phases, especially if hardware or electronics are involved. This may include lab safety rules, supervision protocols, and emergency procedures.
- List the planned awards** or prizes for the winning teams (e.g., certificates, monetary prizes, kits, sponsorships)

**5 Suggested Program and Time Schedule**

*In this section, you should outline the suggested program and time schedule for your Student Branch Hardware contest event. Providing a clear and organized schedule is essential for reviewers to understand the flow of your event and how it aligns with the program's goals.*

*Please highlight the **relevant sessions to the main topic of the program.***

Activity Title	Speaker / Instructor	Start Date and Time	Finish Date and Time

**6 Additional information (optional)**

*Feel free to include any extra information that you might see relevant.*