

Hello [name of IEEE member],

My name is [your name]. I am an IEEE Student member, and I am asking if you are willing to be a proctor for my team, [team name], during the next IEEEExtreme computer coding competition. The competition will take place on October 22 2022 at 00:00 UTC and will last 24 hours until October 23 2022 at 23:59 UTC. Without the presence of a proctor, either virtually or in-person, my team will not be eligible to compete for rank or prizes.

You can learn more about proctor eligibility and requirements [here](#).

If you are willing to proctor for my team, please send an email to my address [your email address] including your IEEE member number. This is required for me to register my team. Once I register, you will receive an email asking you to confirm that you are willing to proctor during the competition. Please confirm for us.

Whether you can proctor or not, please reply at your earliest convenience.

Thank you and best regards,
[your name]