

EXPRESSION OF INTEREST

to host

IEEE International Humanitarian Technology Conference 20xx
(IEEE IHTC 20xx)

IEEE Canada is seeking Expressions of Interest from Sections and/or the Area to host IEEE International Humanitarian Technology Conference 20xx (IEEE IHTC 20xx).

Submission:

Sections interested in hosting this Conference in the **Fall of 20xx** should submit a proposal to:

IEEE Canada Conference Advisory Committee (CONAC)
c/o Chair, Raed Abdullah, P.Eng., IEEE SM
RaedAbdullah@ieee.org

Submit your proposals no later than **April 13, 20xx**.

CONAC will review these EOIs and make a recommendation on the host Section to the IEEE Canada Board at their **20xx Fall Meeting**. Selected section(s) may be asked to make a presentation to the Board. However, no funding is available from IEEE Canada for Sections to prepare, submit or present their proposals.

EXPRESSION OF INTEREST TO HOST IEEE IHTC 20xx

Introduction:

Purpose:

Based on the discussions that emerged from IHTC 20xx, the conference will focus on how technology designed for humanitarian and development purposes can improve the lives of vulnerable communities (including aboriginal/indigenous peoples). The conference will focus on policies, practices, and technologies aimed at building resilient communities. Objectives include understanding critical community needs and issues such as disaster management, sustainable development, capacity building, and self-sufficiency. A particular focus will be on social innovation and collaborative solution design, with an emphasis on open source technology.

Conference Deliverables:

- Build awareness of the need for technology in humanitarian and sustainable development contexts
- Better understand the developmental, social and cultural contexts into which technologies may be applied and learn from the associated challenges, successes and failures in trying to integrate technology into these contexts.
- Learn how to successfully develop and apply novel approaches to solve humanitarian challenges or support humanitarian initiatives;
- Provide an opportunity to establish relations with similar minded colleagues;
- Collaborate in the creation of a mechanism for supporting peer-review of Open Source humanitarian solutions to continue beyond the conference;
- Provide the opportunity to get engaged in the SIGHT community, or similar programs from EPICS, TISP and WIE;
- Provide opportunity, skill and knowledge to initiate or participate in any humanitarian activity (solution or initiative).
- Offer the insight of experienced and influential people in the humanitarian field.

Content:

Peer-Reviewed Papers & Non-Academic Papers or Presentations:

Peer reviewed papers, either academic or non-academic, from areas of government, and industry and NGOs that address the following areas:

1. Technologies to assist in disaster mitigation, relief, and recovery
2. Humanitarian supply chains in preparedness, response, and rehabilitation for aid and relief
3. Connectivity and communications technologies
4. Psycho-social factors facilitating the effective use of technology
5. Technologies for water and sanitation
6. Forensic technologies for disaster and relief operations
7. Mobile health (mHealth), medical technology, and telemedicine
8. Social media for building resilience
9. Data and personal security technologies for humanitarian and development applications
10. Off-grid power, renewable energy, and resilient power grids
11. Humanitarian and/or sustainable engineering programs, educational technologies, course materials, and curricula
12. Community engagement and social and economic factors in humanitarian engineering
13. Food security, micro-farming, and urban agriculture

Submitted papers and presentations will be reviewed for relevance, quality (format, references, and can be categorized as experiential lessons learned, educational new theories or approaches or literature searches & summary, developmental solutions,).

All peer-reviewed accepted 4-page IEEE-format papers will be published in IEEE Xplorer with the appropriate category listing. To publish an accepted paper in Xplore, authors have to attend the conference and present their paper in either poster or lecture format. All non-peer reviewed papers or presentations will be published on the conference website, and potentially in other IEEE Canada publications.

Potential panels, workshops, invited papers and tutorials:

- Workshop on Hardware and Software Design ... How to start your own Humanitarian Technology Solution
- Workshop / Tutorial on Open Source legal matters ... what is Open Source mean and what are the legal issues including who has IP rights
- Workshop / Tutorial on how to Create a Successful Sustainable Humanitarian Solution through Community Engagement
- Panel - HTC Leaders' Lessons Learned (at conference opening), and Take-away (at closure) ... have IEEE President & President Elect, plus IEEE Canada President and President Elect
- Panel - WiE "Technology to Empower Women: Better Security, Better Health "
- Tutorial on basics of building community resilience including risk assessment and management.

Proposed Student Activities:

- Student Paper Competition
- Student Design Competition
- Hacker / Do-It-Yourself /Maker Fair Demo Night ... take or create a solution and make open source ... : open source - snap circuits like things; headlamp; Open Source Radar ...
- Potentially have the IEEE President's Change the World Awards presented at our conference.

Target Audience:

- Researchers and practitioners in the fields of disaster relief, sustainability, human development, education, STEM fields, management sciences
- Students
- Professionals interested in these fields
- Agencies, organizations and corporations working in related fields
- Anyone wanting to contribute their talents to the humanitarian and sustainable development fields.

EXPRESSION OF INTEREST TO HOST IEEE CCECE 20xx

1. GENERAL INFORMATION:

Provide information on your plans for hosting this Conference, this includes the following items:

Host Section(s) / Area Name:

Proposed Dates:

Proposed Location:

General Theme of the Conference:

2. CONFERENCE ORGANIZING COMMITTEE:

Conference Honorary Chair (Optional):

Provide his/her name, affiliation, and brief biography.

Conference General Chair:

Provide his/her name, affiliation, and brief biography identifying his/her expertise in organizing conferences.

Conference Vice General Chair (Optional):

Provide his/her name, affiliation, and biography identifying his/her expertise in organizing conferences.

CONFERENCE COMMITTEE KEY MEMBERS (some can be combined roles):

- **Technical Program Committee (TPC) Chairs (ideally one Industry Chair and one Technical Program Chair):**
Provide their names, affiliations, and brief biography identifying their expertise in leading finance in previous conferences. It is important to have an appropriate level of academic, industry, NGO, and government papers, presentations, tutorials workshops, and other relevant conference events.
- **Finance Chair:**
Provide his/her name, affiliation, and brief biography identifying his/her expertise in developing and managing a budget in previous conferences or during his/her career.
- **IEEE Canada Treasurer:**
Include the name of the current IEEE Canada Treasurer and his/her affiliation.
- **Tutorials Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Workshops Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Patronage Chair(s):**
Provide their names, affiliations, and brief bios and expertise in previous events.
- **Exhibition Chair(s):**
Provide bios and expertise in previous events.
- **Local Arrangements Chair(s):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Publications Chair(s):**

Provide their names, affiliations, and brief bio and expertise in previous events.

- **Publicity Chair(s):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Registration Chair(s):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Industry and Inter-Organization Outreach Chair(s):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Communications and Awareness Chair(s):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Website Chair:**

Provide his/her name, affiliations, and brief bio and expertise in previous events.

- **Student, Affinity and Other Committees Chair:**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Women in Engineering Activities Chair(s) (optional):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Young Professional Activities Chair(s) (optional):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Student Paper Contest Chair(s) (optional):**

Provide their names, affiliations, and brief bios and expertise in previous events.

- Others (add other positions if needed):

Provide their names, affiliations, and brief bios and expertise in previous events.

- **Steering Committee:**

Provide their names, affiliations, and brief bios and expertise in previous events.

Comprised of IEEE CONAC Chair, Honorary Chair, Conference General Chair

- **IEEE Canada Conference Advisory Committee Chair (optional):**

Include the name of the current IEEE Canada CONAC Chair and his/her affiliation.

Purpose is to provide feedback and sage advice for better conference decision making and outreach.

3. FUNDERS:

- **Co-Sponsors with IEEE Canada (main sponsor).**

Note: sponsors are only IEEE entities:

Name the IEEE entities (co-sponsors), such as sections, societies, chapters, affinity groups.

- **Patrons: (non-IEEE organizations):**

Name proposed corporate and institutional patrons who will support the conference financially.

- **Supporters: (non-IEEE organizations):**

Name proposed professional non-governmental or not-for-profit organizations who will support the conference in-kind.

4. DRAFT BUDGET:

- *Use and complete the attached Budget template for your proposed Conference Budget (draft). The draft budget (Excel file format) as a separate document must be submitted along with the EoI.*
- *Provide here the Budget Summary:*
 - o **Revenues** to include anticipated Registration numbers, Corporate Patronage/Support, Exhibition,...etc.
 - o **Expenses** to include costs for Registration, Venue, Food/Beverage, AV/Internet, Social, Printing, Publicity, Program, Proceedings, ...etc.
 - o **Projected Surplus** (objective is not less than **20% surplus**).
 - o Seed money needed from IEEE Sponsors is shown as Revenue and Expense 1:1.

5. FULL CONFERENCE PROPOSAL:

The conference proposal can be submitted as a separate document along with this EoI document. Provide a full conference proposal that should include the detailed information of the following required items:

- **RATIONALE FOR SITE SELECTION**
 - o Destination (City as a very good location for the conference, Local Tourism and Attraction, Safety & Cleanliness)
 - o Venue (location, meetings space/rooms for keynote, plenary, technical sessions, welcome reception, banquet, exhibition, registration, and operation)
 - o Accommodations/Hotels (competitive rates, location)
 - o Travel Access (by air, land and or see)
 - o Industry and Academia
 - o Area/Section(s) Reputation for organizing high-quality conferences – An experienced committee; willingness and strength to succeed in hosting the conference
 - o Community Support, Grants, Students and Industrial Programs
- **CONFERENCE ORGANIZATIONAL STRUCTURE**
 - o Proposed Conference Dates, Proposed Theme
 - o Organizing Committee
 - o Proposed Technical Program and Other Activities
 - o IEEE Sponsoring Entireties
 - o Potential Patrons, and Patronage Levels and Benefits
 - o Potential Exhibitors, and Exhibition Levels and Benefits
- **FINANCIAL PROPOSAL**

- Proposed Detailed Budget Summary
- Proposed Registration Fees (if not using the agreed CONAC fees, then explain why)

6. SUBMISSION DEADLINE:

All the following documents must be submitted no later than **April 13, 20xx**:

- A. Expression of Interest (Eol)
- B. Complete Proposal
- C. Draft Budget

7. SUBMITTED BY:

Name:

Title:

Date:

Signature: - - - - -