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|  |  | A blue and white sign  Description automatically generated with low confidence |
| **Application Form for IMS2029 General Chair****Microwave Theory & Technology Society***Revised: 2024-04-28* |

**Guidelines for preparing application:**

1. *Additional space may be used to elaborate on any item below. If additional rows in any table are needed, simply press “return” in the last row.*
2. *Applicant should prepare this form and select endorsers based on their knowledge of the applicant’s suitability for the IMS General Chair position.*
3. *Applicant should share contents of this form with endorsers, but endorsers are requested to email their support letters directly to* *ims.leadership.search@gmail.com**, without cc’ing the applicant.*
4. *If two applicants are applying as General Co-Chairs, one application form from each applicant is required. The same endorser(s) may be used for both applications; in this case, the endorser(s) need only write one letter while clearly indicating the endorsement is for both General Co-Chair applicants.*
5. ***Deadline for all material is August 31, 2024****.*

**Applicant Information:**

|  |  |
| --- | --- |
| **Name:**      | **Home address:**      |
| **Email:**      | **Date and place of birth:**       |
| **IEEE Grade/Year:**      | **IEEE Member number[[1]](#footnote-1):**      |
| **Current professional affiliation and title – or last, if retired:**      |

**Endorsers (required; no more than 3):** *Applicant must contact endorsers to include in their support letters a statement indicating how long they have known the applicant and in what capacity.*

|  |  |  |
| --- | --- | --- |
| **Name/affiliation** | **Address****(company/street/city, postal code, state/country)** | **Telephone/Email** |
|       |       |       |
|       |       |       |
|       |       |       |

**Principal Employment**[[2]](#footnote-2)**:**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Position**  | **Dates of Service** |
| *e.g. XYZ Company (Adelaide, Australia)* | *Director of Engineering* | *2000-present* |
|       |       |       |
|       |       |       |
|       |       |       |

**Professional Symposium/Conference Committee Experience**2**:**

|  |  |  |
| --- | --- | --- |
| **Conference Name** | **Committee Position/Responsibility** | **Conference Year** |
| *e.g. IEEE MTT-S IMS* | *Local Arrangements Chair* | *2017* |
|       |       |       |
|       |       |       |
|       |       |       |

**Professional Societies and Committees not Included Above**2**:**

|  |  |  |
| --- | --- | --- |
| **Professional Society** | **Offices, Committee, Grade** | **Dates of Service** |
| *e.g. IEEE MTT-S* | *Chapter Chair, AP/MTT Scotland Joint Chapter* | *2010-15* |
|       |       |       |
|       |       |       |
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**IMS Attendance History:**

*Which IMSs have you attended? (e.g. Attended IMS2015–IMS2024)*

**Leadership Role:**

*Which of the following describes the role you are applying for? If you have a co-applicant, please provide that person’s name and have that person submit a separate application identifying you as a co-applicant.*

*[ ]*  I am applying for IMS General Chair

[ ]  I am applying for IMS General Co-Chair, with this co-applicant jointly applying for IMS General Co-Chair:

**Statement of Purpose:**

*In 1000 words or less, describe the reasons why you are applying for IMS General Chair, the desirable qualities that would make you a strong IMS General Chair, and any initial plans you have. Possible suggestions include, but are not limited to:*

* *Why are you interested in being an IMS General Chair?*
* *What skills, experience, and qualities do you possess that would make you a strong IMS General Chair?*
* *Describe your leadership philosophy (motivation, team building, decisiveness, delegation, etc.)*
* *Do you have any particular affinity to the IMS locale that would make you a desirable IMS General Chair?*
* *Describe your plans on forming your Executive Committee and Steering Committee*
* *Based on your experience attending IMS, what is working well? What needs improvement?*

**Affirmations:**

*If selected as IMS General Chair or General Co-Chair, will you commit to the following?*

[ ]  I understand and accept that this is a significant role that requires long-term personal and professional commitment

[ ]  I will participate in IMS Leadership Training sessions and IMS Executive Committee Meetings

[ ]  I understand that any future proposed changes to the IMS General Chair role will require MTT-S AdCom approval (e.g. for reasons beyond your control, you need to step down and someone on your committee is proposed to take your place)

1. *Must be an IEEE MTT-S member at date of application* [↑](#footnote-ref-1)
2. *If additional rows in any table are needed, simply press “return” in the last row.* [↑](#footnote-ref-2)