

## Guidelines for YP funding

### Prior to the event:

- Apply using the following link: <https://form.jotform.com/242533894221153> and coordinate with Kim Eilert ([kim.eilert@ieee.org](mailto:kim.eilert@ieee.org))
- Inform and collaborate with your YP regional representative (check for the YP representative of our region here: <https://mtt.org/young-professionals-in-microwaves/>)
- Mandatory information: name of the event (conference or chapter), location, organizers and MTT-S people attending the event, dates, expected audience, detailed expense list or sponsor package, concentration bank account
- State whether you are asking for MTT-S sponsorship, for travel reimbursement or for funding of YP events in MTT-S conferences and chapters (note that travel can be only reimbursed through Concur system, while honorarium is not eligible in general)
- Prepare an MTT-S presentation using [the MTT-S YP logo](#) and MTT-S ppt template and [material](#).
- Prepare a post to advertise the event for the MTT-S YP LinkedIn page and an possibly a flyer and send this material to Amine Gasmi ([gasmiaminee@ieee.org](mailto:gasmiaminee@ieee.org)): <https://www.linkedin.com/company/81932542/admin/page-posts/published/>
- Check for the possibility to run an MTT-S booth and contact Chad Kidder (email: [ckidder@ieee.org](mailto:ckidder@ieee.org)) for Table Top Booth-in-a-Box (TTBB), goodies and other advertisement material. If requesting materials for outside the United States, please request about two months in advance.
- Warning! Requests must be sent at least 1 month before the event for funding requests < \$1.5k, at least 2 months before the event for funding requests > \$1.5k

### During the event:

- Your focus is helping others learn about MTT-S and want to be part of our community. Create opportunities to engage with attendees. Asking them about themselves and trying to help are great ways for others to feel the community we have. If you have personal stories about how MTT-S membership has helped you, those are great to share.
- Keep track of the number of people attending the event (e.g. presence sheet)
- Inform the audience of MTT-S opportunities for YPs and distribute MTT-S goodies
- Make a presentation about MTT-S
- Take photos
- Enjoy 😊

### After the event (Warning! No later than one month after the event):

- Prepare a financial report of the expenses , attaching photos of the bills and a brief description
- Prepare a technical report (suitable for the YP editorial of the IEEE Microwave Magazine) and submit it to Valentina Palazzi ([valentina.palazzi@unipg.it](mailto:valentina.palazzi@unipg.it)) and Anis Ben Arfi ([anis.b.a@ieee.org](mailto:anis.b.a@ieee.org))
- Prepare a post summarizing the highlights of the event for the MTT-S YP LinkedIn page and send the material to Amine Gasmi ([gasmiaminee@ieee.org](mailto:gasmiaminee@ieee.org))