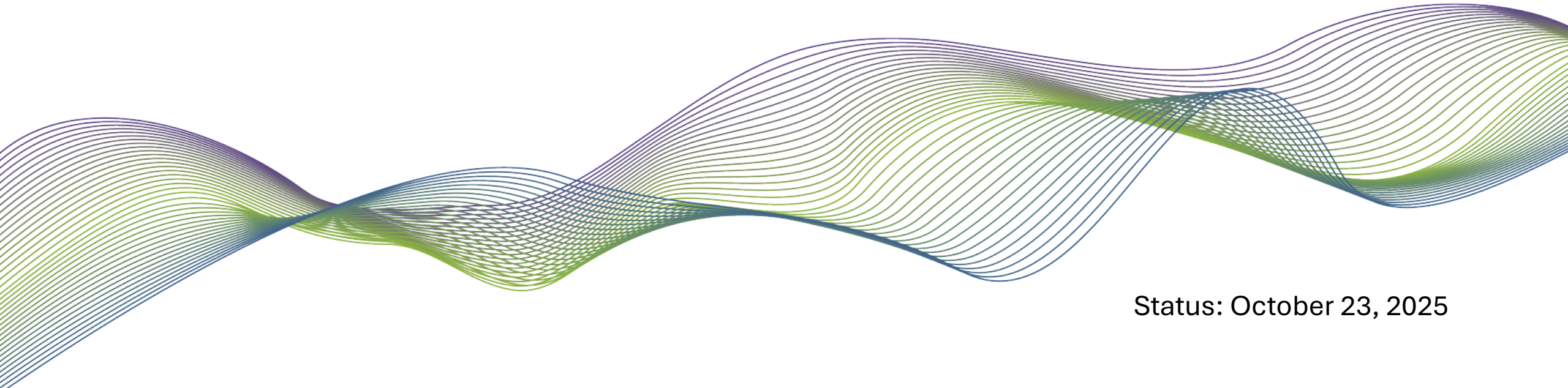


Women in Microwaves Funding Guidelines

Amelie Hagelauer, Jasmin Grosinger, Sherry Hess, Wenquan (Cherry) Che

A decorative graphic at the bottom of the slide consisting of multiple overlapping wavy lines in shades of blue, green, and purple.

Status: October 23, 2025

WiM Funding at Conferences and Events

- Sponsoring Women in Microwaves (WiM) events at (MTT-S sponsored) conferences or in cooperation with MTT-S Chapters
- Vision: Funding of WiM events to build a network that attracts, scales, and connects; establishing WiM events as a fixed part of conference programs; increasing the number of female speakers at conferences (keynotes, panelists, etc.).
- Role model conferences:
 - International Microwave Symposium (IMS): WiM reception, joint WiM/YP panel
 - Radio Wireless Week (RWW): WiM spotlight event (Distinguished Women in Microwaves)
 - European Microwave Week (EuMW): MTT-S and EuMA sponsored WiM and YP events

WiM Event Formats

- Technical or special session at a conference or MTT-S event
- Panel discussion
- Joint WiM/YP event
- WiM reception



WiM Events Around the World



Guidelines for Funding

- Submit the application at least two months in advance
- Funding covers e.g. food, beverages, small gifts for attendees and rental costs (no travel funds)
- A dedicated chair/organizer for WiM events is required
- Acknowledge MTT-S during the event (e.g., by using the official MTT-S or MTT-S WiM slide deck)
- Within six weeks after the event:
 - Submit an event report for the IEEE Microwave Magazine WiM column (contact: Aqeela Saghir aqeelasaghir@gmail.com)
 - Provide one summary slide (contact: Amelie Hagelauer amelie.hagelauer@ieee.org)

Application Process (I)

IEEE MTT-S Affinity Group Event/Project Support:

<https://form.jotform.com/243095669960167>

- Include a description of how funds will be used for the event
- Reimbursement is done by wire transfer to the event's concentration bank account, chapter or by an expense report to an individual volunteer using Concur (remember to save your receipts)

IEEE MTT-S Affinity Group Event/Project Support

IDENTIFY YOURSELF

Please enter your contact information here.

Name: *

First Name

Last Name

Email: *

example@example.com

IEEE Membership ID: *

☐ I want to join the related MTT-S WhatsApp group (optional).

EVENT / PROJECT DESCRIPTION

Please Select or project here.

Women in Microwaves

SIGHT

Other (by invitation only)

Please Select

Application Process (II)

Title of Event or Project: *

Location Address: *

City

State / Province

Country

Starting Date: *

Date

Duration:

e.g. 4 hours, 5 days, 2 weeks, 3 months

Number of Participants: *

Number of MTT-S Participants: *

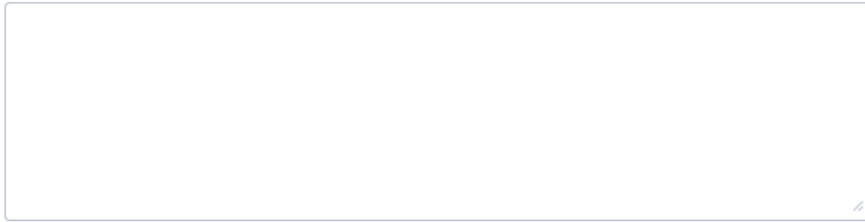
Detailed Budget or Sponsor Package: *

Provide a detailed list of all cost items.

- Enter your WiM event title and the conference/event title
e.g. Women in Microwaves at the Asia-Pacific Microwave Conference (APMC 2025)
- Include the duration of the WiM event (not the entire conference/event)
- Provide a detailed budget, for example:
 - WiM session hall and AV expenses: \$300
 - Lunch for 100 participants @ \$25: \$2,500
 - Small gifts for 100 participants @ \$5: \$500

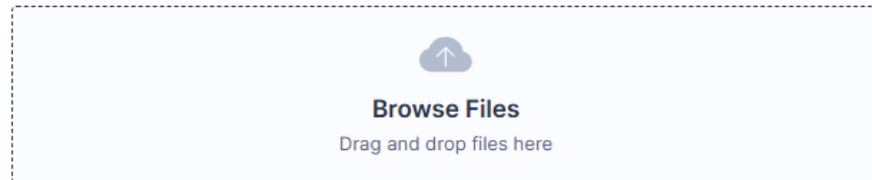
Application Process (III)

Technical Details: *



Events: Provide program including organizers, speakers, and timeline. | Projects: Explain objectives, work packages, timeline, outcome and funding necessity.

Supporting Material:



In case of large file size, you can add a Google Drive link in the Technical Details section instead.

*

☐ I will promote this event/project via MTT-S LinkedIn page and vTools Events.

*

☐ I will submit a report within 6 weeks or prior to reimbursement.

- Add the planned technical details, for example:
 - **Title:** Provide the event title
 - **Duration:** Specify duration (e.g., 1-hour panel + 2-hour networking event)
 - **Organizers:** Indicate the organizers (e.g., IEEE MTT-S members)
 - **Program Overview:** Outline the key segments and list the moderator(s) and speakers
 - **Networking Event:** Describe the setup (e.g., food, beverages, and format of informal exchange)
- Please upload the conference logo

Typical funding range

These amounts are guideline values and can be adjusted individually depending on the scope, regional context, impact of the event, and available budget.

Category	Examples	Typical funding range
Non-MTT-S Sponsored Events	Local WiM activities, university events, outreach programs	up to \$1 000
Small and Mid-size MTT-S Sponsored Events / Conferences	WiM receptions, panels, or workshops at smaller or mid-size events	\$1 000 – \$3 000
Large MTT-S Sponsored Events / Conferences	WiM events at large flagship or international MTT-S conferences	up to \$5 000