

Guidelines for MTT-S YP Funding

Prior to the event:

- Apply using the following form: [IEEE MTT-S Young Professionals - Funding Requests](#).
- Inform and collaborate with your MTT-S YP regional representative. To identify the YP representative of your region, please locate the [YP Membership Subcommittee on the MTT-S YP website](#).
- Mandatory information: Name of the event (conference or chapter), Location, Organizers and MTT-S people attending the event, Dates, Expected size of audience, Detailed expense list or sponsor package, and 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. For the most recent logos and presentation material, please visit the [MTT-S Logos page](#).
- Prepare a post to advertise the event for the [MTT-S YP LinkedIn page](#) and a possibly a flyer and send these materials to MTT-S YP Social Media Team: mtt-yp-events-publicity@listserv.ieee.org
- Check for the possibility to run an MTT-S booth and contact Chad Kidder (email: ckidder@ieee.org) for the TableTop 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 the IEEE 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 the 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 the MTT-S goodies
- Make a presentation about MTT-S and MTT-S Young Professionals
- 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 Shobha Sundar Ram (email: shobha@iitd.ac.in)
- Prepare a post text summarizing the highlights of the event for the MTT-S YP LinkedIn page and send it to MTT-S YP Social Media Team, along with the with selected visual content for the post: mtt-yp-events-publicity@listserv.ieee.org