**IEEE Region 9 AP-S Chapter Chair Travel Grant Application Form**

## AP-S Chapter Chair Meeting at 1st IEEE Latin American Conference on Antennas & Propagation. LACAP, Cartagena de Indias, Colombia, , Dec 01-04, 2024

A Chapter Chair has the option to get in touch with the AP-S Chapter Activities Coordinator to apply for a travel grant to participate in the IEEE AP-S CCM (Chapter Chair Meeting) at the “1st IEEE Latin American Conference on Antennas & Propagation (LACAP)” in San Andrés Island, Colombia, from Dec 01-04, 2024.

The Chapter Chair travel award is limited to a maximum of $1,950 for international travel and a maximum of $1200 for domestic travel (Chapter officers from R9). In exceptional cases, additional funding may be granted, necessitating prior approval by the Chair AP-S CAC (Chapter Activity Committee).

The Chapter Chair Travel award could cover travel expenses and hotel costs for 2–3 nights. Recipients are accountable for covering any expenses that surpass the award limit. Due to limited funds, Chapter Chair travel grants are allocated on a first-come, first-served basis. The deadline for submitting the travel grant application is September 30, 2024.

A Chapter Chair can request a Travel Grant by completing and submitting a "Travel Grant Application Form" to the AP-S Chapter Activities Committee. The application should clearly outline the projected AP-S activities of the Chapter Chairs/Officers at the Symposium. The "Chapter Chair Travel Grants" are prioritized based on financial need and the level of involvement of the Chapter Chair in AP-S Chapter-related activities. If the request is approved, the CAC Chair will then submit the request to the AP-S Treasurer for approval and reimbursement through online Concur.

.<https://corporate.ieee.org/resources/travel-medical-and-insurance/ieee-expense-report>

This grant aims to allow Chapter Chairs/Officers to attend the Chapter Chair Luncheon meeting to benefit from discussing chapter affairs and business. Hence, the intended recipients of this grant are Chapter Chairs. If a Chapter Chair cannot attend the Symposium, he/she may wish to be represented at the Chapter Chair Luncheon by another chapter officer (i.e. Vice Chair, Treasurer, etc.). Only in this case may this officer apply for the Travel Grant. Such applications will be given a lower priority than an application from a Chapter Chair. Non-elected officers (e.g., appointed officers) or members who are not elected officers should not apply for this grant.

Please fill out the Travel Grant Application on the next page and submit it to the Chair of IEEE AP-S Chapter Activities Committee,

Email1: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)

Email 2: [poddar\_ajay@yahoo.com](mailto:poddar_ajay@yahoo.com)

**2024 IEEE Region 9 AP-S Chapter Chair Travel Grant Application Form**

**1. BASIC INFORMATION**

1. Section Name:
2. Chapter Name:
3. IEEE Region Number:
4. Societies that your chapter is joint with, if any:
5. Chapter Web address, if any:
6. **Officers for 2023** (please fill in the table below):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Chair | Vice Chair | Secretary |
| Name |  |  |  |
| Address |  |  |  |
| Phone |  |  |  |
| Fax |  |  |  |
| Email |  |  |  |

1. **Elected Officers for 2024:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Chair | Vice Chair | Secretary |
| Name |  |  |  |
| Address |  |  |  |
| Phone |  |  |  |
| Fax |  |  |  |
| Email |  |  |  |

1. **Chapter Officer Travel Grant Applicant Name:**

Are you the current elected Chapter Chair (Yes/No)?

If you are not the current Chair, state the elected position that you hold in your chapter (i.e., Vice-Chair, Treasurer, etc.):

Has a Final Report been submitted to the APS Chapter Activities Coordinator (Yes/No)?

Have you received this grant before (Yes/No)? If yes, what year(s)?

Are you applying for any other IEEE grants to travel to this symposium (Yes/No)? If yes, please list the sources.

List planned activities at the AP-S Symposium:

Provide a statement that describes your financial situation and needs:

Requested amount (up to $1,950 for Overseas and $ 1200 for Regional-Region 9 attendees):

(For an additional amount, prior approval is required from Chair AP-S CAC)

After attending the Chapter Chair meeting, please register at Concur Access to reimburse expenses; click the link for the registration.

[IEEE Expense Report - IEEE Corporate Activities](https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report)

Please fill out the Travel Grant Application on the next page and submit it to the Chair of IEEE AP-S Chapter Activities Committee,

Email1: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)

Email 2: [poddar\_ajay@yahoo.com](mailto:poddar_ajay@yahoo.com)