Open Call for Community Engagement Workshops

Community Engagement Workshop (CEW) is an event which targets to bring people from different professions in local community together, creates awareness about local problems and solutions to those problems specially in the fields of interest of IEEE. It is targeted to enhance humanitarian activities of IEEE with the help of people or organization outside IEEE. The IEEE Young Professionals committee and IEEE SIGHT committee has allocated some resources to help local OUs to organize these CEW in their area. This call invites those Young Professional affinity groups of IEEE, who are interested in organizing a CEW to apply for these resources. This document includes more details about CEW, available resources, application and organization of the event.

CEW: A CEW is an effort to **understand and analyze existing problems in a local community** and possibly educate people about its solutions.
1. CEW can be one day workshop with presentations and discussions centered around community problems. The workshop can be hosted by any entity such as universities, industries, local govt units, etc.
2. The participants of such event would be local population from various professions such as doctors, teachers, cab/bus drivers, local govt officials, etc.
3. A substantial percentage of people would be of engineering profession and IEEE members (students, engineers, professors, etc.).
4. The workshop should motivate and engage these people into discussion of existing problems in their community.
5. After identifying major problems, the **workshop should try to identify few solutions** as well. If there are enthusiastic students, they should be encouraged take on these problems as a curriculum project. Engineers might consider it as a hobby and for professors, it might become an interesting research/teaching problem.
6. Some other participants can be partners/organizations with similar interest as SIGHT. These organizations can be NGOs, Govt offices, Companies, Research labs, etc. These participants can help in nurturing the solutions being proposed during the workshop.

Following are few suggestions on different sessions during the event:
1. Invite a speaker from IEEE Humanitarian Activities. Presentations on IEEE's previous activities and examples of successful projects will encourage participants to discuss their problems and find solutions
2. There should be presentations from local NGOs or humanitarian experts. This may be someone who is **already aware of problems** in the same community and can highlight them and encourage attendees to contribute more in highlighted problems via Q&A session.
3. Panel discussions among different demographics. Pre select one person from each demography and help them in preparing for this panel discussion. Encourage them to

discuss problems they face every day. The moderator could be an expert who has previously discussed with such people.

4. Invite any past successful projects in your community. Share their success stories and may be there are things to follow upon that..

Conclusion and Follow up: The CEW event can be evaluated on the basis of engagement among the attendees. By the end of workshop, **the organizers should help attendees to create projects around problems** discussed during the workshop. Students may be encouraged to take on these problems as part of their curriculum projects, professors may advise the same projects and local govt units may sponsor these. Also young professionals may be encouraged to find entrepreneurial ways to solve the problems.

In all cases, the local geo unit of IEEE organizing the event shall follow up with these projects. If successful, theses project could be showcased at various IEEE events as the outcome.

Follow up Report after the event:
After the event, it is expected out of the SIGHT group/Young Professional AG to submit a report highlighting the following metrics:
- Number of attendees from different demographics
- Agenda of the event
- Names and contacts of resource people (including NGOs, GO's and/or companies)
- Substantial problems identified in the local community with details on the affecting community (if possible quantified to numbers).
- Potential solutions/projects identified.

Resources:

The CEW program is supported by IEEE Young Professionals Committee and IEEE SIGHT Program. Financial support as per requested in the proposal will be supported through this program. In addition, if required assistance in finding appropriate speakers and material will be provided as well. Also an event kit from IEEE Young Professionals Committee will be provided.

Eligibility: Any young professional affinity group interested in organising the CEW.

Note: The Young Professional group is encouraged to form a SIGHT before conducting the event which will enable Global SIGHT Steering Committee to funnel down resources.

Application:

Interested affinity groups must submit a proposal via the application portal. The proposal must contain below mentioned information, however additional details are encouraged.

Statement	A strong statement on why your affinity group is interested in organizing a CEW. You may highlight past activities of the OU, the benefits of geographical location or any other factor which makes your OU and location favorable.
Tentative Program	Details on what you plan to organize. This should entail targeted number of audience, demographics, invited speakers, program details, etc. It is important to emphasize how your CEW will engage participants into fruitful discussion. Also mention if you are aligning the CEW with any other event happening in your area.
Partners	Mention if you will be hosting the event independently or you will be partnering with any non-IEEE organization. if yes, then provide contact details of those organizations.
Tentative Expenses	Please provide a tentative statement on all targeted incomes and expenses for the event.
Venue & Date	Please mention where the event will be hosted and what are dates targeted for it. We recommend that event be hosted at least 2 months after you submit this application.
Contact details	Volunteer team, roles, and emails.

For further information or for submission of proposal, please write to us at: Shashank Gaur (shashankgaur@ieee.org) and Arjun Pillai (rarjunpillai@ieee.org).