

Instructions for organizers of successful proposals under the CASS Outreach Initiative

Before the event

1. Please make sure to contact CASS Operations Manager, Brittian Parkinson, (manager@ieee-cas.org) to confirm your willingness to go ahead with the proposed activity and arrange the funding transfer
2. Make sure to announce your activity as widely as possible, making use of the IEEE CASS website, social networks and mailing lists to announce events, meetings etc. Also, alert your local chapter and relevant CASS technical committee (lists are available on the CASS website). Send a link to the webpage of the event/activity to the CASS webmaster for it to be posted on the Society website.

During the event

1. Please acknowledge support from CASS Outreach Initiative during the meeting and clearly state CASS sponsorship on the event website and other information material
2. Make available to all participants details on how to join the Society by providing the link to the CASS website for further info (advertising material and leaflets can be requested in advance from Brittian (manager@ieee-cas.org)).
3. Keep a detailed list of all participants with contact details

After the event

Produce a report of the event detailing:

- Title of the activity
- Name of proposer
- Total number of participants
- How the budget was spent
- A brief description of the activity (max 1-page)

The report should be sent to CASS VP Financial Activities, Guoxing Wang, and CASS Operations Manager, Brittian Parkinson, manager@ieee-cas.org within 1 month after completion of the event.