

## **IEEE Sensors Council Guidelines for Seasonal Schools**

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**Approved by the Executive Committee of IEEE Sensors Council**

## Table of Contents

1	Scope.....	3
2	Definition of Terms and Abbreviations.....	3
2.1	Terms.....	3
2.2	Abbreviations.....	3
3	Procedures for a Seasonal School.....	4
4	Guidelines for Seasonal School Proposals.....	4
5	Guidelines for Seasonal School Reports.....	5
6	Points of Contact.....	5

## 1 Scope

This document describes guidelines, procedures, and protocols for organizing seasonal schools, which will be fully sponsored and owned by IEEE Sensors Council. The present document has been drafted by the Educational Activities Committee and VP Technical Operations of IEEE Sensors Council.

## 2 Definition of Terms and Abbreviations

### 2.1 Terms

**Educational Activities Committee:** A committee under Technical Operations that consists of a chair and board members to take charge of educational activities such as seasonal schools.

**Seasonal School:** A form of educational activities sponsored and owned by IEEE Sensors Council. A seasonal school usually consists of a set of invited lectures focusing on a selected topic of IEEE Sensors Council's interest (e.g., sensor technologies, sensor networks and systems, etc.). Lectures of a seasonal school can be scheduled for 2-5 days according to an onsite, virtual, or hybrid mode.

**Seasonal School Organizer:** A volunteer(s) who organizes a seasonal school including preparing a seasonal school proposal, sending the seasonal school proposal to Educational Activities Committee, receiving the notification from Educational Activities Committee. If the seasonal school proposal gets approved, the seasonal school organizer will go ahead to organize the seasonal school as planned and according to any feedback from Educational Activities Committee. After the seasonal school is completed, the seasonal school organizer needs to prepare a seasonal school report and sends it to Educational Activities Committee.

**Seasonal School Proposal:** A proposal for organizing a seasonal school, which is prepared by seasonal school organizers and should be sent to Educational Activities Committee for the approval. Guidelines for preparing a seasonal school proposal will be described in the clause 4.

**Seasonal School Report:** A report that the seasonal school organizers need to prepare and send to Educational Activities Committee. Guidelines for preparing a seasonal school report will be described in the clause 5.

### 2.2 Abbreviations

DL	Distinguished Lecturer
EAC	Educational Activities Committee
SC	Sensors Council
SSO	Seasonal School Organizer
SSP	Seasonal School Proposal
SSR	Seasonal School Report
VP	Vice President

### 3 Procedures for a Seasonal School

A SSP must be sent to the Chair of the EAC and the VP-Technical Operations; it should also be reported in [vTools](#), if the seasonal school is organized under or as a SC Chapter's activity.

The general procedures for organizing a seasonal school include following steps:

1. Educational Activities Committee (EAC) actively identifies potential Seasonal School Organizers (SSOs) and solicits high-quality Seasonal School Proposals (SSPs). EAC will consider the balance and diversity in terms of technical areas, regional aspects, etc.
2. SSOs prepare a SSP according to the guidelines to be described in the clause 4.
3. SSOs submit the SSP to EAC.
4. EAC reviews the SSP. Beside the quality of SSP, EAC will also consider the balance and diversity in terms of technical areas, regional aspects, etc.
5. EAC sends the notification to SSOs. The notification could be an approval, an approval with some changes, or a rejection. If EAC suggests some changes, SSOs will update the SSP and resubmit the updated SSP to EAC for the final approval. If the SSP is rejected, the following steps will be skipped.
6. EAC informs VP-Technical Operations of the approved SSP.
7. EAC and SSOs can start to advertise the seasonal school. For doing so, it is suggested that SSOs prepare a one-page flyer and a text-version call for participation.
8. VP-Technical Operations sends a request to VP-Finance for the financial support for the approved SSP.
9. VP-Finance reviews the requested budget.
10. VP-Finance sends a notification to VP-Technical Operations and copies EAC.
11. VP-Finance arranges the payment to be received by SSOs. It is preferred to make the payment via IEEE Local Chapter of SSOs.
12. SSOs host the seasonal school as planned, which could be an onsite, online, or a hybrid version. SC will provide SSOs with the support using conference tools such as Zoom and/or YouTube. SSOs get the consent from speakers and record their lectures.
13. After the seasonal school is concluded (or even during the school), SSOs collect feedback and suggestions from participants.
14. SSOs upload the recorded videos to SC's YouTube Channel, with the consent of corresponding speakers. Each video corresponds to a separate lecture.
15. SSOs prepare a Seasonal School Report (SSR) based on the guidelines to be described in the clause 5.
16. SSOs send the SSR to EAC.

### 4 Guidelines for Seasonal School Proposals

Seasonal School Proposals (SSP) should be submitted [online](#). A SSP generally contains, but not limited to, the following information:

- The name, affiliation, and contact information of SSOs;
- The dates of the proposed seasonal school;
- The mode of the proposed seasonal school (onsite, online, or hybrid). A Seasonal School is encouraged to be organized in a hybrid mode even if it is possible to organize in-person or in onsite mode.
- The venue of proposed seasonal school if it is an onsite or a hybrid version;
- The technical area and theme of the proposed seasonal school;
- The number of expected participants and the plan to attract participants;
- The detailed introduction and the rationale of the proposed seasonal school;
- The list of preliminary speakers including their names, affiliation, and the title of their lectures. Seasonal Schools should prefer to invite some of the Distinguished Lecturers (DLs) of Sensors Council as the speakers besides their selected local/regional topical experts of that theme;
- A preliminary program and schedule of the proposed seasonal school;
- The budget estimation if financial support is requested; and
- The bank information if financial support is requested (e.g., bank name, bank address, bank account name, bank account or IBAN number, SWIFT number).

## 5 Guidelines for Seasonal School Reports

Seasonal School Reports (SSRs) should be prepared in PowerPoint format using the template [here](#). A SSR must be sent to the Chair of the EAC, the VP Technical Operations and the Council Operations Manager; it should also be reported to [vTools](#), if the seasonal school is organized under or as a SC Chapter's activity.

A SSR generally contains, but not limited to, the following information:

- An overview of the hosted seasonal school;
- The organizing committee and volunteers;
- Statistics about the participants, for example, in terms of countries/regions, education degrees. In order to facilitate such statistics, SSOs can set up a registration page to for participants to register themselves prior to the beginning of the seasonal school. Figures will be helpful;
- Experience and lessons learned from the hosted seasonal school; and
- Feedback for organizing future seasonal schools

## 6 Points of Contact

- Chair of the EAC, [Hamida Hallil](#)
- VP Technical Operations, [Anil Roy](#)
- Council Operations Manager, [Brooke Johnson](#)