

**IEEE Sensors Council Procedures  
and Guidelines for Seasonal Schools**

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

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## Seasonal Schools Committee operational manual

### **Aim**

To operate a comprehensive set of guidelines and procedures enabling Seasonal Schools in the area of interest of the Sensors Council.

### **General**

The Sensors Council's Seasonal Schools Committee promotes the field of sensors to the younger audience in the broad engineering and scientific community and to the public at large, by supporting Seasonal Schools in both semesters of the year, winter and summer. A typical Seasonal School format is a thematic workshop, organized as a set of invited lectures focusing on a selected topic of Sensors Council's area interest (e.g., sensor technologies, sensor networks and systems, etc.). Lectures of a seasonal school can be scheduled for 2-5 days and can be operated in an onsite, virtual (e.g. electronic tele-conferencing), or hybrid mode (both onsite and virtual attendance is possible).

### **Composition**

- The Seasonal Schools Committee is a sub-committee in the Educational Activities Committee ecosystem.
- The Chair of the Seasonal Schools Committee is appointed by the Vice President Educational Activities and is member of the Sensors Council Educational Activities Committee.
- The Chair appoints at least 3 Committee Members, in compliance with general IEEE Policies, including Diversity and Inclusion. Additional consideration may be given to the Committee Members' geographical coverage, to ensure better outreach and efficiency of operation.

### **Terms of Office**

- The Chair's term is nominally for two years, but no longer than the tenure of the appointing Vice President Educational Activities. The incoming Vice President Educational Activities may reappoint the Chair, if an overall limit of two consecutive full terms has not been exceeded.
- The appointed Committee Members' term of office is two years. The Committee Members are eligible for reappointment but cannot serve more than two consecutive full terms without a break of at least one term from the role.

### **Specific Responsibilities**

- The Chair ensures that the Seasonal Schools activity is advertised through the Council's website and all available Sensors Council publicity outlets.
- The Committee publicly solicits proposals for organizing Seasonal Schools on the Sensors Council website. Typically, proposals can be submitted at any time, but it is possible to set submission deadlines in connection with a certain planned event.

- Proposal submission is online, using the Seasonal Schools Proposal Form.
- The Chair receives all submitted Seasonal School proposals and ensures that they reach all Committee members without delay.
- Each Committee member reviews the incoming bid by a set deadline and provides a recommendation for the Committee decision and feedback, at an online Committee meeting, or by email exchange.
- The Chair formulates the outcome of the proposal review and, after confirming with the Committee, communicates the decision to the proposer(s).
- The Committee receives a report, submitted by the organizers(s) upon completion of the event. All publicity material is passed (through the Chair) to the Council's Publicity Committee Chair.

### **Reporting**

- The Committee reports, through the Chair, to Vice-President Educational Activities, as necessary.

### **Reference**

[Seasonal Schools procedures and guidelines](#)

[Seasonal School definition of terms](#)

[Seasonal School Proposal guidelines](#)

[Seasonal School Report guidelines](#)

## Seasonal Schools procedures and guidelines

### Definition of terms

#### **Educational Activities Committee (EAC)**

A Sensors Council standing Committee, which leads all Educational Activities of the Sensors Council and maintains the required ecosystem.

#### **Seasonal Schools Committee (SSC)**

A sub-committee in the [Educational Activities Committee](#) ecosystem, responsible for all Seasonal School activities.

#### **Seasonal School (SS)**

A form of educational activity, sponsored and owned by IEEE Sensors Council. Usually comprises 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.). A Seasonal School takes place over 2-5 days and is delivered in one of three modes: onsite, virtual, or hybrid.

#### **Seasonal School Organizer (SSO)**

A volunteer who leads the technical and financial aspects of the Seasonal School, such as preparation, running, reporting and reimbursement of costs.

#### **Seasonal School Proposal (SSP)**

A proposal for organizing a Seasonal School, prepared by the applicant(s) according to the Seasonal School proposal guidelines and received by [Seasonal Schools Committee](#), through Chair, for evaluation.

#### **Seasonal School Report (SSR)**

A report upon completion of the event, prepared by the [Seasonal School Organizer](#) according to the Seasonal School Report guidelines and received by Seasonal Schools Committee, through Chair, for evaluation.

### Procedures

#### **Proposal preparation, submission and evaluation**

1. The Seasonal School Committee actively identifies potential Seasonal School Organizers and solicits high-quality Seasonal School Proposals, while considering the balance and diversity in terms of technical areas, regional aspects, diversity and inclusion, etc.
2. The prospective Seasonal School Organizer prepares and submits a Proposal according to the guidelines, at least one year prior to the start date and/or within deadlines which may be announced in particular calls. The Proposal must be sent to the Chair of the Seasonal Schools Committee.

3. The Seasonal Schools Committee reviews the Proposal with a main view to quality, but also considering the balance and diversity in terms of technical areas, regional aspects, chapter engagement.
4. The decision of the Committee, as one of the following:
  - approval
  - approval, with mandatory changes
  - rejection, with major rework and resubmit
  - rejection, without the option to resubmit,is communicated by the Chair to the prospective Organizer, together with appropriate feedback and deadlines for further action, as/if necessary.
5. The Chair keeps track of the financial commitment to all approved proposals at any time against the outstanding budget and reports to Vice President Educational Activities and Vice President Finances on identified issues requiring attention.

### Organisation and running

6. Following approval, the Seasonal School Organizer starts the advertising campaign in due course by publishing a Call for Attendance. It is recommended that a one-page flyer is produced, together with its text version, for use on the Council website and passed to the Publicity Committee for exposure in social media. This material should be updated at least once at a later stage, when the Program full details are finalized.
7. The Seasonal School Organizer issues speaker invitations, including suitable lecturers from the Council's [Distinguished Lecturers Program](#) pool, and proceeds with the assembly of the School Program as per the approved Proposal, considering issues of sustainability and diversity/inclusion. A hybrid mode of delivery and participation is preferred, allowing both onsite and online attendance.
8. The Organizer secures permissions/consent (from speakers and audience) and facility to record the lectures with quality suitable for publication on the Council's YouTube channel, as well as short video-clips and pictures suitable for social media.
9. The Organizer ensures feedback collection from participants, during and/or after the conclusion of the Program.
10. The Organizer delivers to Chair all consented media recordings, with clear labelling to which item in the Program they belong to, for future use on the Council's YouTube Channel and social media.

### Reporting and reimbursement

11. The Seasonal School Organizer prepares and submits to the Seasonal Schools Committee (through Chair) a [Seasonal School Report](#) following the available [guidelines](#). If the Seasonal School is organized as a Sensors Council activity, it should also be reported in [vTools](#),

12. The Chair forwards the approved Report to the Vice-President Educational Activities indicating the conclusion of all aspects of the event and requesting the release of funds for Organizer reimbursement.
13. The Vice-President Educational Activities sends a request to Vice-President Finance for approval of reimbursement.
14. The Vice-President Finance sends a notification of the approved reimbursement to Chair and arranges with the Council Operations Manager for the payment to be received by the Organizer, preferably through a IEEE Local Chapter.

### Seasonal Schools Proposal guidelines

All [Seasonal School](#) proposals are [submitted online](#), by filling in a dedicated form.

A [Seasonal School Proposal](#) should generally contain, but would not be limited to, the following information:

#### **General**

- Name(s), affiliation(s), and contact information of [Seasonal School Organizer\(s\)](#).
- Dates of the proposed Seasonal School;
- Running mode of the proposed Seasonal School: onsite, online, or hybrid participation. Provision of the latter (mixed onsite and online attendance) is always encouraged, irrespective of the main mode.
- Venue of proposed Seasonal School (if not exclusively online); suitability of venue for lecture recording (standard equipment and support on-site or provided by the Organizer).

#### **Technical**

- Detailed introduction and the rationale of the proposed Seasonal School.
- Title, technical area and theme of the proposed Seasonal School.
- List of the [Sustainable Development Goals](#) addressed by the proposed Seasonal School.
- Details of the plan to attract participants number of expected participants.

#### **Programme**

- Preliminary list of speakers including their names, affiliation, and the title of their lectures. Seasonal Schools should consider inviting some of the [Distinguished Lecturers](#) of Sensors Council to complement their selected local/regional topical experts on the chosen theme;
- Preliminary program and schedule of the proposed Seasonal School.

#### **Financial (if financial support is requested)**

- Budget estimate with a detailed breakout of the envisaged use of the funds provided by the Sensors Council, together with any other funds available
- Bank transfer details (e.g., bank name, bank address, bank account name, bank account

name, bank account or IBAN number, SWIFT number). It is preferred that transfers are sought through a IEEE Local Chapter.

## Seasonal School Report guidelines

### **Format**

The [Seasonal School Report](#) should be submitted online by filling a dedicated form. If the Seasonal School is organized as a Sensors Council Chapter's activity, it should also be reported in [vTools](#),

### **Contents**

The Seasonal School Report should contain the following information:

- Brief overview of essential information on the hosted Seasonal School (budget, dates, venue, etc.), final program schedule and list of the organizing committee/volunteers.
- Brief account of the contribution of the Seasonal School to (as applicable) Diversity and Inclusion, Chapter Engagement and involvement of Young Professionals and the promotion of Educational Activities.
- Statistics, incl. in graphic format, about the participants (countries/regions, education degrees, gender, etc.), typically obtained from a registration page set up by the Organizer (links to shared images or data are permitted).
- Links to all multimedia material linked to the Seasonal School (e.g., images, the recordings of the presentations as individual video files for each lecture, pdf or powerpoint presentations...).
- Feedback (e.g. lessons learned and suggestions) to the Seasonal School Committee and future Seasonal School Organizers.