Chapter Name

Chapter Chair Name

Chapter Chair Email ID

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# Event Name

# Date of the event

# Call for Participation of the event

# Brief Budget

# Event Schedule

# Details of event conducted

# Report of expenses (Attach the bills)

# Photographs of the event with captions

(Send some of the photographs as attachment)

# Number of attendees (IEEE Members and Non-IEEE Members & diversity categorised)

# Link of report submission on vTools

(mention the date of report submission)

# Was any DL invited to this event?

(If yes, name of the DL and title of the talk.)

# Were the technical sessions recorded in the voice-over format?

(send the link and the signed Consent and Release form of the presenters)