**Outstanding Chapter Award Application**

The **IEEE EMBS Outstanding Chapter Award** is designed to recognize the EMBS professional section chapters and student branch chapters that are judged to have provided their members with the best overall membership experience.

**Overview**

Chapters are judged based on success in the following criteria:

1. Diversity and quality of activities during the last year.

2. Membership development

**The Award**

An Outstanding Chapters Award certificate for each winner and overall winners.

All regional winners will receive a USD 1000 honorarium, plus up to USD 1000 for the chair to travel to the annual EMBC to receive the certificate.

**Deadline**

Submission deadline: April 5th.

**Instructions**

Please do not change or adjust the formatting. You may insert images into the document where appropriate.

Proposals submitted after the deadline will not be considered. Complete and submit the proposal form for the IEEE EMB Society review using the link at <https://www.embs.org/awards/regional-chapter-awards/>

**I. Chapter administration**

|  |  |
| --- | --- |
| **EMBS Chapter Information** | |
| EMBS chapter name |  |
| Chapter type | Choose an item. |
| EMBS geographical region | Choose an item. |
| **Chapter Chair Information** | |
| Chapter chair name |  |
| IEEE member number |  |
| Membership grade | Choose an item. |
| Contact email address |  |

Include a concise overview of your social media visibility over the past year, with relevant analytics data such as engagement metrics (engagement rate, amplification rate, virality rate) and awareness metrics (reach, views, impressions, audience growth rate) to demonstrate the impact of your efforts on promoting your chapter's activities. **Maximum 1 page.**

**II. Chapter activities**

Include the number of events the chapter reported in 2023 in IEEE vTools for each category:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional** | **Technical** | **Nontechnical** | **Administrative** | **Humanitarian** | **Pre-U Stem program** |
|  |  |  |  |  |  |

**1. Service to members (technical category):** Select the **two most significant technical activities** your chapter conducted last year. Highlight the impact achieved and any notable outcomes or contributions these events made toward achieving your chapter's goals and enhancing member experience. You may include items such as pictures, graphs and tables in your description if you consider it appropriate. **Maximum 2 pages.**

**2. Additional outstanding activities:** Select **up to three additional activities** your chapter conducted last year in any category (in addition to technical activities, this may include humanitarian, STEM or public awareness activities, work with local communities, industry engagement, social activities for members in the chapter, among others) that you consider had significant relevance. Highlight the impact achieved and any notable outcomes or contributions these events made toward achieving your chapter's goals and enhancing member experience. You may include items such as pictures, graphs and tables if you consider it appropriate. **Maximum 3 pages.**

**III. Development of EMBS membership and membership advancement**

Include the number of members from your chapter in 2022 and 2023 according to IEEE OU Analytics.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Students** | **Graduate student** | **Members** | **Senior** | **Fellow** | **Total** |
| **2022** |  |  |  |  |  |  |
| **2023** |  |  |  |  |  |  |

Provide a description of any information the evaluation committee should consider when analyzing membership growth **in maximum 1 page**. Factors to address may include a description of some or all of the following:

**1.** Any activities conducted specifically towards increasing membership levels (such as recruitment and outreach activities, and senior and/or fellow member drives) that you considered had a positive impact last year

**2.** Efforts towards enhancing diversity and inclusion in your chapter membership (including but not limited to female / male and student / professional membership ratios)

**3.** Factors that may explain any significant membership decrease (either in total membership or specific categories), including any special circumstances (such as financial or political turmoil in your community).

**Application Submission**

By signing this application, I confirm that:

1. Applicants named in this request consent to this application being signed on their behalf.
2. Applicants and organizations named in this request have consented to either participate in or cooperate with this request as presented should it be selected for support.
3. Applicants understand that any request that (i) is incomplete, (ii) is unsigned, or (iii) for which a completed IEEE EMBS Award Application Form is not submitted will not be reviewed.
4. Applicants individually and collectively indemnify IEEE, IEEE staff, and EMBS Committee members from any liability associated with the review of this request or subsequent implementation.
5. Applicants individually and collectively acknowledge that any decision by IEEE EMBS is final.
6. Applicants acknowledge that the information provided on this form will be processed according to the [IEEE Privacy Policy](https://www.ieee.org/ieee-privacy-policy-agreement.html).

**CHAPTER CHAIR SIGNATURE** (below) (On behalf of all applicants – please type your full name and e-mail address)

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**DATE OF SIGNATURE** (below)

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