
Call for Expression of Interest - IEEE BDS Anticlockwise

The *Student Activities Committee (SAC)* of *IEEE Bangladesh Section* presents *Anticlockwise*, a collaborative platform where student members across different branches interact and learn from each other through executing a series of inter-branch training sessions on relevant technical topics. **Funding and certification** which will be provided to selected participatory Branches.

The selected Student Branches (SB) will each take turns to undertake the following two roles:

- As a **Trainer SB**, they will provide *trainers* and *training material* on any relevant topic of their choosing. (*We prefer a day-long training.*)
- As a **Host SB**, they will invite the trainers from a Trainer SB, manage participants, logistics and provide a venue to host the event.

The benefits of this endeavor are two-fold: (i) *it will increase inter-branch collaboration and provide networking opportunities for the students.* (ii) *It will enable them to gain competency through learning about various technical topics.*

<i>Tasks as the Trainer SB</i>	<i>Tasks as the Host SB</i>
<ul style="list-style-type: none"> • Prepare and submit a detailed plan that covers the following: <ul style="list-style-type: none"> ○ Description of the topic that they will be teaching. (E.g. MATLAB Simulink, programming etc.) ○ Which Student Branch would they like to visit? (This does not guarantee that one SB shall visit another SB of their choice) ○ Name and profiles of the Trainers. (Faculty members can be trainers but we encourage all student trainers) ○ List of the facilities that they will require for the training sessions. (Projectors, sound systems, etc.) • Provide robust training material (e.g. slides, documents, handouts, etc.) on the topic of their choice 	<ul style="list-style-type: none"> • Prepare and submit a detailed plan covering the following: <ul style="list-style-type: none"> ○ From which SB they want to receive training? (This does not guarantee that one SB shall receive training from their SB of choice) ○ What facilities are available to host a daylong session? ○ What topics do they want to learn? ○ What is the expected number of participants? • Invite and host the trainers from the guest Student Branch • Provide a venue (sitting arrangement, projector, sound systems, etc.) • Handle logistics • Manage participants

The Initial Agenda is as follows:

- **Number of Training Sessions: 4 (1 inter-branch training session for each pair of universities)**
- **Order of Training Sessions:** The sessions will be conducted in a cyclical order among the selected branches i.e. **branch A trains B, B trains C, C trains D and D trains A. By doing so, each branch will get the opportunity to both train and host in sessions.**
- **Funding:** IEEE BDS SAC will provide partial financial support of a maximum of BDT 6000/- for each session. IEEE Bangladesh Section will not finance printed banners, crests and decorative items (e.g. balloon, flower bouquet etc.). We discourage printed banners and crests. Funds will be reimbursed after the successful submission of documents listed in Post-Session section.
- **Interested student branches are requested to fill-out this simple [Expression of Interest Form](#) by the **15th of April, 2017.****
- Selected participants will be notified by the **30th of April, 2017**
- Further details will be provided to participants upon selection
- **AIUB, BUET and UIU SB cannot host and train each other. They can host and train other SBs (if selected).**

[Important] Conditions:

Pre session:

1. **[Host SB and Trainer SB]** Publicize the event and anticlockwise among students, and in social media.
2. **[Trainer SB]** Prepare and submit all training material (slides, documents, etc.) for review within two weeks upon confirmation of selection and role.
3. **[Trainer SB]** Make necessary amendments to training material (slides, documents, etc.) upon receiving feedback.

During Session

1. **[Host SB]** Venue and logistics management
2. **[Host SB]** Take photographs for the report
3. **[Host SB]** Maintain a sign-up sheet that must include students name, department, year/semester and email address.
4. **[Trainer SB]** Bring backups of all training material in a pen drive/other storage medium.
5. **[Trainer SB]** Trainers and representatives must be at the designated venue on time.

Post session:

1. **[Host SB]** Must submit high-resolution photos of the event, a detailed event report, a scanned copy of the sign-up sheet and a financial report with scanned copies of the bills to a.a.saki@ieee.org (You shall only submit the bills which you are looking for reimbursement.). The original copies of the bills must be submitted to IEEE Bangladesh Section Office Assistant latter to get reimbursement.
2. **[Host SB]** Must collect feedback from the participants, prepare a summary and submit with report. This feedback will be provided to the Trainer SB.
3. Post session deliverables must be submitted within 7 days of the event. Failing to submit these within deadline will result in: no reimbursement, negative consideration in future Section and Society initiatives

For any queries, please feel free to contact me.

With Best Regards

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on behalf of

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