

IEEE IAS Global Mentorship Program (GMP) Contest Guideline

* *2023 Contest -*

***Table of Contents***

[1. Glossary of Terms 2](#_Toc127372078)

[2. Background Information 3](#_Toc127372079)

[2.1 Scope 3](#_Toc127372080)

[2.2 Submissions 3](#_Toc127372081)

[2.3 Future Plans 4](#_Toc127372082)

[3. Eligibility Criteria for Participants 4](#_Toc127372083)

[3.1 IEEE Industry Applications Society (IAS) Student Branch Chapters (SBCs) 4](#_Toc127372084)

[3.2 IEEE Young Professional (YP) Affinity Groups 4](#_Toc127372085)

[4. Key guidelines 4](#_Toc127372086)

[4.1 Possible Topics 4](#_Toc127372087)

[4.2 Mentors 5](#_Toc127372088)

[4.3 Participation 5](#_Toc127372089)

[5. Assessment Criteria 5](#_Toc127372090)

[5.1.1 Goals and Objectives (10 marks) 5](#_Toc127372091)

[5.1.2 Number of Attendees (10 marks) 5](#_Toc127372092)

[5.1.3 Mentor/s Experience (15 marks) 6](#_Toc127372093)

[5.1.4 Topic/s Covered (25 marks) 6](#_Toc127372094)

[5.1.5 Event/s Program Structure (30 marks) 6](#_Toc127372095)

[5.1.6 Lessons Learnt & Future Improvements (10 marks) 6](#_Toc127372096)

[6. Reference Materials 6](#_Toc127372097)

[7. Report Submission 6](#_Toc127372098)

[8. Critical Deadlines 7](#_Toc127372099)

[9. Monetary Awards 7](#_Toc127372100)

[10. Contact Details 7](#_Toc127372101)

## 1. Glossary of Terms

* **IEEE IAS Global Mentorship Program (GMP)**: The IEEE IAS Program, under the auspices of the Education Department of the Society, responsible for conducting this Contest.

* **Local Mentoring Event (LME)**: The respective event held by a Participating Entity. An LME must be conducted and fully concluded within a 1-day period.

* **Participating Entity (PE)**: The respective IEEE IAS Student Branch Chapter (SBC) or IEEE Young Professionals (YP) Affinity Group, hosting the LME or LMP.

* **IAS Assessment Panel (AP)**: The panel of evaluators consisting of IEEE IAS members that will be responsible for assessing each Submission and determining the winners.

* **Sample Report Template (SRT)**: An accompanying document meant to be used as a reference template for the final Submission’s report.

* **Final Submitted Report (FSR)**: The actual report that will be assessed by the IAS AP, to make a PE a valid contestant.

## 2. Background Information

### 2.1 Scope

The Global Mentoring Program (GMP) contest is meant to incentivise IEEE IAS Student Branch Chapters (SBCs) and IEEE YP Affinity Groups to develop and host their own local mentoring event, to benefit their membership base and attract new members to join the Society and their local entities.

Furthermore, this program intends to foster the creativity and innovative thinking of youth members of IEEE IAS (Students and YPs) by incentivising and enabling them to come up with originalactivities, events, and programs that would be of significant value to their membership grades. The first GMP contest was held in 2023.

This IEEE IAS GMP - 2023Contest, is expected to :

* provide opportunities for local engagement and interactions with peers and mentors from both industry and academia;
* invest in membership elevation by strengthening relationships among Students and YPs;
* enable and incentivize youth to suggest innovative programs by them, for them, sponsored, supported, and acknowledged by the IEEE IAS.

### 2.2 Submissions

The contestants shall conduct the event as a physical meeting, and the final report (follow the Sample Report Template, found under Section [***6. Reference Materials***](#_3ygebqi) ) should be submitted.

The reports will be evaluated based on the criteria mentioned in Section [***5, Assessment Criteria***](#_2dlolyb) of this document.

### 2.3 Future Plans

Given that the winning submissions showcase the high potential in terms of supporting a replicable model, IEEE IAS holds the right to introduce that Submission’s model in the form of a suggested reference model for future Local Mentoring Events (LMEs).

## 3. Eligibility Criteria for Participants

The following explains the eligibility criteria. Should you have any queries, you can contact the Assessment panel via the email stated in Section 10.

### 3.1 IEEE Industry Applications Society (IAS) Student Branch Chapters (SBCs)

* existing IEEE IAS SBCs,
* existing IEEE IAS SB joint Chapters (e.g. IAS/PELS),
* or any IEEE Student Branches (SB), provided that they would be willing to form a local IAS Student Branch Chapter (SBC), before the final registration date of their submitted LME.

### 3.2 IEEE Young Professional (YP) Affinity Groups

* provided that there is at least one (1) IEEE IAS active member in the organizing team,
* or they will be willing to co-host their local event alongside a local IAS SBC (in their Section).

**Notes**

***-***  *The Event should be organized between 20 February 2023 and 20 June 2023. Events organized, excluding this time frame are NOT eligible to participate in this Contest.*

- Online events are Not qualified for this Contest. All the events should be conducted as physical ones (i.e., In person attendance).

## 4. Key guidelines

The following provides a minimum level of expectations in relation to the nature of topics to be covered, expected mentor qualifications and level of participation expected from the organisers of the event.

### 4.1 Possible Topics

The topics of submitted LMEs should cover career-related topics, or academic-related ones, that strengthen specific skill sets or competencies of the participants.

For example, introduced topics may include items such as:

* “How to prepare for a job interview,”
* “How to write a proper report on …”,
* “Enhance your public speaking skills”,
* “How to draft the proper CV for your discipline”
* Any technical topic which would be of value to the attendees (e.g. asset management, product management, etc.)

Should any different topic be introduced (i.e. non-academic or career-related), the decision should be justified.

### 4.2 Mentors

Any professional may qualify as a “Mentor”, as long as they have a reasonable experience of any sort (Industry, Academia, Entrepreneurship, Government etc) - at least 5+ years - including sufficient credentials to cover the mentoring topic. It is to note that the PE is responsible for finding suitable mentors for the program

***Note:*** *An LME should feature at least two (2) Mentors.*

### 4.3 Participation

An LME should have a minimum attendance of at least ten (10) participants, including at least one (1) IEEE IAS Student or YP member, excluding the organisers. Non-IEEE IAS members are encouraged to participate in the event.

***Attention:*** AP will NOT accept Online (web-hosted) mentoring events.

## 5. Assessment Criteria

Post-event submitted a report, written in English, provided by the PE to the IAS AP, as explained in Section [***7. Report Submission***](#_sqyw64).

In the case of a .docx or .pdf format, the report should NOT exceed 20 pages in length, including any appendices and should be accompanied by photographs, as evidence.

The final version of this report should be verified (including signature and contact information) by the respective chair of the organizing team and the claimed mentor/s.

The mentoring program will be assessed based on the following weighted categories and may be used as the framework to complete the final report. In addition, a SRT will be available online, as stated in Section [***6. Reference Materials***](#_3ygebqi).

### 5.1.1 Goals and Objectives (10 marks)

List out the intended goals and objectives of the LME, including the key skills, resources, or information output of the event/s. Receiving feedback from the audience through an on-site, post-event survey could prove helpful and would be considered favorably.

### 5.1.2 Number of Attendees (10 marks)

High numbers of attendance (especially in terms of mentees in the audience) will be considered favorably. The event attendance list signed by the participants should be included (scanned copies/photos will be accepted - be mindful of GDPR issues!), in the form of accompanying documents to the final report. Please be mindful of the guidelines stated in sub-section [***4.2 Participation***](#_3cqmetx).

### 5.1.3 Mentor/s Experience (15 marks)

The number of the mentor/s and their proven experience on the topic/s covered, will be considered favourably. A short bio of the Mentor/s highlighting the key relevant experience should be included in the report, in the form of accompanying documents to the final report. Please be mindful of the guidelines stated in sub-section [***4.2 Mentors***](#_1rvwp1q).

### 5.1.4 Topic/s Covered (25 marks)

Fresh and relevant topics that will benefit the students and young professionals will be considered favourably. Please refer to the guidelines stated in sub-section [***4.1 Introduced Topics***](#_4bvk7pj).

### 5.1.5 Event/s Program Structure (30 marks)

The structure of the program of the LMEs will be reviewed by the IAS AP. This Section should consist of information explaining how organizers planned, designed and conducted the program with a view to achieving overall success. In this regard, the organizers of the event may consider some performance metrics such as Mentor-to-Mentee ratio, number of mentees, number of mentor/s, resources, time spent, etc. Higher values on these metrics will be considered favourably. In addition, flow charts and figures can be used to illustrate the program design principles.

### 5.1.6 Lessons Learnt & Future Improvements (10 marks)

The report should also include a review section highlighting the experience gained, things that were learnt, things that could have gone better and future recommendations.

## 6. Reference Materials

Please access to [IEEE IAS Global Mentoring Program (GMP) Contest - IEEE Industry Applications Society](https://ias.ieee.org/education/mentoring/ieee-ias-global-mentoring-program-gmp-contest.html)

## 7. Report Submission

Upon completion of the mentoring program, the final report[[1]](#footnote-1) should be uploaded to  [IEEE IAS Global Mentorship Program (GMP) - 2023 Contest - Google Forms](https://docs.google.com/forms/d/e/1FAIpQLSdFblBB61jKXVvKfvpz64hCS-4ApI5i5yRA9GIqmf_t0A9LWQ/closedform)

## 8. Critical Deadlines

* Contest Announcement: 20 February 2023
* Deadline for Submissions: 20 June 2023
* Winners Announcement: 10 July 2023

## 9. Monetary Awards

1. 1000 USD – First (1st) place, with certificates for the organizers. + travel grant for two people to attend IAS Annual Meeting 2023.
2. 750 USD – Second (2nd) place, with certificates for the organizers.
3. 500 USD – Third place (3rd), with certificates for the organizers.

***Note****: If, in the opinion of the Selection Committee, the quality of the submissions do not sufficiently meet the evaluation criteria, the committee reserves the right not to present the awards.*

## 10. Contact Details

For any further inquiries, please contact Nishad Mendis (<rasanjana2000@gmail.com>) or Sumit Chhabria via (<sumit.chhabria7@gmail.com>).

1. Should follow the sample report format given in Section 6. [↑](#footnote-ref-1)