IEEE SA Standards Fellowship Program Participation Agreement

As a staff person from a national or regional standards body or a government body, you have been invited to participate in the IEEE Standards Association (SA) Standards Fellowship Program, which will take place during the IEEE SA Standards Board (SASB) meeting series <location, date>. Participating in this program provides the opportunity to observe and learn about the IEEE standards development process, engage with technologists from around the world, and gain a deeper understanding of how technologies are standardized.

You must acknowledge (through electronic signature or other form) your acceptance of the IEEE SA Standards Fellowship Program (the “Program”) Participation Agreement prior to your participation in the Program. You agree as follows:

I. Before the Meeting
   A. Gain permission from your employer to attend the meeting you are selected for.
   B. To the best of your ability, read all Program emails and respond completely and quickly.
   C. Comply with deadlines set by the Program Coordinator and Program Manager.
   D. Familiarize yourself with the IEEE standards website.

II. Travel
   A. If a visa is needed, you shall begin the application process immediately and obtain a visa from an embassy, consulate, or designated office within the country in which you reside. Research and obtaining any visa and/or visa transit requirements is your responsibility. You must inform IEEE that, if necessary, you have confirmed a visa appointment date no less than eight (8) weeks prior to the start of the IEEE meeting you plan to attend. You understand that should you not be able to obtain a visa or fail to advise IEEE of the status of your application in accordance with this agreement, IEEE may terminate this agreement without any further obligation to you.
   B. If needed, the Program Coordinator will provide a visa invitation letter.
   C. IEEE will not reimburse you for your visa, visa-related expenses, or taxes that may be levied when you depart or re-enter a country.
   D. You are responsible for complying with all travel health and immunization requirements. IEEE will not reimburse you for expenses related to these requirements, including testing, vaccinations, and quarantine accommodations.
   E. Before any travel arrangements can be purchased, the following requirements must be met at least 4 weeks prior to the meeting:

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1. You must physically have your passport with visa and transit visa (or visas), if needed.
2. If applicable, you must have current student/guest worker papers.
3. If applicable, you must have United States Electronic System for Travel Authorization (ESTA) approval (https://esta.cbp.dhs.gov/esta/).
4. You must make sure that your visa, passport, and student/guest worker documents meet the following requirements:
   a. Reflect the name and address you will have when you travel to this meeting.
   b. Have expiration dates that will allow travel to and from the meeting, per host country and passport country of issue requirements.
   c. Have more than the minimum number of blank pages, per host country requirements.
   d. Be in good condition (no missing pages, watermarks, or tears).
   e. Contain no restrictions that would prevent you from traveling to the host country.

F. You must provide information containing personal data so that IEEE can make meeting and travel arrangements for you. You consent to the use of this personal data by IEEE and our travel partner for the sole purpose of booking travel arrangements.

G. IEEE will purchase your airline ticket for round-trip travel for the meeting from your city of residence on dates reasonably close to the actual meeting. Travel may not be extended for personal or business purposes and travel companions may not accompany you during your fellowship. Should you decide to change your itinerary while traveling and without IEEE’s consent, you (or your organization) are responsible for all expenses.

H. You may suggest flight itineraries, but IEEE will determine the final itinerary.

I. You must promptly review your itinerary.

III. Expenses
A. IEEE will pay the registration fee for your meeting, if applicable.
B. IEEE will provide a per diem, intended to cover miscellaneous travel expenses such as food. IEEE will provide your per diem after you provide copies of your visa and/or transit visa (if applicable).
C. IEEE will reserve and pay for your hotel (room and tax) during the meeting, but will not pay for incidental expenses charged to your room (e.g., movies, telephone calls, meals, mini-bar purchases, etc.). The hotel may request a credit card, debit card, or cash from you to guarantee payment for incidental expenses charged to your room. IEEE will not provide a card for these expenses.

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D. IEEE will provide round-trip ground transportation from the airport to the hotel in the meeting city only.
E. You understand that you are responsible for maintaining a mobile phone for at least two weeks prior to the meeting and until at least one week after the meeting.
F. You will be responsible for all taxes, mobile phone, internet, and related fees, unless otherwise noted, incurred as a result of your participation in the Program.
G. If you cancel for any reason other than acts of God, government authority, riots, epidemics, unusually severe weather, fire, floods, war, terrorism, embargoes, labor disputes or strikes, or other cause beyond the parties’ control, which make it inadvisable, commercially impracticable, illegal or impossible to attend, you (or your organization) shall be responsible for reimbursing IEEE-SA for all non-refundable expenses.

IV. Health and Safety
A. IEEE is not responsible for your personal health, safety, or belongings. You forever release and hold IEEE harmless for any and all claims related to your participation in the Program.
B. You understand that, if insurance is available, acquiring and paying for any and all insurance, including travel, health, and property insurance is your responsibility.
C. IEEE is not responsible for any medical issue or medical emergency that may arise while traveling to or from the meeting, or while at the meeting.

V. During the Meeting
You will attend all relevant meeting sessions and events as determined by the Program Manager.

VI. After the Meeting
After the meeting, you will complete a survey to provide feedback on your experience as a participant in the Program.

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INCORPORATED.

By: _____________________________       By: _____________________________
Title: _____________________________    Title: _____________________________

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