

Call for IEEE CRFID Ambassadors

Are you a professor, researcher, faculty member, or a highly skilled industry/academia expert with experience in the development or application of RFID or IoT-related cutting-edge technologies? The IEEE Council on Radio Frequency IDentification (IEEE CRFID) is seeking individuals like you to become IEEE CRFID Ambassadors and drive the advancement and dissemination of RFID/IoT technologies in your country, within your community.

Activities and Responsibilities of an IEEE CRFID Ambassador:

As an IEEE CRFID Ambassador, you will take charge of organizing the IEEE CRFID Day in your country/university and conduct it in your preferred language. The IEEE CRFID Day a public daily event dedicated to students, young professionals, experts, companies, citizens, and other stakeholders, providing an opportunity to highlight and discuss on the advantages of RFID/IoT technologies within specific application areas that resonates with your scientific/academic/ industrial skills and knowledge network.

During the IEEE CRFID Day, which is the highlight of your ambassadorship, you will have in charge the organization of talks and practical demonstrations/experiments, drawing from both academia and industry. These sessions will not only delve into the benefits of RFID/IoT within your specific domain but also showcase real-life success stories. Attendees will learn how RFID has overcome challenges in diverse contexts or has synergized with other cutting-edge technologies such as sensors and IoT, enriching its capabilities and applicability.

To enhance the event impact, you have the opportunity to invite guest speakers for talks and local companies to participate in demonstrations, alongside leveraging resources from university laboratories. This collaborative approach ensures a rich and diverse experience

for attendees, fostering dialogue and collaboration among academia, industry, and other stakeholders.

Your responsibilities will include:

- Planning and executing the IEEE CRFID Day event program, which encompasses organizing lectures, demonstrations, poster sessions, and practical experiments during the whole day. This should occur at least twice a year, or more frequently depending on your dedication. As a general rule, invited speakers, exhibitor companies, and demos could be partially changed, updated, or integrated to maximize the event impact and its public resonance at the local, national, or international level.
- Seeking approval from the CRFID Executive Committee for the event program, providing estimates for outreach and budget.
- Presenting the main activities of the IEEE CRFID Council during the event, emphasizing the benefits of leveraging free registration for IEEE members.
- Documenting the event with a comprehensive report, including photos, videos, and other materials useful for describing the activities undertaken. This report must be submitted to the CRFID Executive Committee for evaluation after each replication of the CRFID Day. Additionally, the documentation will aid in updating the CRFID website and publicizing the Ambassador's activities.
- Exploring opportunities to replicate the event/format in different zones, such as other universities, institutions, or countries.

In addition to the aforementioned main responsibility, each IEEE CRFID Ambassador is expected to actively sponsor and promote CRFID during related conferences or thematic events in which they are involved. This can be achieved through the distribution of CRFID brochures or by delivering brief dedicated presentations, highlighting the IEEE RFID council's objectives, activities, and benefits to the attendees.

Financial Support and Eligible Costs

To ensure the success of IEEE CRFID Days, the CRFID Council will provide one-time financial assistance to help cover essential event logistics. This may include expenses for procuring hardware for demonstrations or supporting the participation of invited personalities. Each Ambassador is eligible to receive up to **\$1,500** as reimbursement for organizing IEEE CRFID Days, based on documented requests. This amount is intended to cover all CRFID Day event

replicas and is reimbursable upon submission of receipts and documentation, including an event report with photos of the related CRFID Day edition, to the Council.

Additional funding may be granted, if necessary, to support replicas of exceptionally high-impact events, subject to Council approval.

Main Eligible Costs (reimbursed by CRFID):

- Acquisition of hardware for demos and experiments related to RFID/IoT applications, scientific experiments or real-life
- Procurement of consumables for the event, including badges, paper, posters, publicity materials, etc.
- Venue expenses for invited speakers and personalities.
- Costs for Portage and catering for invited speakers and demo organizers.

Application Procedure, Deadline, and Evaluation Process

Interested candidates are invited to submit their applications to the IEEE CRFID Vice President for Membership, Riccardo Colella, at riccardo.colella@ieee.org using the following e-mail object:

[IEEE CRFID AMBASSADOR PROGRAM] – Application: First Name Last Name

Please ensure your application includes the following:

1. A **Curriculum Vitae** that highlights your scientific and/or industrial expertise, along with your potential accomplishments in RFID/IoT-related fields.
2. The **ANNAX I. APPLICATION FORM** (attached to this call), properly filled and signed, reporting the plan and the budget required for organizing the IEEE CRFID Days.
3. A copy of the National ID Card or Passport.

The deadline for submitting your application is **November 15th, 2024.**

A dedicated committee comprising CRFID officers or delegates will evaluate all applications transmitted within the deadline. The evaluation will be focused on the scientific/industrial value and impact of each single proposal, while also considering available resources. The most promising candidates will be selected and elected as IEEE CRFID Ambassadors for two years.

The term of a CRFID Ambassador is **two years**, with the possibility of renewal upon request and after a positive evaluation by the IEEE CRFID Council. For this edition, the Ambassador's term will begin on **January 1st, 2025**, and end on **December 31st, 2026**.

Reimbursement Policy (for elected Ambassadors only)

Each Ambassador is allocated a budget by CRFID for the duration of their ambassadorship to support their responsibilities. To ensure efficient reimbursement in compliance with IEEE regulations, all payments will be processed exclusively through the **IEEE NextGen platform** (<https://www.ieee.org/about/financials/nextgen/secure/index.html>).

If you do not already have an IEEE NextGen account, please contact the IEEE CRFID associate Vice president of finance Ultan McCarthy - ultan.mccarthy@setu.ie to assist you with registration.

All budgets and materials are approved by CRFID before the ambassador position is awarded. If you need to make any changes to your original budget, it is crucial to obtain CRFID approval beforehand to ensure all costs are fully reimbursed.

Join us in promoting the advancement of RFID/IoT technologies and be a driving force in your community. Become an IEEE CRFID Ambassador today!

On behalf of the IEEE CRFID Council,
the Vice President for Membership

Riccardo Colella