

Guidelines for Organizing YP Talks in your Student Branch

Version: 2.0 Date: 22 March 2021

Introduction:

YP Talks is an initiative by IEEE Kerala Young Professionals. It is a platform for Young Professionals to share their expertise and knowledge among IEEE Student branches across the globe.

Organize a YP Talk in your SB:

1. How to Apply?

- a. Select your Topic and Speaker from IEEE Kerala YP Website ([Click here](#))
- b. Submit your request using the [form](#).
- c. You will hear back from us in 2-4 Working days (According to the availability of speakers)
- d. Please submit your interest at least 10 days prior to the event date.
- e. YP Talks for an SB is limited to 2 per month.

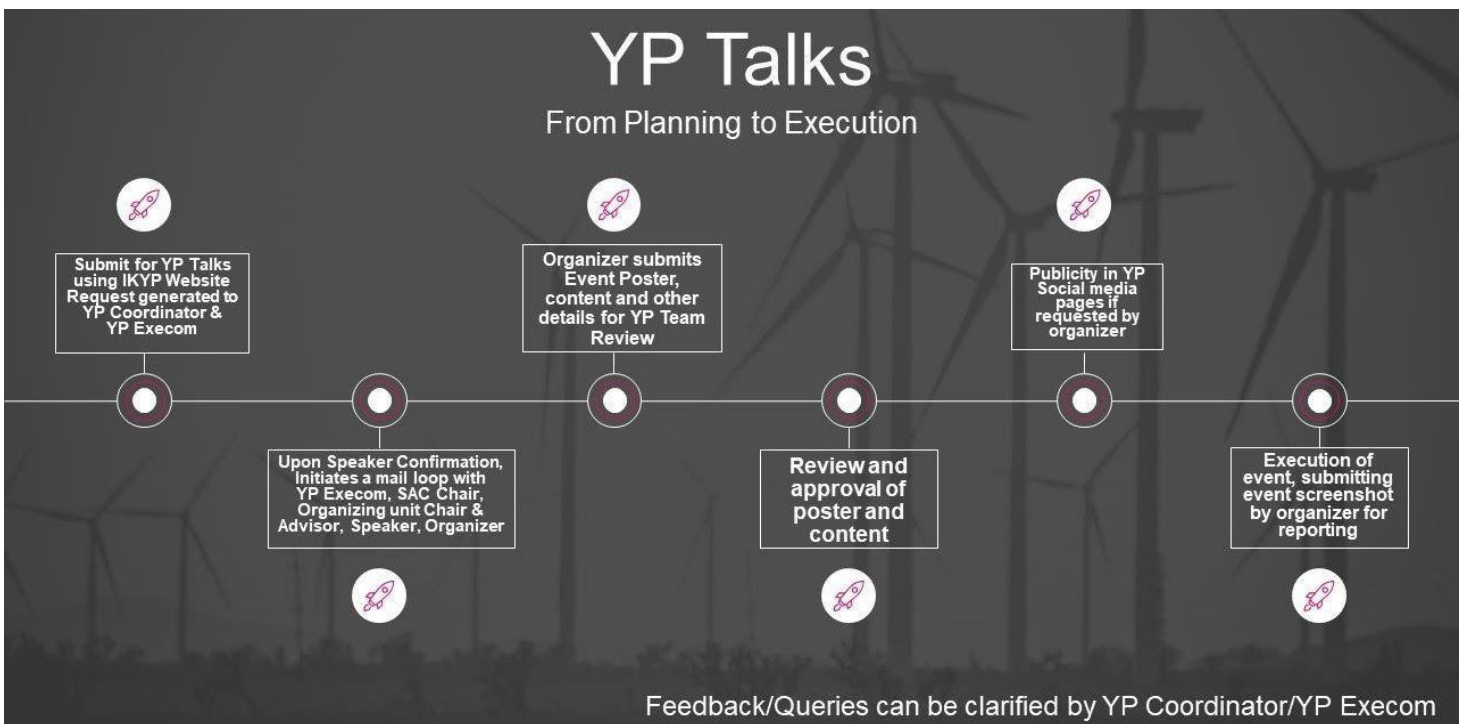
2. For Confirmed Talks:-

- a. YP Talks coordinator will be initiating a mailing loop including the speaker, applicant, organizing unit chair & advisor/counselor, SAC Chair, and YP Executive committee.
- b. Event queries and details such as platform, timing, event date, Publicity poster, and content, etc. can be communicated through this mailing loop.
- c. The organizing unit should get approval for the event poster by following the [design guidelines](#) of IEEE and placing the [IEEE Kerala YP Logo](#) in the poster. (YP Team can guide the designers in your SB if required)

- d. SB can request for publicity via YP Social media pages if expecting an audience from Section/Council/Region Levels. (Requested at least before 1 week prior to the event)
- e. After the event, the student branch must submit a report on the YP Talk session held and also should send screenshots of the session for documentation/sharing it in YP Social Media. ([YP Report Template](#), [YP Report Sample](#))

3. Feedback/Queries

- a. General feedback or queries regarding YP Talks coordination, Speaker’s expertise, etc. can be sent to yp@ieeekerala.org



Notes:

- YP Talks coordinator will be your contact person in case of emergencies (Contact available in the website)
- All communications will be via email.
- No fee/honorarium required for the conduction of YP Talks at your SB.