

# Guidelines for Organizing YP Workshops in your Student Branch

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## Introduction

YP Workshops is a platform for Young Professionals to provide hands on experience and thereby encourage students to demonstrate and practice actual methods.

## Organize a YP Talk in your SB:

### 1. How to Apply?

- a. Select your Topic and Tutor from IEEE Kerala YP Website and submit your request. ([Click Here](#))
- b. You will receive confirmation mail within 2 to 4 days based on the availability of tutor.
- c. Please submit your interest at least 5 days prior to the event date.
- e. Basic pay for a YP Workshop is ₹.3k (If the count of registered audience is more than 30, the amount will vary).
- f. YP Workshops for an SB is limited to 3 per month.

### 2. For Confirmed Workshops:-

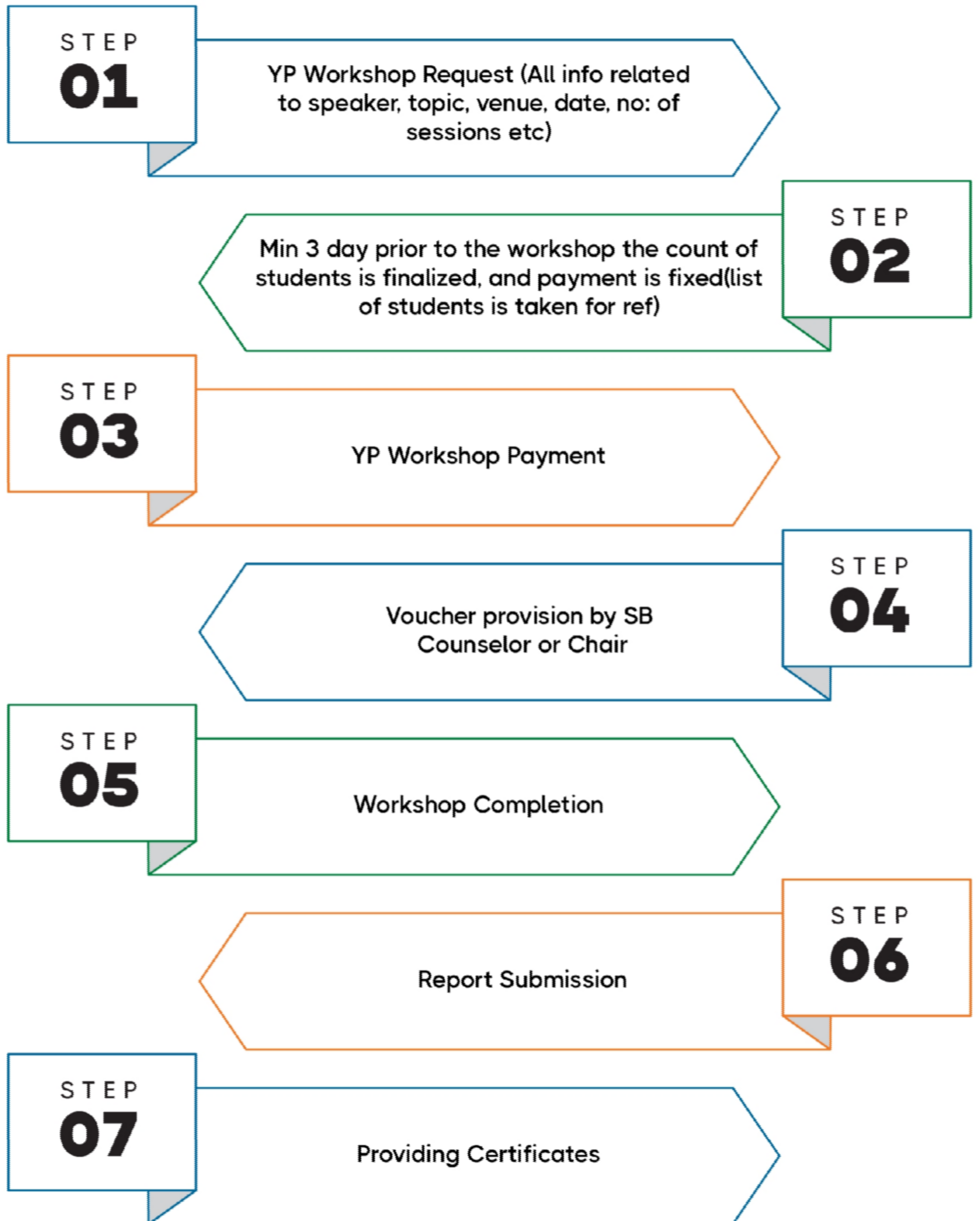
- a. YP Workshops Coordinator will be initiating a mail loop including tutor, applicant, organizing unit chair, branch counselor and YP Executive Committee.
- b. All queries related to the event such as payment, prerequisites, platform, timing, event date, publicity poster, content etc. can be communicated through this mailing loop.

- c. Event posters should strictly follow the [design guidelines](#) of IEEE.  
(If required, YP Team can guide the designers in your SB)
- d. SB can request for publicity via YP Social media pages (At least one week prior to the event)
- e. Basic pay for YP Workshop is ₹.3k (If the count of registered audience is more than 30, the amount will vary).
- f. At the venue, prior to the workshop, the fee should be paid the tutor in full. The SB Counselor or Chair can provide cash voucher to document the cash payment. The SB can generate the cash voucher from the YP Website ([YP Workshop Cash Voucher](#) )
- g. After the event, the student branch must submit a report on the YP Workshop held by attaching the needful proofs of the session (screenshots or photos) for documentation and publicizing it in YP Social Media ([YP Report Template](#), [YP Report Sample](#) )

### 3. Feedback/Queries

General feedback or queries related YP Workshops, Tutor's expertise, etc. can be sent to [yptalks@ieeekerala.org](mailto:yptalks@ieeekerala.org)

## YP Workshops From Planning to Execution



## Notes:

- YP Workshops coordinator will be your contact person in case of emergencies. (Contact information available on the website)
- YP Workshops coordinator must be included in all discussions related to the planned event.
- All communications will be via email.
- No direct communication with the tutor is allowed.
- All discussions related to the scheduled workshop must be through proper channel by the eligible representatives only.
- All queries related to workshops requirements and prerequisites should be concluded with the speaker in the same mail thread, three days prior to the event.
- The payment amount must be finalized before to the event.
- Cash Voucher must be generated as per the format through the YP Website only. The Voucher should be provided by either Branch Counselor or Chair.
- Any kind of third-party intervention is strictly prohibited and can lead to direct cancellation of the request.
- When a workshop is cancelled, the respective SB is marked ineligible to apply for the YP Workshop for next one weeks. The cancellation is done in very exceptional circumstances. Reasons will be provided in mail with proper evidence to whomever it concerns.