

# IEEE AP-S Chapter Chair Travel Grant Application Form

## AP-S Chapter Chair Meetings in 2026 :

- Chapter Chair Meeting (CCM) in conjunction with the **2026 IEEE AP-S Latin American Conference on Antennas & Propagation (LACAP)**, Natal, Brazil, Feb 22-26, 2026  
*Submission deadline: January 10, 2026*
- Chapter Chair Meeting (CCM) in conjunction with the **2026 IEEE AP-S URSI**, Detroit, Michigan, USA  
*Submission deadline: April 1, 2026*
- Chapter Chair Meeting (CCM) in conjunction with the **2026 IEEE International Microwave and Antennas Symposium (IMAS), Jeddah, KSA, 19-22 October 2026**  
*Submission deadline: Aug 15, 2026*
- Chapter Chair Meeting (CCM) in conjunction with the **2026 IEEE Microwave, Antennas and Propagation (MAPCON)**, Nagpur, Maharashtra, India, 14-18 Dec 2026  
*Submission deadline: Oct 15, 2026*

Please fill out the Travel Grant Application on the next page and submit it to the CAC Chair, Email: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)

## Travel Grant Instructions

- The chapter's annual report for the previous year (2025) must be submitted before requesting funds. No travel grant will be approved until the chapter's yearly report is received.
- Support is limited to \$2,250 for international travel and \$1000 for regional/domestic travel to attend CCM
- Transportation expenses cannot exceed the standard economy class fare.
- Lodging is limited to three (3) days: the evening of the meeting, the evening before the meeting, and the evening after the meeting.
- Conference registration fees are not eligible for reimbursement.
- The travel grant application must include the total AP-S membership count of the Chapter and the total number of AP-S technical and social events organized by the Chapter as of the submission date.
- Generally, requires three years of service as a Chapter Chair. Exceptions may be made based on chapter membership growth and the organization of technical events that align with AP-S Chapter-related activities.

## Application and Selection:

- Travel grants are awarded on a first-come, first-served basis, with priority given to Chapters demonstrating exceptional membership growth.
- The grant covers attendance at the Chapter Chair Luncheon and related discussions. If a Chapter Chair cannot attend, they may designate another chapter officer; such applications will receive lower priority. Non-elected officers or members are not eligible.
- Previous recipients may reapply, but their applications will be assigned lower priority.
- Applications must clearly outline intended participation in AP-S activities during the Symposium. Prioritization will be based on involvement in local Chapter activities, membership growth, and willingness to volunteer at the IEEE AP-S Booth or other related events.

## Reimbursement:

- Approved recipients must submit expenses through **IEEE Concur** after travel; advance payments are not provided.

## **2026 IEEE AP-S Chapter Chair Travel Grant Application Form**

**Applicant Name:**

**Email ID:**

**Contact Mobile No.:**

**Name IEEE Region and IEEE Section:**

**Name of Chapter, Chapter Code, and Address:**

**Chapter Joint with other societies, name of the society:**

**Chapter Website:**

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- Are you the current elected Chapter Chair (Yes/No)?

If you are not the current Chair, state the elected position that you hold in your chapter (i.e., Vice-Chair, Treasurer, etc.):

- Has a Final Report been submitted to the AP-S Chapter Activities Coordinator (Yes/No)?
- Have you received this grant before (Yes/No)? If yes, what year(s)?

(Chapter officers are eligible for a travel grant after completing three years of voluntary service. They may receive a second travel grant after an additional three-year period. In exceptional circumstances, prior approval from the CAC Chair is required to obtain a second travel grant within a three-year timeframe.

- Are you applying for any other IEEE grants or from your employer for travel to this Symposium (Yes/No)? If yes, please list the sources.
- Total AP-S membership count of the Chapter as of the travel grant application submission date.
- Total AP-S technical and social events organized by the Chapter as of the travel grant application submission date.
- Outline your intended volunteer activities during the AP-S Symposium, which include interacting with AP-S members and leadership at the AP-S Booth, and assisting and participating in the AP-S Chapter Chair meeting.
- Requested amount (up to \$2250 for overseas and up to \$1,000 for regional):

Please register at Concur Access to reimburse expenses; click the link for the registration.

<https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>