

Procedure for Financial Support to INNS SIG Activities (draft)

1. The SIG Chair or Representative should submit an application by an e-mail to one of SIGCOM Finance Sub-Committee members. The decision on the support will be made bimonthly until the allocated fund is exhausted. Therefore, it is a good idea to submit applications as early as possible. Each application should include
 - (1) the name of the event (special session of IJCNN, symposium, workshop, etc.),
 - (2) the requested amount (atmost \$1000 per event),
 - (3) justification of the amount, including how it will be used, and
 - (4) indication how it will facilitate INNS SIG activity.

2. All submitted applications will be posted on a website managed by SIGCOM Finance Sub-Committee and linked from the INNS SIGCOM webpage. At every two months all SIGCOM members will be informed of the list of submitted applications and the website address to download the applications by an e-mail, and SIGCOM members will have 7 days to present their opinions. A Finance Sub-Committee member will summarize the opinions from all SIGCOM members. After discussion among the Finance Sub-Committee members with the presented opinions, the decision on the Application shall be made by a majority vote among the Finance Sub-Committee members. In case of the equal votes for pro and con, the final decision will be made by the SIGCOM Chair.

3. The applications should be evaluated based on the following criteria. These criteria will be used for the decisions of supporting amount as well as the Accept/Reject decision itself.
 - (1) role of the INNS SIG.

The events with INNS SIG as the main organizer have higher priority, while INNS SIG as a sponsoring or cooperating organization is still acceptable.
 - (2) facilitation of INNS SIG activities

The proposed event should have close relationship to the INNS SIG activities. In this context, while multiple events from the same SIG may be supported, the first event proposed by a SIG in the year has higher priority,
 - (3) scale of the event

In general the events with larger scale in the numbers of presentation and participants have higher priority than smaller local activities.
 - (4) previous history of the SIG

The SIGs with excellent activities in the past have higher priority. Also, the Report of the Event with INNS SIG Supports in the past may influence the priority.

4. Provided the application were accepted for the financial support, the applying SIG Chair or Representative should submit a Report of the Event with INNS SIG Supports to the Finance Sub-Committee within 30 days of the event. The Report should reconfirm the items in the Application, and also add a brief description of the actual event. Any materials of the events, such as program, proceedings, and booklet, should be attached to the Report.