

The rules to prepare the 3M video:

All The IES-SYPA (IES Student & Young Professionals Paper Assistance) applicants should prepare a video and send it according to the following rules. The submission link and deadline are provided on the conference website. The submission system will be open once the paper gets accepted. Videos will be reviewed by the committee members. Each video will receive some scores based on its impact, creativity, style, presentation, video quality, etc. The ones with highest scores will be selected as the winners for the IES-SYPA. The winners' videos will be uploaded on [IES YouTube Channel](#), and you will receive an email including the link to your video on IES YouTube Channel. You should copy that link to the IES Facebook Event page of the conference and wait for the thumbnail to appear, then post it!!! Moreover, you should similarly post the link of your video to the IEEE Collabratec.

The direct link to the Facebook event page and IEEE Collabratec Group will be available on the conference website.

Not for Online Events - Don't forget to bring your video file to the 3M Video Session. The video will be displayed on a large screen, and you will be talking for the audiences during that 3 minutes. So your speech should be very brief and informative.

All information (including the place, date and time) for the 3M Video Session and the ceremony to receive the Diplomas will be announced by the first day of the conference.

The followings MUST be observed:

1. The length should be exactly 3 minutes even 1 second more is not tolerated.
2. Avoid using PowerPoint slides for most of the video. Only up to 30% of the video (1min) can be from the presentation slides.
3. At least the first 3 seconds should be devoted to the paper title, authors, affiliations, your university, company, research team, etc.
4. At least the last 3 seconds should contain the acknowledgment to IEEE IES for the IES-SYPA!
5. The video file should be sent through sharing websites like Dropbox, Google Drive, etc. Provide the link to download or watch the video online. Make sure it has enough permission to view by anyone who has the line.
6. Provide the following information in the application form. They will be added to your video information in IES YouTube Channel.
 - a) Running title, less than 50 characters that would be the name of your video on IES YouTube Channel
 - b) Paper title, authors names, affiliation
 - c) Paper abstract
 - d) Any other information you like to have about your video in YouTube page

Some tips to prepare your video:

1. The idea of 3M video session is to help people (young professionals and students) learning how to advertise their project for public and promote the Authors. Whether your work is just theoretical or by simulations, you are expected to prepare the movie interactive, live and interesting for the viewers. Record some minutes from running results in the software, during simulation or practical tests.
2. Record some videos from your hardware design or even software results (e.g., the screen of your computer) while they are running. Discussion with co-authors, research team etc. At least 70% of your video should include interactive parts and not solid slides.
3. It is recommended to present the work with your own voice during the video recording. Please present it in a different way than a PowerPoint presentation. Your video will be on IES YouTube Channel and should attract the viewers.
4. Showing some information on the video using simple texts as subtitles is also recommended. Note that the voice is useful for the YouTube viewers, however, during the conference it will be replaced by your 3M speech. The video will be displayed with no sound. **(Not for Online Events)**
5. For online events, the video will be displayed by the host. So your presentation recorded on the video is helpful.
6. Sometimes background music could make your video much more interesting.
7. The audience already saw your paper presentations so be different in your videos.
8. Try to make the people interested in your videos. **Devote some seconds of the video to your office, lab, any places that you are working in and show the stuff you are using for that project, introduce co-authors, supervisors, explain motivation, etc.**
9. The 3M video does not need to show the details of your work. Some concepts are enough to attract people's attention. Deep theoretic and mathematics are not useful to advertise your project for people with different interests.
10. Note that the video should be alive and interactive. Static pictures do not interest anyone. Find gif or flash images from the Internet.
11. Make sure you have the copyright for materials used in your video including animations, song, photos, etc.

Here you can watch a good example of 3M video recorded at MIT.

<https://www.youtube.com/watch?v=inX07rt1kgU>

Take a look at other videos posted by young researchers (young professionals and students) for the IES-SYPA at the following links:

https://www.youtube.com/watch?v=WJf6z_1eTqY

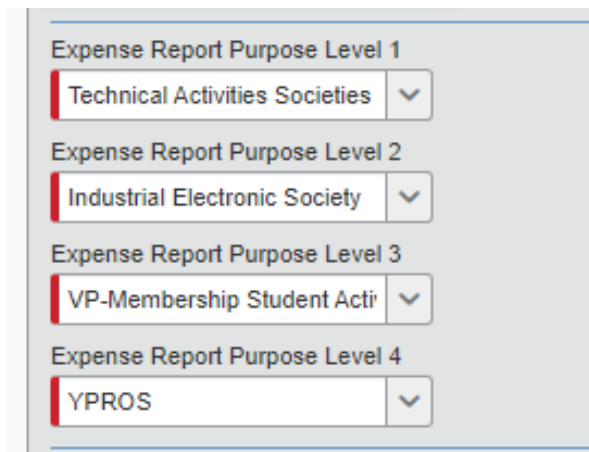
<https://www.youtube.com/watch?v=G9-Tb0H1soU>

<https://www.facebook.com/appa.rao.750/videos/10154015783559666/>

***If you are selected to receive the IES-SYPA paper assistance...

Procedure for the cost reimbursement:

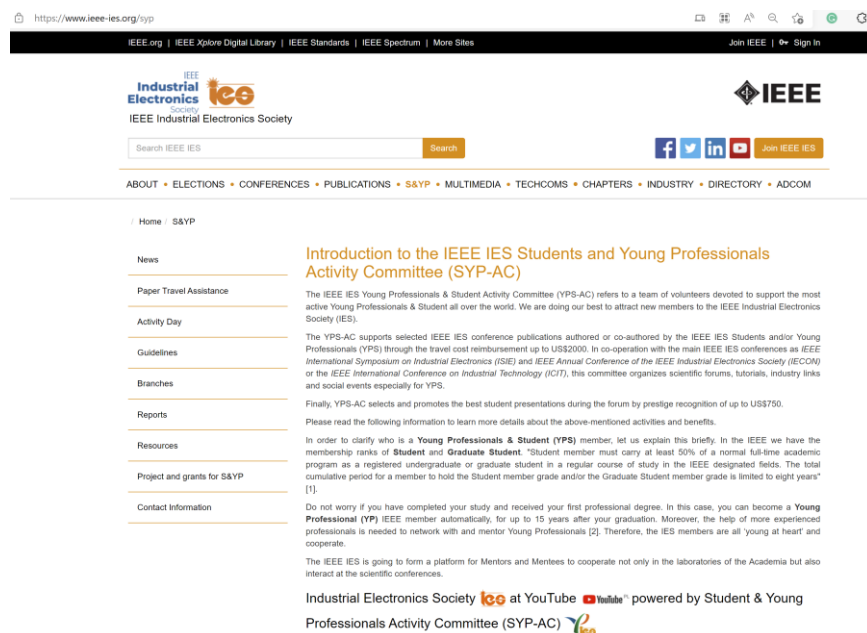
Very important, please remember to select the proper Levels in the system (see below in Fig.1). Before you will be able to do this, please follow all necessary steps listed below.



The screenshot shows a web form titled "Expense Report Purpose Level 1" through "Level 4". Each level has a dropdown menu. The selections are: Level 1: Technical Activities Societies; Level 2: Industrial Electronic Society; Level 3: VP-Membership Student Acti; Level 4: YPROS.

Fig. 1 Selection for the expense Report Purpose under the IEEE IES-SYPA (Student & Young Professionals Travel Paper Assistance) – please be sure that you have filled it correctly to YPROS otherwise, your reimbursement request will not be approved.

How to do this? please proceed as follows:



The screenshot shows the IEEE Industrial Electronics Society website. The header includes the IEEE logo and navigation links. The main content area is titled "Introduction to the IEEE IES Students and Young Professionals Activity Committee (SYP-AC)". It provides information about the committee's purpose, the types of members it supports (Student and Graduate Student), and the benefits of membership. The footer includes social media links and a note about the website being powered by the SYP-AC.

Fig. 2 Please follow all information at [IEEE Industrial Electronics Society - S&YP \(ieee-ies.org\)](http://www.ieee-ies.org)

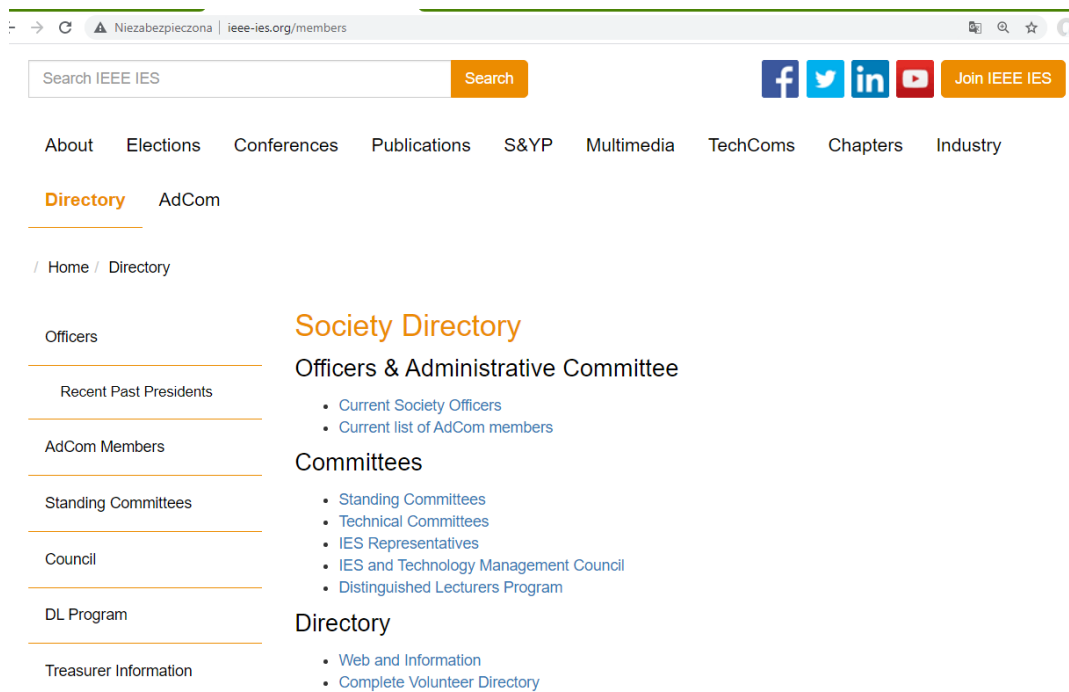


Fig. 3 Please follow the information at: <http://www.ieee-ies.org/members>

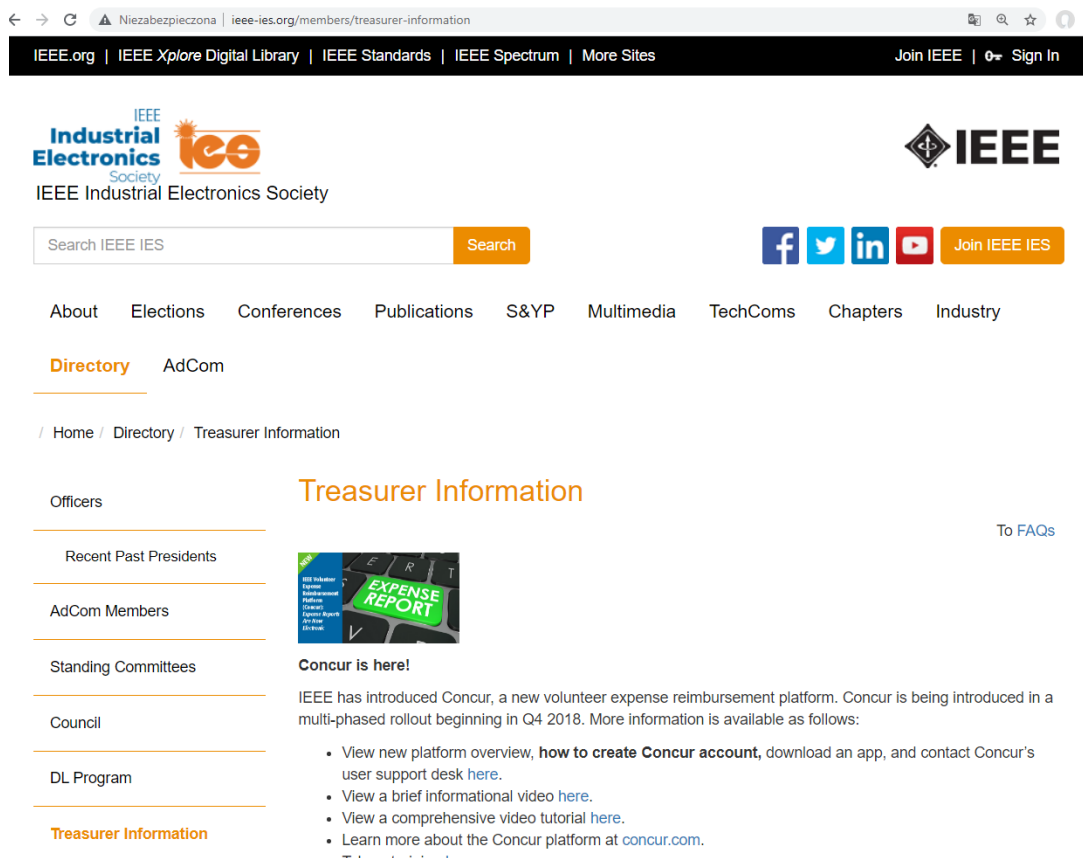


Fig. 4 <http://www.ieee-ies.org/members/treasurer-information>

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

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Join IEEE | Sign In

IEEE Corporate Activities

Home | IEEE Board | Committees of IEEE | Strategic Research | Resources | Finance | Legal | Contacts & Rosters | News

/ Home / Resources / Travel, Medical and Insurance / IEEE Expense Report

IEEE Expense Report

NextGen Expense Reimbursement

[View a recorded DEMO featuring Concur's New User Interface which launched on September 26, 2022.](#)

Please note: the system's functionality did not change, however, you may notice some visual changes which we cover in the recording.
Any questions, please send an email to: NextGenExpense@ieee.org

The NextGen Expense Reimbursement tool is an automated platform that is designed to be fast, easy, and efficient. IEEE volunteers will save time with a streamlined experience, with IEEE directly reimbursing you. Plus, you can use the [mobile app](#) for easy on-the-go expense reporting.

NextGen Expense Reimbursement is part of the IEEE NextGen platform. [Learn more.](#)

Important:

The NextGen Expense Reimbursement tool uses a single sign-on process for logging in through ieee.org/expense, not concur.com.

All users will need an [IEEE account](#) (IEEE username and password) to access the platform.

Access

Step 1: How to Get Started

[Request an IEEE Account](#)
(Skip if you have one)

[Create Your Expense Reimbursement Account](#)

Step 2: Access

[Log In](#)
(May require IEEE Network login)

Step 3:

[Download the App](#)

NextGen Expense Reimbursement Checklist

Do you need assistance? [Refer to this checklist](#) (PDF, 233KB) for help

Fig. 5 Open an account or login into the Concur [IEEE Expense Report - IEEE Corporate Activities](#)

https://services10.ieee.org/idp/startSSO.ping?PartnerSpId=ConcurIEEE

IEEE - Sign in to access the secure content

Sign in

Email address:

Password:

[Forgot password](#)

[Sign in](#)

Fig. 6 [IEEE - Sign in to access the secure content](#)

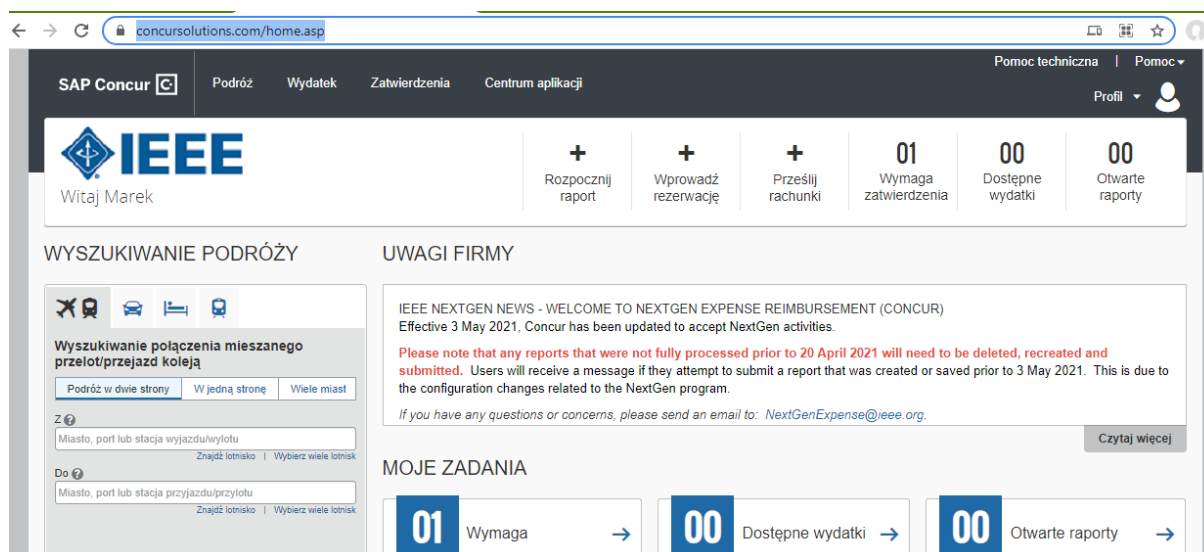


Fig. 7 <https://www.concursolutions.com/home.asp>

Expense Report Purpose Level 1
 Technical Activities Societies ▼

Expense Report Purpose Level 2
 Industrial Electronic Society ▼

Expense Report Purpose Level 3
 VP-Membership Student Acti ▼

Expense Report Purpose Level 4
 YPROS ▼

Fig. 8 Selection for the expense Report Purpose under the IEEE IES-SYPA (Student & Young Professionals Travel Paper Assistance) – please double check if your expenses report is addressed to YPROS as in this figure otherwise your expenses will be not reimbursed.

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On behalf of the IEEE IES Students and Young Professionals Committee