

**Asia Pacific  
Regional Chapter Chairs Congress  
Communications Society**

**15 March 2007  
Hong Kong**

**ComSoc Structure, Support and Activities in the AP**

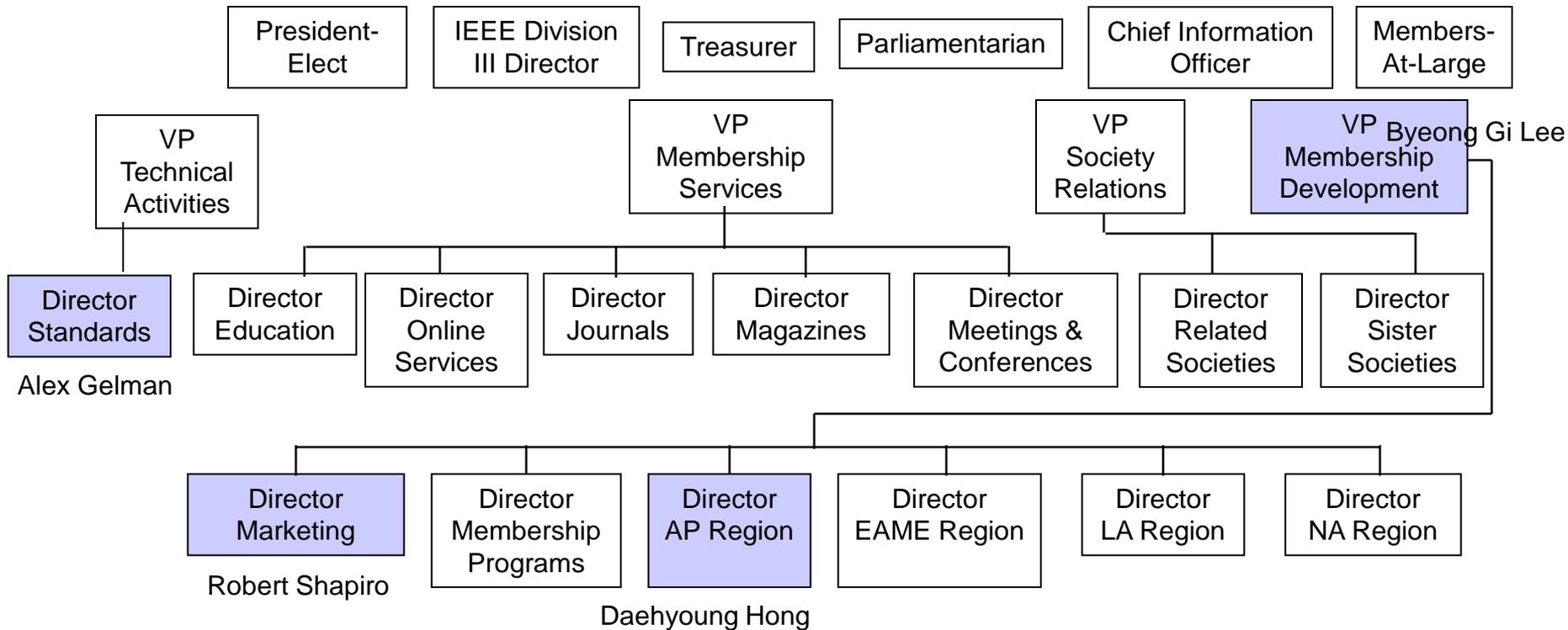
**Asia Pacific Operations Centre/  
Communications Society Office  
Fanny Su**

# Topics

- **ComSoc Organization Structure**
- **IEEE Organization Structure**
- **Linkages**
- **ComSoc Member Program**  
**Chapter Achievement Award, Chapter Funding, ComSoc Awards, DLTs, Fellows, Travel Grants**
- **ComSoc Asia Pacific Board & its Committees' Activities**
- **Chapter Support**  
**Welcome New officers, Technical Chapters, Chapters and Affinity Group Required Reports, Organizing an IEEE Conference , Conference Organization Manual, SAMIEEE, E-Notice**
- **Sister Societies**

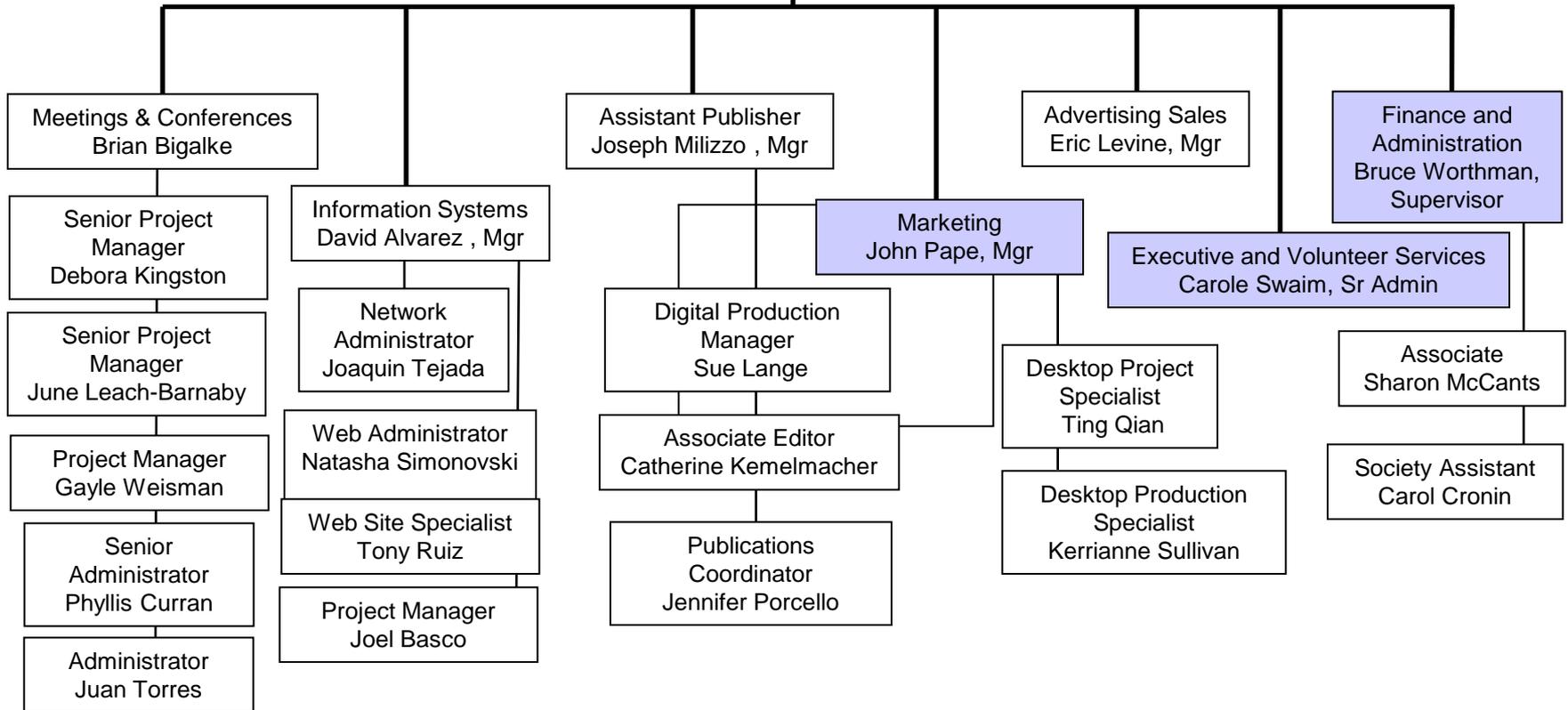
# Communications Society Board of Governors

**President**  
Nim Cheung

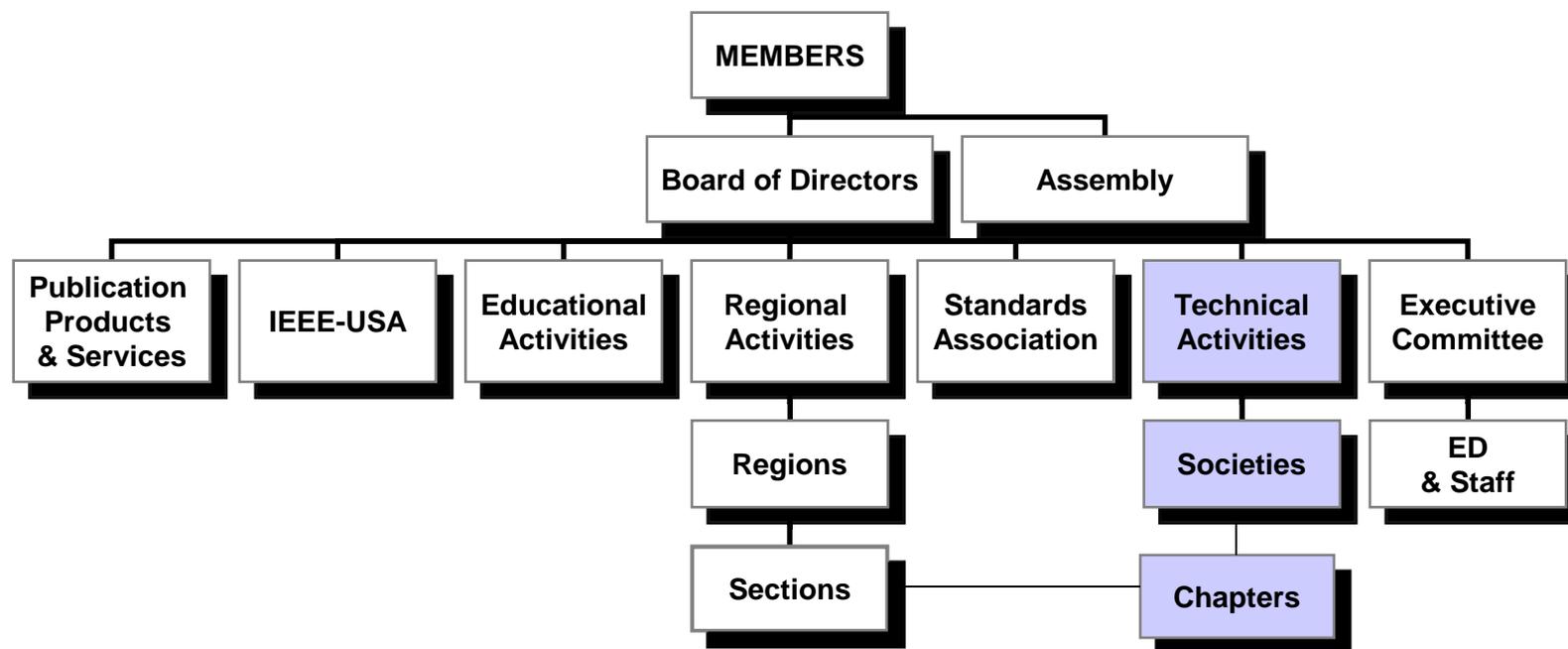


# Communications Society Staff

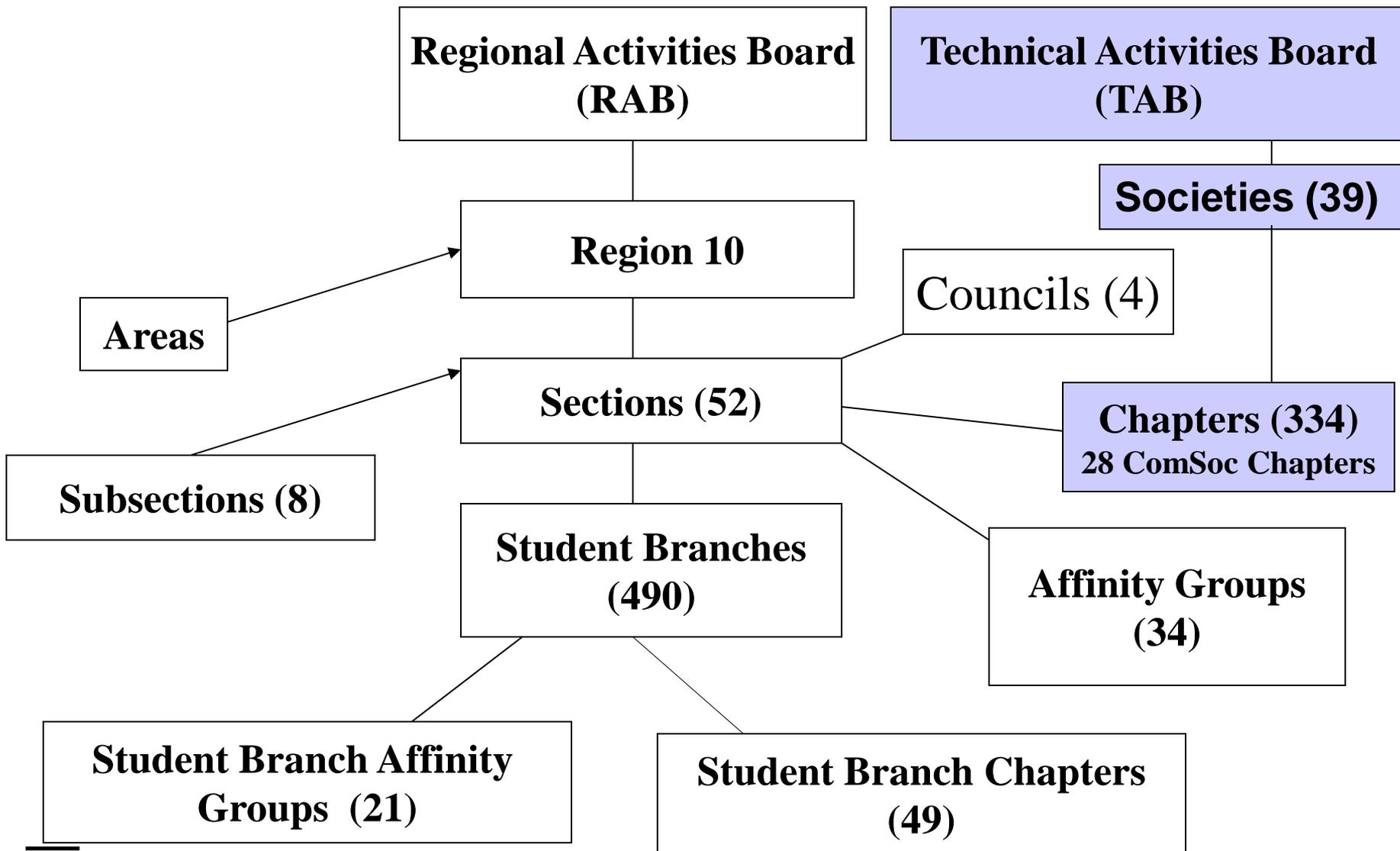
Executive Director  
Jack Howell



# IEEE Organization



# Linkages



<http://www.comsoc.org/>

The screenshot shows the IEEE Communications Society website as viewed in Microsoft Internet Explorer. The browser's address bar displays <http://www.comsoc.org/>. The website header includes the IEEE logo and navigation links: [About ComSoc](#), [Publications](#), [Membership](#), [Conferences](#), [Education](#), [Students](#), [Contact Us](#), [Site Map](#), and [Join Now](#). The date is shown as Monday, 12 March, 2007.

The main content area is divided into several sections:

- Sponsor Link:** A banner for "CELL MASTER" featuring a mobile phone.
- HEADLINES:**
  - Smithsonian's National Postal Museum -Call for Papers (08 March 2007)
  - IEEE GLOBECOM 2007 - Call for Papers Deadline - March 15 - Submit Today! (07 March 2007)
  - What are ComSoc's most popular online articles for January 2007? (13 February 2007)
  - ComSoc announces eleven new online tutorials available with free five minute previews. See Tutorials Now. (13 February 2007)
  - Attention ComSoc Digital Library Users: We are glad to announce that the IEEE and the Communications Society have consolidated their Web and E-Login Accounts. You will now need to use your IEEE Web Account in order to access the ComSoc DL. If you don't have an IEEE Web Account yet, register now.
  - more headlines
- CONFERENCES:**
  - IEEE WCNC 2007: IEEE Wireless Communications and Networking Conference will be held March 11 - 15 in Hong Kong
  - IEEE @ CTIA WIRELESS 2007: IEEE PORTABLE 2007 and IEEE Mobile WIMAX 2007 will be held March 25 - 29 in Orlando, FL USA
  - OFC/FOEC 2007: Optical Fiber Communication Conference and Exposition and the National Fiber Optic Engineers Conference will be held March 25 - 30 in Anaheim, CA USA
  - more conferences
- Publication Highlights:**
  - IEEE Communications Magazine: Optical Communications
  - IEEE Network: Convergence of Internet and Broadcasting Systems
  - IEEE Wireless Communications: Radio Resource Management and Protocol Engineering for IEEE 802.16

The right sidebar contains a search box, a "DIGITAL LIBRARY SEARCH" button, and several promotional banners for "COMSOC DIGITAL LIBRARY", "Tutorials Now", "Special Membership Offer Join Now!", "Tech Focus RF Testing", and "ADVERTISING INFORMATION Communications".

The footer includes a navigation bar with links: [Home](#), [About ComSoc](#), [Publications](#), [Membership](#), [Conferences](#), [Advertising](#), [Search](#), [Contact Us](#), and [Site Map](#). Below this is the copyright notice: © Copyright 2007, IEEE. Terms & Conditions - Privacy & Security. Contact ComSoc Webmaster. Updated Thursday March 08 2007.

The Windows taskbar at the bottom shows the Start button, several open applications including "Customize Your Settings...", "IEEE Communications...", and "Fanny - AP RCCC 2007 P...", and the system tray with the time 11:13 AM.

# ComSoc Member Programs

<http://www.comsoc.org/socstr/memprog/index.html>

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE ComSoc Member Programs website. The browser's address bar shows the URL <http://www.comsoc.org/socstr/memprog/index.html>. The website header features the IEEE Communications Society logo and a navigation menu with links for Home, About ComSoc, Publications, Membership, Conferences, Education, Students, Contact Us, Site Map, and Join How. The date Wednesday, 7 March, 2007 is displayed in the top right corner.

The main content area is titled "ComSoc at a Glance" and includes the following text:

**ComSoc is a Community . . .**

. . . A Community comprised of a diverse group of industry professionals with a common interest in advancing all communications technologies. To that end, the Society sponsors publications, conferences, educational programs, local activities, and technical committees that:

- Foster original work in all aspects of communications science, engineering, and technology.
- Encourage the development of applications that use signals to transfer voice, data, image, and/or video information between locations.
- Promote the theory and use of systems involving all types of terminals, computers, and information processors; all pertinent systems and operations that facilitate transfer; all transmission media; switched and unswitched networks; and network layouts, protocols, architectures, and implementations.
- And strongly advance developments toward meeting new market demands in systems, products, and technologies such as personal communications services, multimedia communications systems, enterprise networks, and optical communications systems.

The left sidebar contains a navigation menu with links for Organization, Member Programs (including Chap Achiev Award, Chapter Funding, ComSoc Awards, Distinguished Lecturers, IEEE Fellows, Travel Grants, and Vol Travel Direct Billing), Documents, and Support Grants.

The footer of the website includes a secondary navigation menu (Home, About ComSoc, Publications, Membership, Conferences, Advertising, Search, Contact Us, Site Map), copyright information (© Copyright 2007, IEEE), and contact information (Terms & Conditions, Privacy & Security, Contact ComSoc Webmaster, Updated Thursday February 22 2007).

# Chapter Achievement Award

- **Region nomination of Outstanding Chapter Award**  
**\$1,000 Honorarium and Certificate**
- **Chapter of the Year Award**  
**\$2,000 Honorarium and Certificate**

**Recipient may be recognized at ComSoc Awards Luncheon (held during GLOBECOM), but travel expenses will not be reimbursed.**

# Chapter Funding

- **Chapters Questionnaire email sent at beginning of the year from Carol Swaim. Encompasses the Chapter Achievement Award**
- **To qualify – must have key Chapter officers in place including Membership Development Chair**
- **Upon request only and for specified needs (special events, membership recruitment, publications, publicity activities, remuneration for special lecturers, opening a web page or other electronic dissemination, chapter-related expenses).**

**Staff support: [c.swaim@comsoc.org](mailto:c.swaim@comsoc.org)**

# ComSoc Awards

**Nomination and Award Process:**

<http://www.comsoc.org/socstr/org/operation/awards/nomination.html>

**Award presentations at ICC**

- **Career Awards**  
Edwin Howard Armstrong Achievement Award, Donald W. Mclellan Meritorious Service Award, Distinguish Industry Leader Award, Award for Public Service in the Field of Telecommunications
- **Paper Awards**  
Best Tutorial Paper Award, Leonard G. Abraham Prize in the Field of Communications Systems, Stephen O. Rice Prize in the Field of Communications Theory, William R. Bennett Prize in the Field of Communications Circuits and Techniques, Fred W. Ellersick Prize, ComSoc & Information Theory Joint Paper Award, IEEE Marconi Prize Paper Award in Wireless Communications
- **Service Awards**  
Harold Sobol Award for Exemplary Service to Meetings and Conferences, Publications Exemplary Service Award

# Distinguished Lecturer's Program

**Up to five lecture tours a year per Region**

**Four Regions: Asia/Pacific, Europe-Africa-Middle-East, Latin America, and North America**

## **Conditions:**

- **Address 3 groups in 3 separate locations within reasonable geographical proximity to each other.**
- **"Grassroots" organizers may be Chapters, Sections, local conference organizers, or even a group of members in an area where no ComSoc chapter exists.**
- **Final approval by the Director - Membership Programs Development.**
- **2 months leadtime for promotion and coordination**
- **Funding:**  
**ComSoc funding - lecturer's airfare travel expenses.**  
**Chapter's funding - lecture venue, accomodation and meals, transportation to and from the airport**
- **The Distinguished Lecturer must not profit financially from the lecture tour.**

## **Tour Logistics:**

- **Contact ComSoc Asia Pacific Office ([ieeepo@pacific.net.sg](mailto:ieeepo@pacific.net.sg))**

# IEEE Fellow

- **List of Fellows**
- **ComSoc Fellows evaluation committee**
- **Call for IEEE Fellow nominations**
  - **Deadline 1 March 2007**
- **Fellow Reference Qualification**
  - **References must be Fellow grade**

<http://www.comsoc.org/socstr/org/operation/comm/fellow.html>

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Communications Society website. The address bar shows the URL <http://www.comsoc.org/socstr/org/operation/comm/fellow.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and search. The website header features the IEEE Communications Society logo and a navigation menu with links to Home, About ComSoc, Publications, Membership, Conferences, Education, Students, Contact Us, Site Map, and Join Now. The date Monday, 12 March, 2007 is displayed in the top right corner.

The main content area is titled "Standing Committees" and "Fellow Evaluation Committee". It lists the following information:

- Chair (appointed by President):** Jules Bellisio
- Staff:** Carole Swaim
- Members (appointed by Chair for a three-year term):**
  - 2006-2008: Jonathan Turner, T. Russell Hsing
  - 2005-2007: Pierre Chevillat, Hikmet Sari, Don Towsley
  - 2004-2006: Rod Tucker

Below the member list is a search section titled "IEEE Fellows" with a "Fellows by Year" dropdown menu (set to "- Select -") and a "Search Fellows" input field with a "Go" button.

A box labeled "Technical Activities Council (TAC)" is located below the search section.

The left sidebar contains a navigation menu with links to Organization (Board of Governors, Operations, Chapters, Related Organizations, Staff), Member Programs, Documents, Standing Committees (with a dropdown menu), Past Standing Committees (with a dropdown menu), Policies & Procedures, IEEE Fellows Web Site, Call for Fellow Nominations, and Fellow Reference Qualifications.

The footer of the page includes a copyright notice: © Copyright 2007, IEEE. Terms & Conditions - Privacy & Security. It also provides contact information for the ComSoc Webmaster and a date: Updated Monday May 08 2006.

<http://www.ieee.org/web/membership/fellows/index.html>

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE website. The address bar shows the URL <http://www.ieee.org/web/membership/fellows/index.html>. The page header features the IEEE logo and the tagline "The world's leading professional association for the advancement of technology". A search bar is located in the top right corner. The navigation menu includes links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The "Membership" menu is expanded, showing sub-links for "Membership Home", "Benefits", "Costs", "Qualifications", and "Join IEEE".

The main content area is titled "About the Program" and includes a "Printer Friendly" link. The text describes the IEEE Fellows Program, stating it was established to recognize and honor outstanding members for their significant accomplishments in the advancement or application of engineering, science, and technology. It also mentions that the IEEE Fellows are an elite group from around the globe, and the IEEE looks to them for guidance and leadership as the world of electrical and electronic technology continues to evolve.

A prominent announcement box states: **NOMINATIONS ARE NOW CLOSED**. The text below the announcement reads: "Nominations are no longer being accepted for the IEEE Fellow class of 2008. The Electronic Fellow Nomination Program, along with instructions and forms for applications of candidates for the Class of 2009 will be posted later this year."

The sidebar on the left contains a "Fellows Menu" with links to "About the Program", "History of the Fellow Program", "Steps to Becoming a Fellow", "IEEE Fellow Program Changes", and "Frequently Asked Questions". Below this is a "Fellows Directory" with links for "Class of 2007", "Chronological", "Alphabetical", "By Region", "Women Fellows", and "By Technical Society/Council".

On the right side, there are several informational boxes: "IEEE Bylaws Involving the Fellow Program" with a link to "IEEE Bylaws"; "Meet the IEEE Fellow Committee" with a link to "2007 Fellow Committee"; "IEEE Fellow Statistics" with a link to "Fellow Trend Reports"; and "Contact Us" with an email icon and the address [fellows@ieee.org](mailto:fellows@ieee.org).

The browser's status bar at the bottom shows "Done" and "Trusted sites". The taskbar at the very bottom displays the Start button and several open applications, including "Standing Committees - M...", "About the Program - ...", and "Microsoft PowerPoint - [...]". The system clock shows the time as 7:25 PM.

[http://www.ieee.org/web/membership/fellows/fellow\\_steps.html](http://www.ieee.org/web/membership/fellows/fellow_steps.html)

Steps to Becoming a Fellow - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/membership/fellows/fellow\_steps.html

File Edit View Favorites Tools Help

Google G Go 25 blocked Check AutoLink AutoFill Send to Settings

Y! Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

Steps to Becoming a Fellow

Shop | Join | myIEEE | Contact Us | Sitemap | IEEE Xplore

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Search

IEEE (Google) IEEE (Ultraseek)

About Us Membership Publications Conferences Standards Careers Education Volunteers Societies Geographic Activities

Membership Home | Benefits | Costs | Qualifications | Join IEEE Text size A A A

**Fellows Menu**

- About the Program
- History of the Fellow Program
- Steps to Becoming a Fellow
- IEEE Fellow Program Changes
- Frequently Asked Questions

**Fellows Directory**

- Class of 2007
- Chronological
- Alphabetical
- By Region
- Women Fellows
- By Technical Society/Council

**Need a Replacement Fellow Pin or Certificate?**



**Steps to Becoming a Fellow**

Printer Friendly

Do you know an IEEE colleague who has made outstanding contributions to the electrical and electronics engineering profession? If so, consider nominating him or her as an IEEE Fellow. The deadline for receipt of complete IEEE Fellow nominations is 01 March.

At the time the nomination is submitted, a candidate must be an IEEE Senior Member whose membership is current and who has completed five years of service in any grade of membership. Note: IEEE affiliate membership does not apply. The candidate can come from any field, including academia, government and industry.

Any person, including a non-member, is eligible to be an IEEE Fellow nominator with the following exceptions: members of the IEEE Board of Directors, the IEEE Fellow Committee, IEEE Technical Society/Council Fellow Evaluating Committees, or IEEE staff. The nominator is responsible for:

- Preparing the IEEE Fellow Grade Nomination Form
- Soliciting at least five, but no more than eight references capable of assessing the candidate's contributions. The references must be IEEE Fellows and cannot be members of the IEEE Board of Directors, Fellow Committee, Society/Council Evaluating Committees, or IEEE staff
- The option of soliciting no more than three endorsements capable of supporting the nomination. The endorsers cannot be members of the IEEE Board of

**IEEE Bylaws Involving the Fellow Program**

- IEEE Bylaws

**Meet the IEEE Fellow Committee**

- 2007 Fellow Committee

**IEEE Fellow Statistics**

- Fellow Trend Reports

**Contact Us**



[fellows@ieee.org](mailto:fellows@ieee.org)

Trusted sites 100%

Start Standing Committees - M... Steps to Becoming a ... Microsoft PowerPoint - [...]

7:29 PM

# Travel Grant Program

Limited number of travel grants: STG and DTG

- Grants does not include Conference registration
- available through the Conference website

**Student Travel Grant (STG) – upto \$1,000**

**Eligibility:**

- Is an author of an accepted conference paper and presents the paper;
- Conference is located outside applicant's home region;
- Is a Student Member of IEEE Communications Society when submitting the application;
- Is a full-time student registered toward a Bachelors, Masters, or Ph.D. degree in engineering or related field in a college or university when submitting the application;
- Candidates may not receive more than one STG in any 12-month period.

**Discretionary Travel Grant (DTG) – upto \$1,000.**

**Eligibility:**

- Potential DTG candidates are presenters of conference papers, panelists, session chairs, invited speakers, ComSoc chapter chairs, etc.
- Applicants must be members of IEEE Communications Society at the time of application.

**Eight major conferences**

**ICC, GLOBECOM, INFOCOM, WCNC, NOMS, IM, CCNC and SECON.**

# Asia Pacific Board and its 5 Committees

Keeping ComSoc HQ, APB and Chapters in sync. and informed

## Technical Affairs Committee (TAC)

Asia Pacific Young Researcher Award

## Meeting & Conference Committee (MCC)

Conference Announcements

## Information Services Committee (ISC)

<http://www.comsoc.org/~APB/>

Twice yearly AP Newsletter (APB Meet at ICC & GLOBECOM)

Listserv: [apb-officers-2006-2007@ieee.org](mailto:apb-officers-2006-2007@ieee.org), [ap-comsoc-chairs@ieee.org](mailto:ap-comsoc-chairs@ieee.org)

## Membership Development Committee (MDC)

## Chapter Coordination Committee (CCC)

Up-date Chapter Chair list, GCCC, AP RCCC, DLTs, Executive Visits

<http://www.comsoc.org/~APB/>

IEEE ComSoc Asia Pacific Region - Microsoft Internet Explorer provided by IEEE

http://www.comsoc.org/~APB/

File Edit View Favorites Tools Help

Google comsoc.org Go Bookmarks Popups okay Check AutoLink AutoFill Send to comsoc.org Settings

Y! Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE ComSoc Asia Pacific Region

# Asia Pacific Region



ASIA/PACIFIC REGION

- Home
- Officers
- Charter of APB
- Conference
- News Letter
- APB Award
- Student Travel Grant
- Sister Society
- Regional Activities
- DLT
- Committee
  - Technical Affairs
  - Meeting & Conference
  - Information Service
  - Membership Development
  - Chapter Coordination
  - Special Liaison for



**Message from AP Director**

[APB Action Plan 2006 \(pdf\)](#)

[Report](#)



**Student Travel Grant**

[Online Applications](#)

*Congratulation!*  
**2nd APB Young Researcher Award**

## Headlines

- [AP RCCC 2007](#), 15 March in Hongkong *new*
- [AP Newsletter No. 30\(pdf\)](#) is released.
- [Call for Application of 3rd Asia Pacific Young Researcher Award \(pdf\)](#) *new*
- [AP Newsletter No. 29\(pdf\)](#) is released.
- [Message from AP Director \(May 21, 2006\)](#)
- APB meeting at Globecom 2005 added to the [archives](#).
- [Mailing List archives](#) are updated.
- IEEE Macau Joint Chapter CAS/COMM has been formed. [The list of Regional Activities](#) is updated.
- [AP Newsletter No. 28\(pdf\)](#) is released.
- [Message from AP Director \(November 1, 2005\)](#)
- The following 10 students won the [student travel grant](#) for Globecom2005 from AP region. Total number of applicants from AP region is 24.  
-- Iwao Sasase, AP Director, October 26, 2005  
*Ji Li (Hong Kong), Tony T.M. Kwan (Hong Kong),*

## Upcoming conference in AP Region

(\*Please check submission due date by official site.)

*\*Call for paper in coming other Major ComSoc Conferences*

APNOMS2006 <a href="#">Official site</a> <a href="#">CFP (pdf)</a>	The 9th Asia-Pacific Network Operations and Management Symposium September 27 ~ 29, 2006, Busan, Korea Paper Abstract Registration Deadline: April 22, 2006 Paper Submission Deadline: May 1, 2006
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## Call for paper in coming other Major ComSoc Conferences

(\*Please check submission due date by official site.)

Start | IEEE ComSoc Asia Pac... | Microsoft PowerPoint - [...]

Internet | 100% | 7:53 PM

[http://www.comsoc.org/~apb/regional\\_activities/](http://www.comsoc.org/~apb/regional_activities/)

**Regional Activities | Chapter Achievement Awards**

## Regional Activities

**AUSTRALIAN COUNCIL**  
[NORTH QUEENSLAND Section](#) | Joint Chapters (MTT 017/COM 019)  
[QUEENSLAND Section](#) | Joint Chapters (SP 001/COM 019)  
[NEW SOUTH WALES Section](#) | Joint Chapters (SP 001/COM 019)  
[AUSTRALIAN CAPITAL TERRITORY Section](#) | Joint Chapters (SP 001/COM 019)  
[VICTORIA Section](#) | [Communication Society Victoria Chapter](#)  
[SOUTH AUSTRALIA Section](#) | Joint Chapters (SP 001/COM 019)  
[WESTERN AUSTRALIA Section](#) | [Communication Society Western Australia Chapter](#)

**BEIJING Section**  
[Communication Society Beijing Chapter](#)

**HONG KONG Section**  
[Joint Chapters \(CAS 004/COM 019\)](#)

**INDIA COUNCIL** | Joint Chapters – AES 010/COM 019/LEO 036  
[BANGALORE Section](#) | Joint Chapters (EM 014/COM 019 & C 016/COM 019)  
[BOMBAY Section](#) | [Communications Society Bombay Chapter](#)  
[CALCUTTA Section](#) | [Communication Society Calcutta Chapter](#)  
[DELHI Section](#) | [Communication Society Delhi Chapter](#)  
[KERALA Section](#) | [Communication Society Kerala Chapter](#)

**INDONESIA Section**  
[Communication Society Indonesia Chapter](#)

**JAPAN COUNCIL**  
[Communications Society Japan Chapter](#)

**KOREA COUNCIL**  
[SEOUL Section](#) | [Communication Society Seoul Chapter](#)

**MACAU Section**  
[Communication Society Macau Chapter](#) | Joint Chapter (CAS 004/COM 019)

**MALAYSIA**

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Special Liaison for ComSoc Activities  
AP Advisor  
APOffice  
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**Page-Footer:**  
Done  
Microsoft PowerPoint - [...]  
Customize Your Settings ...  
IEEE ComSoc Asia Pac...  
1:39 PM

## **Coordination of DLTs in Asia Pacific (CCC activity)**

**DLT Tour Logistics: Contact [ieeepo@pacific.net.sg](mailto:ieeepo@pacific.net.sg)**

- **Initiate interest either with the DLs or with the Chapters**
- **Geographically grouping Chapters, Timeframe, Topics**
- **Seek approval of CCC Chair, APB Director and Membership Development Director**
- **Accommodate expectations of DLs and hosting Chapters**
- **Negotiate schedules and presentations**
- **Compile DL flight schedules and final details**
- **Disseminate information**
- **Solicit feedback reports after the DLTs**
- **DLT news in the AP newsletter**

# Distinguished Lecture Tours

## 2006 DLTs

**DLT #1: Stephano Bregni (21-31 Jan 2006)**

**Bombay, Delhi, Bangalore, Cochin, Trivandrum**

**DLT #2: Ezio Biglieri (12-19 March 2006)**

**Tokyo, Macau, Hong Kong**

**DLT #3: Roberto Saracco (15-19 May 2006)**

**Singapore, Hong Kong & Shenzhen (China), Bandung (Indonesia)**

**DLT #4: Jacob Javan (25 May -25 June 2006)**

**New Zealand – Christchurch, Palmerston North, Auckland**

**Australia – Melbourne, Sydney, Brisbane, Townsville, Perth**

**DLT #5: Roth Glitho (Postponed to 6-12 Jan 2007)**

**Indonesia – Trisakti University & UPH (Jakarta), STT Telekom ( Bandung), Inst. of Technology (Surabaya), UNIBAW (Malang)**

## 2007 DLTs

**DLT #1: Nirwan Ansari (4-17 March 2007)**

**Hong Kong, Macau, Tokyo**

**Technical Presentation by Raj Jain**  
**using IEEE Internet Conferencing Service**  
**(CCC Activity)**

**Seeking approval for budget**

**Speaker: ComSoc DL - Raj Jain**

**Topic: Internet 3.0: Ten Problems with Current Internet Architecture and Solutions for the Next Generation**

**Date: Tues, 10 April 2007**

**Time: 23:00 St. Louis Central Time**

**10 Chapters have signed up to participate**

<http://www.ieee.org/portal/pages/web/webconf/index.html>

IEEE Web Conferencing - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/portal/pages/web/webconf/index.htm

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System Requirements Services

Registration Instructions

Registration Form

Audio Details

Preview Product

LiveMeeting 2005

### IEEE Web Conferencing

Get more done in less time ...  
More effectively, more efficiently and for a fraction of the cost ....

Share information and collaborate in real-time with IEEE's Web Conferencing service.

The Service is offered in partnership with Microsoft Live Meeting, Inc. to all IEEE employees and volunteers for conducting IEEE-related business.

IEEE's Real-time Web Conferencing collaboration lets you:

- On-Demand Conferencing (New)
- Stream Video
- Listen Online
- Integrate Registration for high-volume meetings
- View Dynamic PowerPoint Presentations
- Conduct Software demos

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**Benefits**  
Cost-Effective  
Efficient  
Scalable: Accommodates Large Audiences

Trusted sites 100%

Start Yahoo! Messenger IEEE Web Conferenci... Inbox - Outlook Express... Microsoft PowerPoint - ... 6:49 PM

# **Global Chapter Chair Congress & Regional Chapter Chair Congress (CCC Activity)**

- **GCCC (2001 in San Antonio, Texas)**
- **AP RCCC (1999 in Beijing, China)**
- **AP RCCC (2000 in Seoul, Korea)**
- **AP RCCC (2002 in Taipei, Taiwan)**
- **AP RCCC (2004 in Beijing, China)**
- **AP RCCC (2007 in Hong Kong)**

# Chapter Support

- **IEEE Society Chapter Homepage (TAD) & IEEE Section Chapter Support (RAD)**
- **Welcome New Officers**
- **Technical Chapters**
- **Technical Chapter and Affinity Group Required Reports**
- **Organizing an IEEE Conference**
- **IEEE Conference Organization Manual**
- **SAMIEEE**
- **E-Notice**

<http://www.ieee.org/portal/pages/tab/cha/index.html>

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Society Chapter Homepage. The address bar shows the URL <http://www.ieee.org/portal/pages/tab/cha/index.html>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with various icons, and a search bar. The main content area features the IEEE logo and tagline: "The world's leading professional association for the advancement of technology". Navigation links include Shop, Join, myIEEE, Contact Us, Sitemap, and IEEE Xplore. A search bar is present with a "Search" button. Below the navigation bar, there are tabs for About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities. The page content includes a sidebar with a list of links such as "Chapter Coordinator Roster", "Chapter Chair Reference Guide", and "Create a New Chapter". The main text area is titled "IEEE Society Chapter Homepage" and contains the following text: "Society Chapters are your local link to the valuable resources available from the IEEE and the 39 IEEE Technical Societies. IEEE Society Chapters - the local branch of your Society." It also lists several bullet points: "A Chapter is the technical subunit of one or more IEEE Section.", "Society Chapters consist of Members from one or more IEEE Societies who share technical interests and geographical proximity.", "Chapter activities may include guest speakers, workshops and seminars as well as social functions.", and "Chapters provide Society members with valuable opportunities to network at a local level enabling their personal and professional growth." Below this, there is a section for "ONLINE L-31 Form" with a brief description and a link to <http://www.ieee.org/L31>. At the bottom, it says "Access your Membership Data online at SAMIEEE: Chapter Chairs can now access membership data online - instantly. For more information visit: [www.ieee.org/samieee](http://www.ieee.org/samieee)". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 6:38 PM.

[http://www.ieee.org/web/geo\\_activities/rab/scs/index.html](http://www.ieee.org/web/geo_activities/rab/scs/index.html)

IEEE Section Chapter Support - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/geo\_activities/rab/scs/index.html

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Y! Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Section Chapter Support

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About Us Membership Publications Conferences Standards Careers Education Volunteers Societies **Geographic Activities**

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**Section Chapter Support**

- » Affinity Groups
- » Unit Bylaws/Addendums
- » Chapters
- » FAQs
- » New Officer Information
- » Officer Training
- » Recognition Products (certificates, plaques, banners)
- » Required Reporting / Rebates
- » Resources for Officers
- » Unit Formation / Petitions
- » Regional Activities Homepage

IEEE Home » [Section Chapter Support](#)

### IEEE Section Chapter Support

Printer Friendly

Worldwide, IEEE membership is divided into geographic units called Sections. Together with their subunits of Councils, Subsections, Chapters and Affinity Groups, they conduct over 10,000 meetings annually. This activity supports the IEEE vision to advance global prosperity by fostering technological innovation, enabling members' careers and promoting community worldwide. In addition, the geographic units can play a key role in promoting IEEE membership and retention of members.

**Attention - Section/Chapter officers - please provide the following items:**

- [2006 Meeting Information - Meeting Report Form](#)
- [2007 Officer Information - Officer Reporting Form](#)
- [2006 Financial Report - Financial Reporting Form](#)

For more information visit the [required reporting overview](#).

IEEE Regional Activities Department Phone: + 1 732 562 5518  
Section/Chapter Support Fax: + 1 732 463 3857

**What do you want to do?**

- Find [Officer Training](#)
- Recruit [Volunteers](#)
- Recognize [Volunteer Contributions](#)
- Learn about [Sections Congress](#)
- Help [revive an inactive Section or Chapter](#)
- Promote [IEEE Membership](#)
- Visit the [IEEE Student Concourse](#)

**Resources for Volunteers**

- [Tools for Section & Chapter Officers](#)
- [Financial Resources for Geographic Units](#)
- [Financial Reports, Forms & Rebates](#)
- [Meeting Report Form \(L31\) and Information](#)

http://www.ieee.org/portal/site/portals

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5:09 PM

[http://www.ieee.org/web/geo\\_activities/rab/scs/Resources/new-officer/info.html](http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/info.html)

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL [http://www.ieee.org/web/geo\\_activities/rab/scs/Resources/new-officer/info.html](http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/info.html). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and search. The page content is titled "Welcome New IEEE Officer" and features a navigation menu with categories like About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities. The main content area includes a "Section Chapter Support" sidebar, a "Resources for Officers" sidebar, and a central text area with a "Welcome New IEEE Officer" heading and a "Printer Friendly" link. The text area contains several paragraphs of information, including a welcome message, a list of resources, and a "Section Chapter Affinity Group Officer Training" link. The browser's status bar at the bottom shows the current page, a "Trusted sites" indicator, a 100% zoom level, and the system clock displaying 5:11 PM.

Welcome New IEEE Officer - Microsoft Internet Explorer provided by IEEE

[http://www.ieee.org/web/geo\\_activities/rab/scs/Resources/new-officer/info.html](http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/info.html)

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Welcome New IEEE Officer

About Us Membership Publications Conferences Standards Careers Education Volunteers Societies Geographic Activities

Geographic Activities Home | USA, Canada & Latin America | Europe, Middle East, & Africa | Asia & Pacific | Student Branches Text size A A A

Section Chapter Support

- » Affinity Groups
- » Unit Bylaws/Addendums
- » Chapters
- » FAQs
- » New Officer Information
- » Officer Training
- » Recognition Products (certificates, plaques, banners)
- » Required Reporting / Rebates
- » Resources for Officers
- » Unit Formation / Petitions
- » Regional Activities Homepage

IEEE Home » Section Chapter Support » Resources for Officers » Resources for Officers

## Welcome New IEEE Officer

Printer Friendly

Welcome to your role as an IEEE volunteer leader! Volunteerism is the core value of IEEE. This page is specifically for the officers of IEEE Sections, Subsections, Chapters and Affinity Groups.

You can use the links on this page to access up-to-date information, reference documents and forms for IEEE geographic unit operations. Should you have any questions, do not hesitate to contact the Section/Chapter Support staff at [sec-chap-support@ieee.org](mailto:sec-chap-support@ieee.org).

[Section Chapter Affinity Group Officer Training](#) - this page has links to several MS PowerPoint training presentations as well as to other useful information such as officer job descriptions and leadership training.

[Unit Calendar](#) - lists a year of IEEE Section officer duties.

[Required Reporting](#) - explains which reports are required from your unit by IEEE Headquarters and has links to the necessary forms.

[RAB Operations Manual](#) - in Section 9 of this Manual, you will find operational guidelines and requirements for each Geographical Unit (Sections, Chapters, etc.)

[IEEE Organizational Roster](#) - lists volunteers on the Regional and Technical Activities Boards. Access to this roster is granted to every IEEE officer who is currently listed in either the Geographic and Technical

Resources for Officers

- [Electronic Communications](#)
- [Financial Resources](#)
- [Helpful Web Links](#)
- [New Officer Information](#)
- [Newsletters](#)
- [Officer Training](#)
- [Publications Guides, Handbooks](#)
- [Reference Material](#)
- [IEEE Governance Documents](#)
- [IEEE Volunteer Resources](#)

[http://www.ieee.org/web/geo\\_activities/home/index.html](http://www.ieee.org/web/geo_activities/home/index.html)

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[http://www.ieee.org/web/geo\\_activities/rab/scs/Chapters/index.html](http://www.ieee.org/web/geo_activities/rab/scs/Chapters/index.html)

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Technical Chapters website. The browser's address bar shows the URL [http://www.ieee.org/web/geo\\_activities/rab/scs/Chapters/index.html](http://www.ieee.org/web/geo_activities/rab/scs/Chapters/index.html). The website header features the IEEE logo and the tagline "The world's leading professional association for the advancement of technology". Navigation links include "Shop", "Join", "myIEEE", "Contact Us", "Sitemap", and "IEEE Xplore". A search bar is present with a "Search" button. Below the header is a horizontal menu with categories: "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The "Geographic Activities" menu is expanded, showing sub-links for "USA, Canada & Latin America", "Europe, Middle East, & Africa", "Asia & Pacific", and "Student Branches". The main content area is titled "IEEE Technical Chapters" and includes a "Printer Friendly" icon. The text explains that chapters are technical subunits of sections and provides information on formation requirements and petitions. A link to a "Chapter Chairs' Reference Guide" is provided. A sidebar on the left lists "Section Chapter Support" topics such as "Affinity Groups", "Unit Bylaws/Addendums", "Chapters", "FAQs", "New Officer Information", "Officer Training", "Recognition Products", "Required Reporting / Rebates", "Resources for Officers", "Unit Formation / Petitions", and "Regional Activities Homepage". A "Chapter Links" sidebar on the right lists various resources like "Formation Petition", "FAQs", "Chapter Chair Functions", "Required Reporting", "Create a New Chapter", "Technical Societies", "Society Abbreviations", "Holding Successful Meetings", "Distinguished Lecturers", and "Society Chapter Funding Guide". The footer contains links for "IEEE Home", "Sitemap", "Search", "Privacy & Security", and "Terms & Conditions". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:11 PM.

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: [http://www.ieee.org/web/geo\\_activities/rab/scs/Required\\_Reporting/chap\\_require.html](http://www.ieee.org/web/geo_activities/rab/scs/Required_Reporting/chap_require.html). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and search. The main content area displays the IEEE website with the following elements:

- Header:** IEEE logo and tagline "The world's leading professional association for the advancement of technology". Navigation links include Shop, Join, myIEEE, Contact Us, Sitemap, and IEEE Xplore. A search box is present with a "Search" button.
- Navigation Menu:** A horizontal menu with tabs for About Us, Membership, Publications, Conferences, Standards, Careers, Education, Volunteers, Societies, and Geographic Activities. Below this is a sub-menu for Geographic Activities with links for USA, Canada & Latin America, Europe, Middle East, & Africa, Asia & Pacific, and Student Branches. A "Text size" selector is also visible.
- Left Sidebar:** A "Section Chapter Support" menu with links to Affinity Groups, Unit Bylaws/Addendums, Chapters, FAQs, New Officer Information, Officer Training, Recognition Products (certificates, plaques, banners), Required Reporting / Rebates, Resources for Officers, Unit Formation / Petitions, and Regional Activities Homepage.
- Main Content Area:**
  - Breadcrumb: [IEEE Home](#) » [Section Chapter Support](#) » [Annual Reporting](#)
  - Section Header:** "Technical Chapter & Affinity Group Required Reports" with a "Printer Friendly" icon.
  - Text:** "Technical Chapters and Affinity Groups are required to annually report: 1) [meeting activity](#), 2) [financial activity](#) and 3) [officers](#). These reports are necessary for the Chapter/Affinity Group to maintain viability. A Chapter/Affinity Group may be dissolved if reports are not submitted for three (3) consecutive years.."
  - Section 1:** "1. Meeting Activity Reports:"
    - Meeting reports should be submitted after each meeting is held.
    - Submit via the web form at [www.ieee.org/L31](http://www.ieee.org/L31). The Section secretary should be copied using the "Email CC list" field on the bottom of the form. Once submitted from the web, there is no need to send hard copy or re-submit the forms at the end of the year.
  - Chapters must hold a minimum of two
- Right Sidebar:**
  - What do you want to do?**
    - Go to the [Required Reporting Overview](#)
    - View the latest [Rebate Schedule](#)
    - See the [Summary of Last Year's Reports](#)
    - Learn about [Chapter & Affinity Group Reporting Requirements](#)
    - Learn about [Council & Subsection Reporting Requirements](#)
  - Links for Secretaries**
    - [Meeting Report Forms & Information](#)
    - [Officer Report Forms & Information](#)
  - Links for Treasurers**
    - [Financial Report Forms & Instructions](#)

<http://www.ieee.org/web/conferences/organizers/index.html>

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http://www.ieee.org/web/conferences/organizers/index.html

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Organizing an IEEE Conference

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IEEE (Google) IEEE (Ultraseek)

About Us Membership Publications **Conferences** Standards Careers Education Volunteers Societies Geographic Activities

Conferences Home | Find a Conference | Find a Meeting | Organize a Conference | Meeting & Conf Mgmt Svcs | Call for Papers Text size >> A A A

IEEE Home > Conferences > Organize a Conference

## Organizing an IEEE Conference

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This diagram illustrates the components and process by which IEEE conference business is conducted. For information on the activities that take place within each business component, please click a component on the diagram.

```
graph TD; A[Conference Set-up & Approval] --> B[Site Selection and Management]; A --> C[Publicity and Marketing]; A --> D[Technical Program, Publishing (IP) and Tutorials (CEUs)]; A --> E[Exhibits Management]; A --> F[Registration]; A --> G[Financial Management & Reporting]; B --> H[On-site Conference Management]; C --> H; D --> H; E --> H; F --> H; G --> H; H --> I[Closing and Post Conference Activities (IP and Financial)]; I --> J[Long-Term Planning];
```

**Conference Set-up & Approval**

- Site Selection and Management
- Publicity and Marketing
- Technical Program, Publishing (IP) and Tutorials (CEUs)
- Exhibits Management
- Registration
- Financial Management & Reporting

**On-site Conference Management**

**Closing and Post Conference Activities (IP and Financial)**

**Long-Term Planning**

**IEEE Panel of Conference Organizers (POCO)**

21 - 22 July 2006  
Marriott Chateau Champlain  
Montreal, Quebec CANADA

- [Final Agenda](#)
- [Agenda with Presentations](#)

**IEEE Conference Newsletter**

News regarding conference policies, procedures and issues.

- [2006-05-16: Vol. 5, No. 2](#)
- [2006-04-21: Vol. 5, No. 1](#)
- [View Archives](#)

**Key Resources**

- [Conferences Organization Manual](#)
- [IEEE Policy & Procedure on Conferences](#)
- [Planning Schedule](#)
- [Required Documentation for IEEE Conferences](#)
- Conference Organizers "How To" [Reference Materials](#)

**IEEE Conference Services**

[conference-services@ieee.org](mailto:conference-services@ieee.org)  
+1 732 562 3878 (Phone)  
+1 732 981 1769 (Fax)

Start From Fanny to Serena Organizing an IEEE Co... Fanny - AP RCCC 2007 P... comsocoverviewjan2007 Trusted sites 100% 3:07 PM

# http://www.ieee.org/web/conferences/mom/index.html

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Conferences Organization Manual. The browser's address bar shows the URL <http://www.ieee.org/web/conferences/mom/index.html>. The page features the IEEE logo and the tagline "The world's leading professional association for the advancement of technology". A navigation menu includes links for "About Us", "Membership", "Publications", "Conferences", "Standards", "Careers", "Education", "Volunteers", "Societies", and "Geographic Activities". The "Conferences" section is active, showing a list of links: "Conferences Home", "Find a Conference", "Find a Meeting", "Organize a Conference", "Meeting & Conf Mgmt Svcs", and "Call for Papers". The main content area is titled "IEEE Conferences Organization Manual" and includes a "Printer Friendly" link. The text describes the manual's purpose for conference planners and provides information on where to find forms and contact details for IEEE Conference Services. The footer contains copyright information for 2007 IEEE and a link to the IEEE Webmaster.

IEEE Conferences Organization Manual - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/conferences/mom/index.html

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IEEE Conferences Organization Manual

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About Us Membership Publications **Conferences** Standards Careers Education Volunteers Societies Geographic Activities

Conferences Home | Find a Conference | Find a Meeting | Organize a Conference | Meeting & Conf Mgmt Svcs | Call for Papers Text size A A A

IEEE Home » Conferences » Organize a Conference

## IEEE Conferences Organization Manual

Printer Friendly

This edition of the IEEE Conferences Organization Manual has been prepared for the conference planner's use. Included in this guide is a typical planning schedule, where IEEE requirements have been highlighted to differentiate them from recommendations.

Also included are revised general information and financial and publications forms, which are required to be completed by the conference planner. Instructions for completing these forms are found on the reverse side of each. You may print, fill out and mail [these forms](#).

Reference is made to the [IEEE Bylaws](#) and the [IEEE Policies and Procedures Manual](#). These documents by their very nature, are subject to revision. The Conferences Organization Manual attempts to reflect up to date references. Should any questions arise, please contact [IEEE Conference Services](#), who will interpret IEEE policy and furnish updated Bylaws and/or Policy and Procedures Manuals.

Throughout this manual, reference is made to IEEE Conferences Services as the primary link between the conference and IEEE Headquarters. IEEE Conference Services has many other services to offer - some gratis, others for a nominal fee - which are referred to throughout this manual.

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<http://www.ieee.org/organizations/vols/rosters/>

IEEE Organization Rosters - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/organizations/vols/rosters/

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New York, NY 10016-5997  
Voice: +1 212 419 7900  
FAX: +1 212 752 4929

IEEE USA Office  
1828 L Street, N.W.  
Suite 1202  
Washington, DC 20036-5104  
Voice: +1 202 785 0017  
FAX: +1 202 785 0835

IEEE Operations Center  
445 Hoes Lane  
P.O. Box 1331  
Piscataway, NJ 08855-1331  
Voice: +1 732 981 0060  
FAX: +1 732 463 9359

IEEE Asia Pacific Operations  
59E Science Park Drive  
The Fleming,  
Singapore Science Park  
Voice: +65 6778 2873  
FAX: +65 6778 9723

» Volunteer Resources

## IEEE Organization Rosters

[Part I - IEEE Corporate Organization Roster](#)

[Part II - Technical Activities Roster](#)

[Part III - Geographic Roster](#)

[IEEE Educational Activities Councils and Committees Roster](#)

[IEEE-USA Committees and Boards](#)

Access to the Rosters is limited to:

- Current members of IEEE Board of Directors
- Current members of RAB & RAB Committees
- Current members of TAB & TAB Committees
- Current Society/Council Officers
- Current Society Chapter Coordinators
- Current Region/Council/Section/Subsection & Chapter Officers
- Current Student Branch Counselors & Chairs / Branch Chapter Advisors
- Educational Activities Council & Committee Members
- Current IEEE-USA Committee and Board Members

All users must have an [IEEE Web Account](#). Authorization using the web account is based on current officer position or committee appointment. The data is updated every two weeks, and the most recent update is listed at the top of each Region's page. The data is pulled directly from the IEEE's membership database, and therefore reflects the most current information available from the members. Updates and corrections may be made by the individual volunteer using their web account. The corrected data will appear following the next "refresh" within two weeks.

Future plans include an interactive version of the roster. In the interim, to quickly find information use the "Find on this page" function in the "Edit" menu of their browser. To achieve successful "find" results, be sure the page is fully loaded before beginning the search.

http://www.ieee.org/organizations/searchut/DA0016\_search.cgi

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<http://www.ieee.org/organizations/vols/samiee/>

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http://www.ieee.org/organizations/vols/samiee/

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SAMIEEE

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Training  
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System / Browser Requirements

Login Questions or Problems

User Guide

Reference Materials

IEEE e-Notice

Report Data  
Corrections to IEEE

» Volunteer Resources

## SAMIEEE

SAMIEEE is a web enabled query tool that allows ad-hoc querying, reporting and downloading of IEEE's membership data. Access to this system is limited to registered users with designated or [automatic access](#). All users must have an [IEEE Web Account](#).

Data available is based on OU and volunteer position. Example: A Section chair will automatically have access to all Section members. A Society Presidents will have access to all members of that Society. The data is updated weekly, pulled directly from the IEEE's membership database, reflecting the most current information made available by members.

[Download Quickstart](#) - one page PDF document outlining SAMIEEE basics.  
*Special thanks to Harold Belson - Providence Section*

 By clicking 'Begin' you agree to accept the [terms of condition and use](#).

**<< Begin >>**

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([samiee@ieee.org](mailto:samiee@ieee.org))  
URL: <http://www.ieee.org/samiee>  
(Modified: 18-Sep-2006)

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<http://www.ieee.org/organizations/vols/e-notice/index.html>

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**IEEE e-Notice** << [Register](#) >>  
<< [Now!](#) >>

IEEE e-Notice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices and IEEE conference materials.

The source of email addresses for e-Notice is the IEEE Membership Database, new members are automatically added, members who move to a new Section are automatically moved, and deceased members are automatically omitted.

Each message gives the member an opportunity to opt-out of future e-mailings.

Organization unit (OU) e-mailings are limited to the members of that organizational Unit.

Conference e-mailings are limited to the sponsoring IEEE OU and include 'Call for Papers', Advance Programs and reminders. Conference mailings will be authorized by the IEEE Conference Services Manager before being processed and must be included in the [IEEE Meetings Database](#) prior to mailing. Please allow extra time for this.

**Basic Process:**

- Organizational unit (OU) registers for the service.
- Staff creates the email list from the IEEE Membership Database
- OU submits the mail piece.
- Staff sends the mail piece using a commercial outbound email system
- Staff receives and handles bounced messages.
- Each message that is sent includes an unsubscribe URL.

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# Sister Society Agreements

- **CHINA** China Institute of Communications (CIC)
- **CHINA** The Chinese Institute of Electronics (CIE)
- **INDIA** The Institute of Electronics & Telecommunications Engineers (IETE)
- **JAPAN** The Institute of Electronics, Information & Communication Engineers (IEICE)
- **KOREA** The Korean Institute of Communication Sciences (KICS)
- **TAIWAN** Chinese Institute of Electrical Engineering (CIEE)
- **VIETNAM** The Radio & Electronics Association of Vietnam (REV)

**Thank You  
for your Attention  
and  
Active Participation**

Questions?

# Reimbursement for AP RCCC Meet

- Return Airfare Ticket (Receipt)
- 2 Nights' accommodation at Sheraton 14 & 15 March 2007 (Direct billed to ComSoc unless staying at different hotel)

Send electronically to [ieeapo@pacific.net.sg](mailto:ieeapo@pacific.net.sg)

- Expense report form
- Wire transfer details of our bank account
- Scanned copy of receipt for airfare ticket

Mail to address: Fanny Su (Manager)  
IEEE Asia Pacific Operations Centre/  
Communications Society Office  
#59E Science Park Drive  
The Fleming  
Singapore Science Park 1  
Singapore 118244