

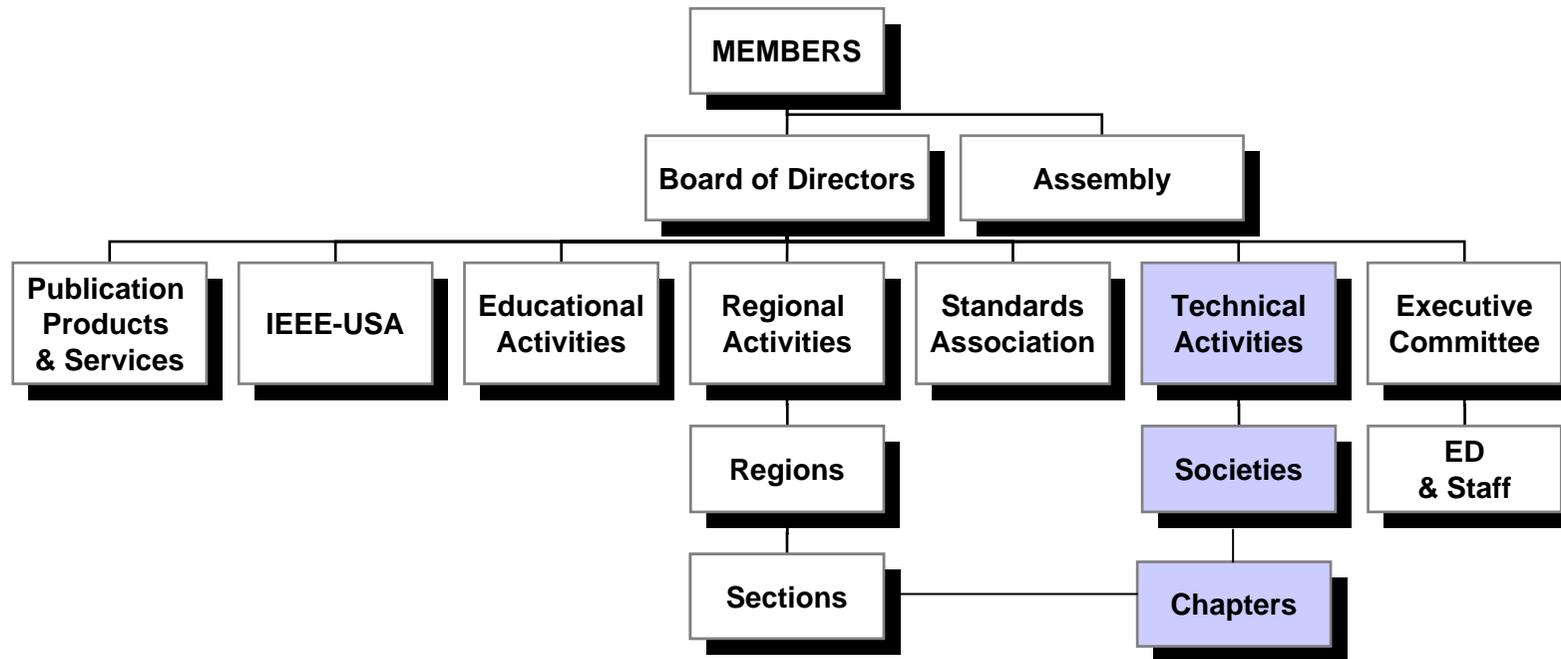
**Regional Chapter Chairs Congress
Communications Society**

**28 Aug 2004
Beijing, China**

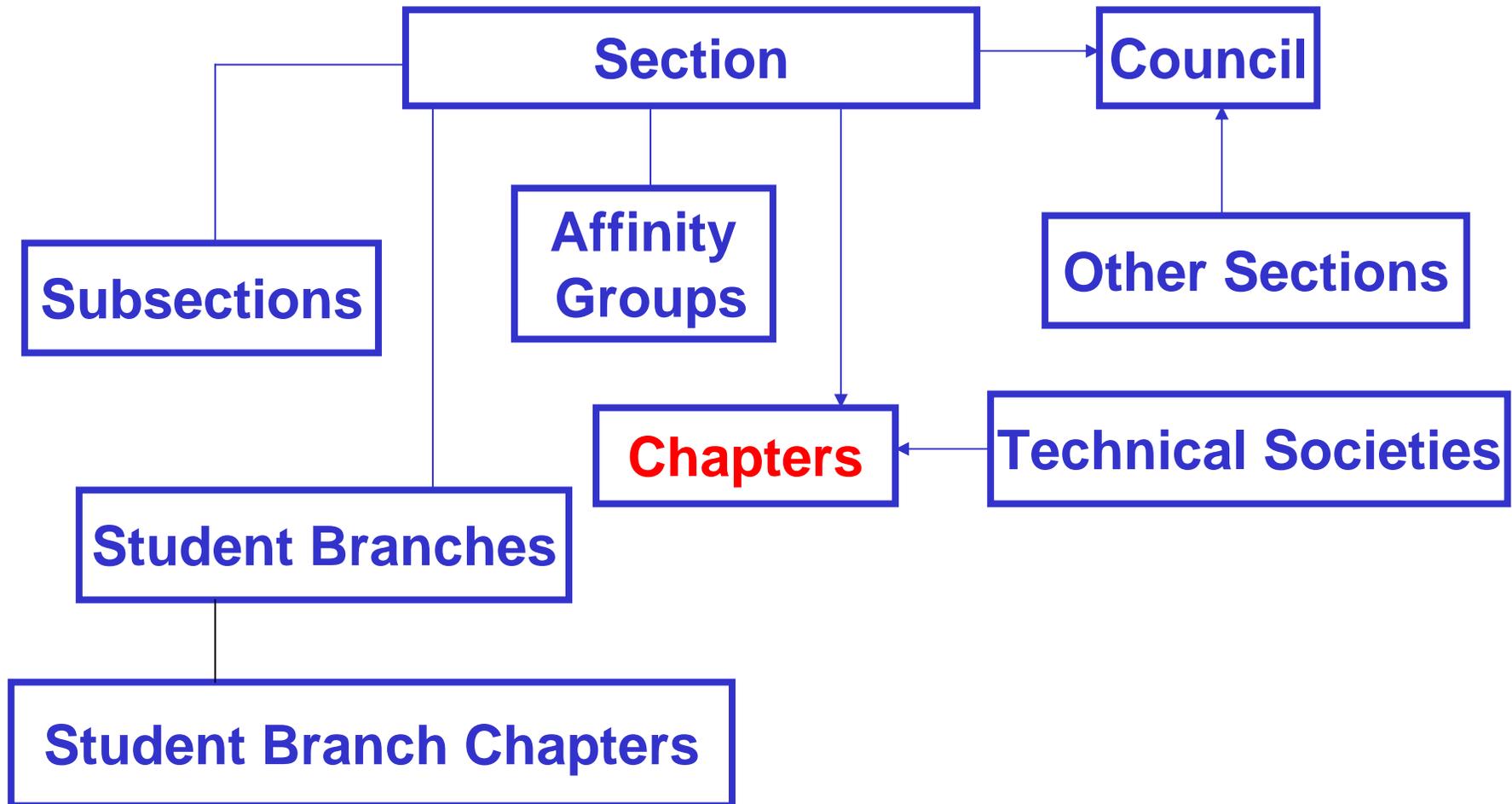
Support for Chapters

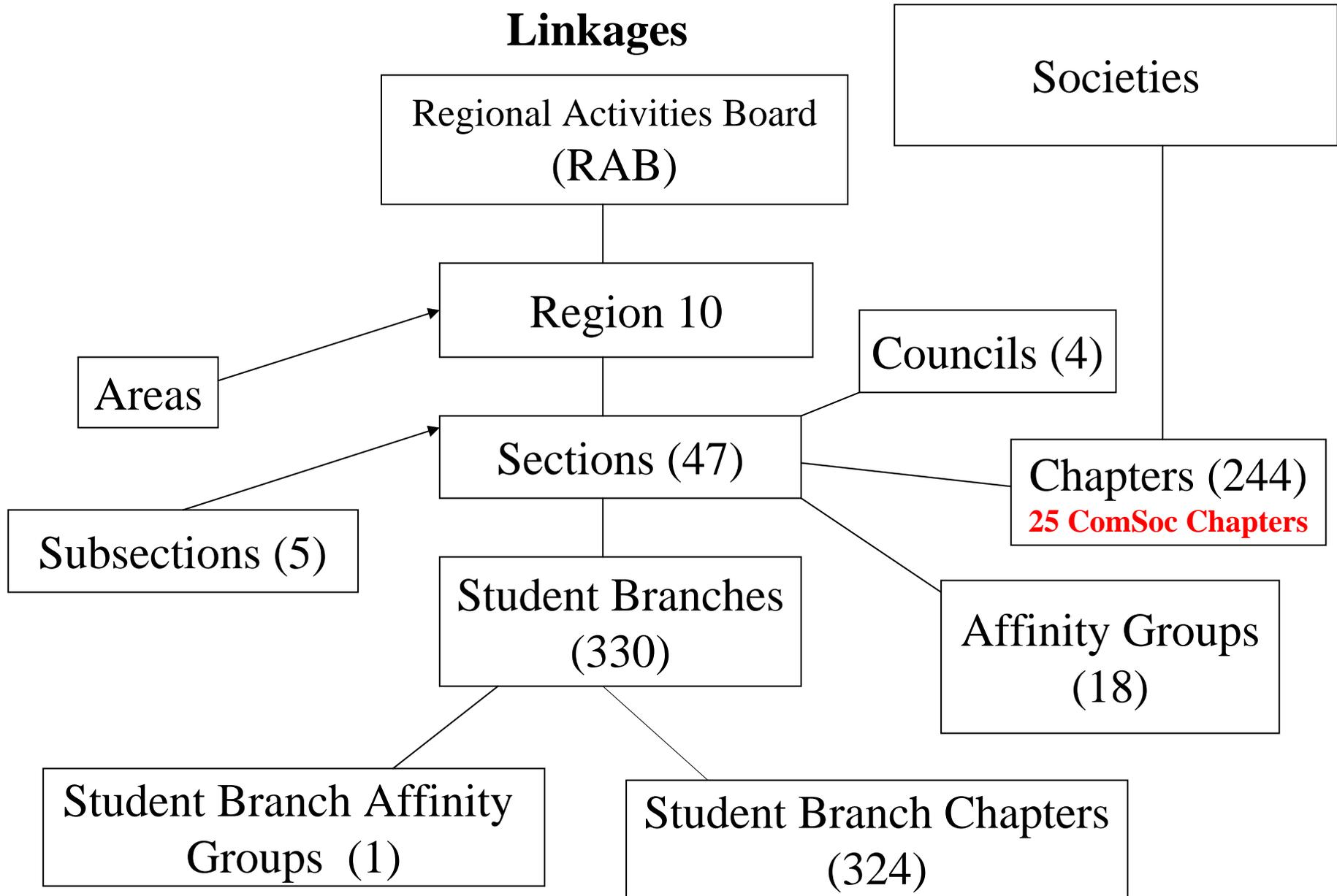
**Asia Pacific Operations Centre/
Communications Society Office
Fanny Su**

IEEE



Linkages





ComSoc Membership Programs

- Chapter Funding
- Chapter Achievement Award
- Travel Grants
- Awards - career, paper, service
- Distinguished Lecture Tours (DLTs)

Regional (RCCC) and Global Chapter Chair
Congresses (GCCC)

ComSoc Chapter Funding

- Upon request only – Chapters Questionnaire email sent at beginning of the year. Encompasses the Chapter Achievement Award
 - 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

Chapter Achievement Award

- Chapter Achievement Awards
\$500 honorariums and certificates
acknowledging outstanding leadership.

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

Travel Grant Program

- limited number of travel grants

Six major conferences:

**ICC, GLOBECOM, INFOCOM, WCNC,
NOMS or IM, and CCNC**

Distinguished Lecture Program

- Up to five lecture tours a year per Region

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

Regional and Global Chapter Chair Congresses
(4 year cycle)

Year 1: GCCC

Year 2: No Congress will be scheduled;

Year 3: RCCC

Year 4: No Congress will be scheduled;

- GCCC2001, AP RCCC2002 at
GLOBECOM 2002/ComSoc 50th
Anniversary

Asia Pacific Board

5 APB committees

Technical Affairs Committee (TAC)

Meeting & Conference Committee (MCC)

-APNOMs, APCC, ISPACs, OECC

Information Services Committee (ISC)

Membership Development Committee (MDC)

Chapter Coordination Committee (CCC)

**Maintain APB officers
and
ComSoc Chapter chair up-dates**

- Keeping ComSoc HQ, APB and Chapters in sync.
and informed on current news.
- Listserv: apb-officers@ieee.org
 ap-comsoc-chairs@ieee.org

Coordination of DLTs in Asia Pacific (CCC activity)

- Initiate interest either with the DLs or with the Chapters
- Geographically grouping Chapters, Timeframe, Topics
- Seek approval of 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

IEEE Regional Activities - Section Chapter Support - Netscape 6

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Local Activities

IEEE Section Chapter Support

The IEEE Section/Chapter Support staff provides assistance to the volunteers of IEEE's geographic units worldwide. If you want to order officer pins, revise your bylaws, or have a question about your Section rebate, please get in touch with us. We are here to help.

IEEE Regional Activities Department
Section/Chapter Support
445 Hoes Lane
Piscataway, NJ 08854

Phone: + 1 732 562 5512
Fax: + 1 732 463 9359
Email: sec-chap-support@ieee.org

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[Unit Bylaws/Addendums](#)
[Chapters](#)
[FAQ's](#)
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[FORMS](#)

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[Required Reporting](#)

[Chapter Development](#)

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[Society Abbreviations](#)

[Holding Successful Meetings](#)

[Distinguished Lecturers](#)

[Society Chapter Funding Guide](#)

[Helpful Publications](#)

>> Local Activities

Chapters

Chapters are technical subunits of Sections. This resource page provides valuable information specifically related to technical Society Chapters: from the links on the menu to the left you can access formation requirements and petitions, Chapter administration information, and other topics of interest for chapters.

[Chapter Chairs' Reference Guide](#) - a 15 page handbook in PDF format containing useful information on running your Chapter, working with IEEE headquarters and your Society.

To see if there is a local Chapter within your Section, you can check the [Unit web pages](#).

LIFE MEMBER (LM) CHAPTERS - A LM Chapter is not a Technical Society Chapter. It is similar to an IEEE Affinity Group but the IEEE Life Members Committee, rather than the parent Section, supports it (funding for activity is *not* supplied via the Section rebate program). Check out the Life Member Committee web site at <http://www.ieee.org/lmc> for additional information on LM Chapters. Email LM-activities@ieee.org for questions or comments.

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Organizing a conference?

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Conference Organizer Information page. The browser's address bar shows the URL: http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=conferences&file=conflink.xml&xsl=generic.xsl. The page features the IEEE logo and a navigation menu with links for Membership, Publications, Services, Standards, Conferences, and Careers/Jobs. A left sidebar contains a list of links including ConferenceSearch, Doing Business with IEEE Conferences, Conference Management Services, Info for Conference Organizers, Schedule Updates, Travel Services, Travel Guide - To/From U.S., Online Store, and Technical Activities. The main content area is titled "Conference Organizer Information" and includes a "Reference Materials 'How To'" section with a list of links such as Key Conference Best Practices, IEEE Meetings Organization Manual (revised), Required Documentation, Tax Information for Conferences, IEEE Conference Workshop, IEEE Conference Newsletter - Index, Online Resource Center for Conference Publication Organizers, IEEE Policies, IEEE Publicity Guide, IEEE Concentration Banking, Contracts and Legal Documents, IEEE Conference Visa Request Process, IEEE Master Brand (IEEE Logo Usage), IEEE Meeting/Conference Travel Discounts, IEEE Grant Administration, Independent Contractor Procedures, Audio-Visual Services, Mailing & Postal Rates, IEEE Member Verification CD-Rom, Planning Calendar, Society & Council Technical Interest Profiles (TIPS), and CEU's for Workshop and Tutorials. The Windows taskbar at the bottom shows several open applications, including Microsoft PowerPoint, My Yahoo!, and Conference Organizer, with the system clock indicating 3:56 PM.

Conference Organizer Information - IEEE Conferences - Microsoft Internet Explorer provided by IEEE

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IEEE

» Conferences

Conference Organizer Information

Reference Materials "How To"

- [Key Conference Best Practices](#)
- **REVISED** [IEEE Meetings Organization Manual](#)
- [Required Documentation](#)
- [Tax Information for Conferences](#)
- [IEEE Conference Workshop](#)
- [IEEE Conference Newsletter - Index](#)
- [Online Resource Center for Conference Publication Organizers](#)
- [IEEE Policies](#)
- [IEEE Publicity Guide](#)
- [IEEE Concentration Banking](#)
- [Contracts and Legal Documents](#)
- [IEEE Conference Visa Request Process](#)
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- [Planning Calendar](#)
- [Society & Council Technical Interest Profiles \(TIPS\)](#)
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Conference Manual - IEEE Technical Activities - Microsoft Internet Explorer provided by IEEE

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Travel Guide - To/From U.S.
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Technical Activities

>> Conferences

Meetings Organization Manual

Foreword

Please direct questions and concerns to [Mary Ann DeWald](#).

This edition of the *IEEE Meetings 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 meetings 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.

IEEE Meetings Organization Manual (HTML format)	
<input type="checkbox"/>	Table of Contents
<input type="checkbox"/>	1.0 Introduction
<input type="checkbox"/>	2.0 Types of Conference Involvement
<input type="checkbox"/>	3.0 Definitions of Meetings & Their Publications
<input type="checkbox"/>	4.0 Organizing, Planning & Scheduling the Conference
<input type="checkbox"/>	5.0 Site Selection
<input type="checkbox"/>	6.0 The Program Committee
<input type="checkbox"/>	7.0 The Publications Committee
<input type="checkbox"/>	8.0 Publicity & Public Relations Committee
<input type="checkbox"/>	9.0 The Finance Committee
<input type="checkbox"/>	10.0 The Audit Committee
<input type="checkbox"/>	11.0 The Exhibits Committee
<input type="checkbox"/>	12.0 The Local Arrangements Committee
<input type="checkbox"/>	13.0 The Registration Committee

Opening page http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=conferences&file=conforward.xml&xsl=generic.xsl

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SAMIEEE

- **SAMIEEE = Section Access to Membership Information**
 - **Web based**
 - **Automatic access for volunteers (includes Joint Chapter/Chapter chairs)**
 - **Training available**
 - **Membership data “refreshed” every Monday**
 - **Pre-set reports**

Contact **Helen Shiminsky, samieee@ieee.org,**

+1 732 563 5517

www.ieee.org/samieee

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

Fanny