Ideas for Effective Chapter Meetings & Activities
Outline

- What is an effective meeting
- Knowing your chapter
- Types of meetings
- Major components of meeting
- Logistics
- Finding a speaker
- Publicity
- Finding a sponsor
- Examples of effective meetings
- Recommendation to the COMSOC Board
Effective meeting defined

- Number and diversity of audience
  - IEEE members/non-members
  - Comsoc/ non-Comsoc
  - Student / Industry / Academic

- Encourage new membership

- Perception of the attendees
  - Value added
  - Well presented

- Diversity of topics
  - Levels
  - Broad spectrum

- Potential to evolve to a money maker

Aim for a 5 star meeting!
Knowing your chapter

• Who are your members
• Where are they geographically
• Interests
  – Topics
  – Meeting location/times
• Method
  – Surveys
  – Talk to members
  – Comsoc’s support (member profiles)
Types of meetings

- Technical meeting
- Social (include families/non-technical speakers)
- Networking / Job Fair
- Field trips
- Symposium/conference/workshops
- Contests
- Virtual Meeting / Newsgroups
Major components of meeting

- Networking / Food
- House keeping
  - Sponsor comments
  - Comsoc upcoming events announcements
- Main presentation
- Feedback at the meeting
  - Paper survey
- Post meeting activity
  - Posting of meeting slides and informing attendees of the URL via email
# Logistics

- Finding speaker/topic/activity
- Venue/time & date
- Publicity
- Registration System
- Consumables
Finding Speakers

- **Good tips**
  - Network to get good presenters
  - Reputation of speaker
  - Reputation of company
  - Beware of speakers from small companies
  - Be alert to prominent speakers traveling in your areas

- **DLTs/CELPS**
- **University Professors**
- **Industry**
  - Research lab
  - General interest / operations

- Liaise with the speaker before the event
Publicity

- E-mail
- Website
  - Standardized format and registration process
  - Unified Calendaring system for Section
- Postcard/Flyer
  - Company/University notice boards/Bulletin system
- Timeline for e-mail
  - Automated distribution of reminder as date approaches
- Registration System (by Comsoc)
How to get sponsors

• Benefit to employees/business
• Of interest to them
• Networking opportunity
• Marketing information package to companies for chapter
• Sponsorship is advertised in meeting announcement
Examples of effective meeting activities

• Broadband 1-day workshop Caribbean Hilton
  – 150 attendees
  – Perception that it was value added for both business proposition and technical content
  – Covered a broad spectrum of the technology
  – Several new Comsoc memberships added
  – Made money
  – Social included Caribbean music and dance

***** Meets 5 star rating!!!!!!!!!!!!!!!!!!!!!!
Examples of effective meeting activities

• Live demo video conference (US and London)
  – 30 attendees
  – Perception that it was value added because there was both theory and live demonstration
  – Focus on emerging technology
  – Several new Comsoc membership added
  – Free
    **** 4 star event
• Possible Future Application
  – Use locally to enhance attendance by offering Comsoc programs at several sites simultaneously
Examples of effective meeting activities

• Java training at Charlotte chapter
  – 25 attendees
  – 10 2-hour evening session over 10 week period
  – Well received due to education value
  – Made money
  – Signed up 9 new members

***** 5 star event
IEEE/ComSoc Support

No Time!
Apathy
Geography
Competing Programs
Recommendation for Board Support

- Publicity/toolbox/on-line registration
- Establish and maintain distribution list
- Guide to Networking
- Marketing info package for companies
- Newsgroup / Database of meetings
- Comsoc board should explore ways to recognize and document participation by attendees
- Certification of completion/CEU from Comsoc for Workshop or symposium