Regional Chapter Chairs Congress
Communications Society

28 Aug 2004
Beijing, China

Support for Chapters

Asia Pacific Operations Centre/
Communications Society Office
Fanny Su
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 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

Information for new officers

Interested in submitting an IEEE New Initiative?

FORMS
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 Unt 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.
Organizing a conference?
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 related 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 Conference 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.
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

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Thank You
for your Attention
and
Active Participation

Fanny