REGION 1 OFFICER TRAINING MEETING – MARCH 3, 2018

Session 2

Officer Training Session

February, 2018

Region R1 IEEE

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire

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Agenda

	Start Time	Duration	End Time	Topic	Speaker	Required Attendees
Functional Training	9:00	0:10	9:10	Introduction	Ed Palacio	Secton Chairs, Area Chairs, Student/WIE/YP Coordinators
	9:10	0:40	9:50	Student Activities	Dr. Charles Rubenstein	All
	9:50	0:30	10:20	WIE	Denise Griffin	All
	10:20	0:10	10:30	Break		
	10:30	0:40	11:10	Young Professionals	Dr. Lorenzo Lo Monte	All
	11:10	0:10	11:20	Break		
	11:20	1:00	12:20	Vtools	Gred Gdowski	All
	12:20	0:10	12:30	Closing Remarks	Ed Palacio	

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Introductory Remarks

Ed Palacio – Region 1 Chair - Elect

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Region 1 Student Activities

Organizing, structuring, running and reporting your Section's student activities

Charles Rubenstein, Region 1 Student Activities Coordinator

<c.rubenstein@ieee.org>

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Students: our future and our legacy

- First, and foremost you need a **Section Student Activities Coordinator**!

- Second, understand your Section Student Branch OU's needs and wants!

- Third, understand what your Section can undertake, staff, and deliver
  - Volunteer presentations
  - Financial assistance: S-PACs, grants, awards, etc.

- There is a vast array of Activities/Programs your Section can undertake for and by student members in the local university Student Branches, Student Branch Chapters and IEEE- HKN Chapters
  - Technical programs during club hours
  - Job Fairs and Career Nights
  - Joint with the Section, Chapters or Affinity Groups
  - Tailored and suited for your Section

- The most successful Sections plan a repertoire of all of the above

- If uncertain, seek help from above – your Region Student Activities Coordinator and Regional Student Representative are there to help!

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2018 Region 1 Student Activities Committee

Charles Rubenstein, Chair (RSAC) <c.rubenstein@ieee.org>

Kayla Ho, Regional Student Representative (RSR)

<kayla.ho.us@ieee.org>

- **Bruce Hecht, S-PAC Coordinator** <bruce.hecht@ieee.org>
- **Area SAC Coordinators**
  - *Area Chairs or their representative*
- **Section SAC Coordinators**
  - *Section Chairs or their representative*
- **Student Branch Chairs** & **Student Branch Counselors**
- **Student Branch Chapter Chairs** & **SB Chapter Advisors**
- **IEEE-HKN Student Chapter Chairs**

Ex-Officio Members: *GOLD, WIE, PACE, MD, HTC Rep, Pre-university*

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MGA SAC: Vision and Mission

IEEE SAC Vision

- *To deliver a common, high-quality IEEE Student member experience globally, for lifelong, professional success through IEEE membership.*

IEEE SAC Mission

- *SAC will be recognized as the global platform to inspire, enable, develop & support student as the future leaders of our profession.*

IEEE SAC Website

https://www.ieee.org/membership_services/membership/students/index.html

March 25, 2010

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February 2018
Regional Technical
Activities Committee
Action Plan

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
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Region 1 SAC: Vision and Mission

IEEE Region 1 SAC Vision

- *To support the academic, professional and leadership activities for IEEE Student Members in the Northeastern US.*

IEEE Region 1 SAC Mission

- *To encourage the professional development of IEEE Student Members and provide a leadership experience through IEEE membership, leadership and student activities.*

March 25, 2010

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February 2018
Regional Technical
Activities Committee –
Action Plan

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IEEE *in Facts & Numbers* *(2015 Data)*

➤ More than 421,000 members in over 180 countries,   *(54% outside the US)*

➤ **71,580 IEEE Student Members**

➤ **42,870 Graduate Student Members**

➤ 12,982 Society Affiliates

➤ 335 IEEE Sections; *56 subsections and* 2,274 IEEE Section Chapters

➤ 454 Affinity Groups *(AICN, WIE, YP)*

➤ **2,845 Student Branches in 80 countries**

➤ **1,344 Student Branch Chapters**

➤ **438 Student Branch Affinity Groups**

➤ 39 societies and 7 technical councils

➤ > 2 million documents in the IEEE Xplore Database: 130 transactions, journals and magazines

➤ Sponsors/co-sponsors over 1800 conferences each year

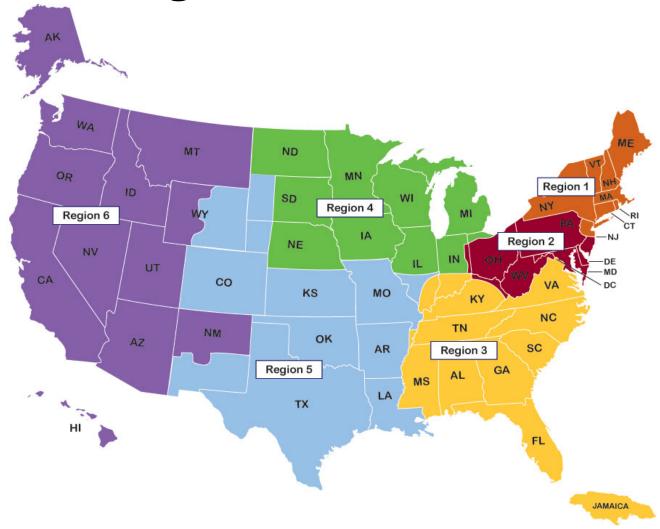➤ IEEE Standards Association: 7,000 individuals in 100 countries and over 200 corporate members in 22 countries

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IEEE *Worldwide* Membership

TOTAL / *VOTING* MEMBERSHIP* = 417,429

R7 – 16,211 or 3.9%

R1 to R6 (IEEE-USA)
180,952 *or 43.3%*

R10 – 125,707 or 30.1%

R9 – 8,391 or 4.4%

R8 – 76,168 or 18.2%

Reflecting the global nature of IEEE, R10 and R8 are now the two largest IEEE Regions

* 2017 Member Data

Region **R1**

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IEEE US Regions 1 - 6

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IEEE Student Branches & OUs

Region 6 in the World

Region 6, *Southwest Area*

Areas

Regions

Sections

Student Branches

Region 6

San Diego Section
Region 6, Southwest Area

Univ. of California at San Diego IEEE *Student Branch*

Note: Not drawn to scale and boundaries only approximate

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MGA's Geographic Unit Structure

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2018 SAC Goals for MGA

1. **SAC focus: three year plan to strengthen interaction and connection amongst and between Student Branches and parent Sections**

2. **Leverage probations/dissolutions to scrub branch rosters and revitalize units**

3. **Student Digital Presence, Website & Branding**

- **2017 Student Membership: 120,095 (+2.4% YoY)**

- **Student Awards** *(July Announcements)*

- **Watch for the impact of the *General Data Protection Regulation* (GDPR) on IEEE SAC, etc.**

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2018 R1 SAC Goals: Section/SB

1. **SAC focus: three year plan to strengthen interaction and connection amongst and between Student Branches and parent Sections**

2. **We need to update our Student Branch records – been trying to for last TWO years – not very successful …**

MGA Solution: Link SB funding to the Section so the Branches need to be in touch with the Section Student Activities Coordinator !

Next slides

* Student Branch Update

* IEEE-HKN Student chapters Update

* Student Branch Reporting

February, 2018

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Region 1 Student Branch Statistics

- **96 Student Branches in Region 1**

at least one Student Branch in each of our 22 Sections

38!!! **Student Branches in Trouble Feb 2018**

at least one in each of 14 of our sections:
- **"Zero" Student Members on Record:** *10*
- **>0 but 5 or fewer Student Members on Record:** *18*
- **>5 but 10 or fewer Student Members on Record:** *10*

- **42 IEEE-HKN Student Chapters in Region 1**

at least one HKN Chapter in 20 of our 22 Sections

33 Active IEEE-HKN Student Chapters

9!!! **Inactive IEEE-HKN Student Chapters**

Spreadsheets Available – will be posted shortly

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Leadership Reporting: NOW!!!

https://officers.vtools.ieee.org/

Unit: Univ of Alaska-Fairbanks (STB00061)

Select another OU to manage

👥 MANAGE OFFICERS

Instructions

Please make changes for the officer positions for the selected organizational unit below.
(show more)

Add Officer   End Term

Officer Positions

Request a new officer position

	Position Title	Current and Newly Elected Volunteers
○	Chair	Daniel Creasy
○	Counselor	Dejan Raskovic

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Student Branch reporting: by November 1

Student Branch Reporting

Home | New Report | Saved Reports | Submitted Reports | Contact

Please use your web account to sign in.

Note: Please ensure that you use your IEEE member web account to log in. If you do not recall your web account information, or aren't sure you have one, you may go to: http://www.ieee.org/web/accounts to recover your password or establish a new account.

https://sbr.vtools.ieee.org/

IEEE vTools

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Student Branch Reporting version 1.5.1
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2018 R1 SAC Goals: Website

IEEE Region 1 SAC Websites

http://ewh.ieee.org/reg/1/sac/
http://sites.ieee.org/r1-sac/

Both in dire need of revision, updating and coordination…

Potential 2018-2019 R1 SAC Strategic Objectives

Areas	Strategic Objectives
Leadership and Membership	➤ Develop an image and positioning of the RSAC Team. ➤ Generate sustainable growth in membership and implement an incentive program to revitalize the student branches, chapters, IEEE-HKN and AG in the region (Road Show Program?). ➤ Develop financial autonomy, and monitoring the delivery of rebates via Sections.
Professional Development	➤ Promote participation and organization of activities for professional development in the Student Branches. ➤ Train new IEEE Student and Faculty volunteers. ➤ Promote the identification of Regional Student Conference (StuCon) venues out 2-3 years.
Awards and Competition	➤ Encourage the participation in MGA awards and competition by the student members. ➤ Monitor and encourage the sending of Student Branches reports and updates to officers before the dates fixed by the IEEE. ➤ Encourage links with other Committees Activities in the Region.

Regional Student Activities Committee – R9 SAC Team

February, 2018

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Region 1 Student Activities

- IEEExtreme – 20 October 2018

- S-PACs – if interested in having one, contact

  Bruce Hecht – SPAC Coordinator – <bruce.hecht@analog.com>

- STEP (Graduation Reception) – if interested in having one, contact

  - **Lorenzo LoMonte – YP Coordinator LoMonte@telephonics.com**

- MTT Conference

  - Details – Contact Soon Wan <GWan@vicr.com>

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2018 R1 Student Conference - StuCon
Friday-Saturday, March 23-24, 2018 @ NYIT, Old Westbury

- Students from Region 1 are encouraged to participate and compete in*:
  - **MicroMouse Competition**
  - **Undergraduate Student Paper Contest**
  - **Ethics Competition**
  - **T-shirt Competition**

- Friday Evening Hackathon* !

- Saturday Workshops*:
  - MicroMouse Design
  - Drones

- Please find registration and details for competitions, rules and prizes at:

  ## https://meetings.vtools.ieee.org/m/49075

Note: Some events are limited to # of entrees per school

*Proposals for **StuCon 2019** and beyond – always welcome!*

MGA Student Branch
Awards & Recognition

Awards all due February 1, 2019

IEEE Student Enterprise Award

Larry K. Wilson Regional Student Activities Award

IEEE Regional Exemplary Student Branch Award

IEEE Outstanding Branch Counselor and Branch Chapter Advisor Award

The Darrel Chong Student Activity Award

IEEE R1 Region

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MGA Student Branch Awards - 1
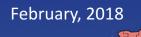
Larry K. Wilson Award

› The student most responsible for a worthy accomplishment may be nominated by a Branch Counselor, Section Chair, Section SAC, or other IEEE volunteers.

› This Award consists of a customized award plaque, a digital certificate, and three years of complimentary membership in IEEE.

IEEE Regional Exemplary Student Branch Award

› Awards will be presented to those Student Branches that are found to be operated in a manner consistent with the goals of IEEE.

› Prize: A customized certificate attesting to the exemplary operation of the Student Branch.

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IEEE Outstanding Branch Counselor and Branch Chapter Advisor Award

› Winners will be those individuals who, through their work as Counselors and Advisors, exemplify the Institute's commitment to the educational, personal, professional, and technical development of students in IEEE related fields of interest.

› Prize: Each winner will receive a US$150 cash award and a personalized certificate. The Student Branch that submits the nomination will receive a US$150 cash award.

Darrel Chong Student Activity Award

› The goal is to improve the quality of activities, and to foster knowledge sharing among students.

› Prize: The student branch will be presented with a digital certificate. Platinum winners will receive a plaque. A hard copy of the certificate will be provided upon request.

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MGA & IEEE Student Activities

- **IEEE Mobile Applications Development Contest**

    http://IEEEMADC.org (April)

- **IEEExtreme Programming Contest**

    (20 October 2018)

- **IEEE Day**

    http://www.ieeeday.org/ (October)

- **IEEE-USA Congressional Visits Day**

    https://ieeeusa.org/advocacy/cvd/ (8-9 May 2018)

- **IEEE-USA Future Leaders Forum**

    https://futureleaders.ieeeusa.org (26-28 July 2018)

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IEEEMADC.org (April)

Category	Points	% (of final score)	Explanation
User Interface (UI) Design:	0-30	30%	design of the User Interface (elements such as colors, fonts, icons)
User Experience (UX):	0-20	20%	functionality, efficiency, logical structure
Usefulness:	0-20	20%	providing useful information to users (depending on the content)
Availability:	5-20	30%	the potential number/group of users;

IEEEmadC — Mobile Application Development Contest

February, 2018

IEEEXTREME Programming Contest
20 October 2018

February, 2018

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IEEE Day Celebrations

- **http://www.ieeeday.org/**
- October 2018
- Photo Contest
- Print IEEE Day T-Shirt

IEEE 2017 DAY

LEVERAGING TECHNOLOGY FOR A BETTER TOMORROW

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IEEE-USA Activities

➢ *For Graduate Students and*

    Young Professionals

- ***IEEE-USA 2018 CVD***

    (Congressional Visits Day)

8-9 May 2018

Washington, D.C.

Register **https://ieeeusa.org/advocacy/cvd/**

- ***2018 Future Leaders Forum***

26-28 July 2018   *Austin, TX*

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WISE (Washington Internships for Students of Engineering) Intern Program
DUE 31 DECEMBER 2018

- Students spend a summer in Washington, DC learning how government officials make decisions on complex technological issues and how engineers can contribute to legislative and regulatory policy decisions
- Students meet with leaders in Congress and the Administration, prominent nongovernmental organizations, and industry.
- Student prepare a paper on a current engineering related public policy issue.
- Stipend, local travel allowance and all housing costs covered

WISE
Washington Internships for Students of Engineering

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Student Ethics Competition

www.ieee.org/about/ethics/competition.html

- Foster familiarity with the IEEE Code of Ethics and concepts

- Promote a model for discussing and analyzing ethical questions

- Learn about ethics in a "fun" context

- Provide experience in applying ethical concepts to hypothetical professional situations

- Supplement Regional/Sectional ethics programs

Would You Make the Right Decision?

The IEEE Student Ethics Competition

challenges IEEE student and graduate student members to do the right thing!

Make the IEEE Code of Ethics come alive:
- Discuss & analyze ethical concepts
- Apply ethical concepts to professional situations
- Present findings to an ethics panel

Compete in the IEEE Student Ethics Competition to find out!

www.ieee.org/ethics

Add your text >>>

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Event Information:
Event Name
Date and Time
Location
Other Comments

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Student Branch & OU Programs

- **Planning Meetings**

- **Technical & Professional Meetings**
  - Check with local Section Chapters for participation in Section Technical Programs, Seminars and Workshops
  - Student Professional Awareness Conference/Experience
  - PACE Programs and Meetings
  - Career/Government Activities

- **Regional Activities & Meetings**
  - Region 1 Student Conference (23-25 March, NYIT – Old Westbury)
  - IEEE-USA Future Leaders Forum (26-28 July, Austin TX)
  - World Maker Faire (22-23 September, Hall of Science Queens, NY)
  - First Robotics, and other STEM Programs

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Student Program Program Essential?

Make it **Fun** for your Officers

Make it **fUn** for your Volunteers

Make it **FUN** for your Members

Retention and new members are sure to follow

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Student Branch Activities

- Student Professional Awareness (S-PACs)
- Pre-College Activities
- Awards & Recognition
- IEEE-HKN Inductios
- Employment and Career Activities
- Engineer's Week Activities
- Government and 'Grassroots' Activities
- Professional Development Seminars (PDS)
- Technical Policy Support and Awareness

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Student Professional Awareness Conferences (S-PAC)

Since 1979 –
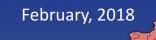
Bringing students and GOLD members, together with local, national and international speakers for soft skill presentations in *eight* *topic areas*

➢ *Co-Result: Student Membership Drive – Free/reduced admission for members!*

For more information:

http://ieeeusa.org/volunteers/committees/spax/

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S-PAC is …

More fun than going to Octoberfest!

S-PACs are student organized and managed so you can learn about:

➢ **Conference planning and budgets**

➢ **How to contact speakers and industry**

➢ **Making presentations**

➢ **Finding funding resources**

➢ **Coordination: two or three S-PACs in a local area using the same speakers!**

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Student Professional Awareness Conference (S-PAC) Topics

- *Career Development*
- *Professional Integrity*
- *Personal Skills*
- *Engineers & Public Policy*
- *Leadership in Professional Organizations*
- *The Practice of Innovation*
- *The Art of Communication*
- *Humanitarian Grand Challenges*

Eight Topic Areas!

(See backup slides...)

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Questions ?

It is an honor and pleasure to serve for a second two-year term as Region 1 Student Activities Coordinator

c.rubenstein@ieee.org

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R1

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S-PAC Topics in *Career Development*

Technologists are uniquely positioned to embark on careers that are not only technical but also in various areas including business management, finance, economics, health, law, non-profit sector, consulting, journalism, public relations, entrepreneurship, government, and entertainment.

➢ *Make the most of your career choices, career fairs and internships, and in informational and formal interviews*

➢ *Craft and customize your resume, curriculum vita, and cover letter for different career pathways*

➢ *Be better informed for your job search and negotiations*

➢ *Establish/maintain professional connections and mentors*

➢ *Prepare for professional registration, certifications, as well as advanced degrees*

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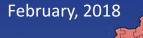
S-PAC Topics in Professional Integrity

Ethics and engineering are fundamentally intertwined. Decisions made by engineers can have a profound impact on society.

➢ Practice ethics in a work environment that is constantly influenced by realities of globalization, financial motivation, and information overload

➢ Generate or customize a framework or set of principles for ethical conduct across differing conflicts and scenarios

➢ Balance professional integrity against corporate loyalty and other personal interests

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S-PAC Topics in **Personal Skills**

Personal skills are as crucial as technical skills for a successful career in engineering.

➢Develop skills that are necessary to effectively run a meeting and manage a committee.

➢Apply the best practices for time management and priority setting of tasks

➢Better manage your online persona and learn how it can assist or affect your career

➢Plan your finances and investments

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S-PAC Topics in

Engineers & Public Policy

Decision-makers are frequently looking to engineers for advice to improve public policies.

➢ How a legislation is drafted, introduced, and debated in Congress

➢ The major policy issues and contentions of current interest, and why you should care

➢ The role engineers play in informing and shaping public policy and how to get involved

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S-PAC Topics in **Leadership in Professional Organizations**

Staying involved in a professional society adds value to your career. However, becoming a leader improves your professional net worth and profile.

➢ A professional society—such as IEEE—can help you in your professional and personal growth

➢ Staying involved with a professional organization is a value to you and your profession?

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S-PAC Topics in **Practice of Innovation**

Innovation is a complex theoretical concept but can be learned by practice like any other art or science.

➢ Capitalize on your professional training and creativity to become an innovator

➢ Learn from the success and failure of others

➢ Incorporate elements and practices of other cultures and professions (such as arts, humanities, media, and sociology)

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S-PAC Topics in **Art of Communication**

In a world of short attention spans, it is crucial to create and communicate a message that sticks.

➢ Master the art of storytelling

➢ Deliver better presentations

➢ Improve written communication

➢ Leverage social, traditional, and other media effectively

➢ Use these skills to help improve the public understanding of engineering and its impact

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S-PAC Topics in Humanitarian Grand Challenges

Engineers play a major role in advancing technology for the benefit of humanity.

➢ Play a role in reducing poverty and hunger, improving infrastructure, and addressing environmental and economic challenges

➢ Become a global citizen and an ambassador for the engineering profession

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Women in Engineering

Region 1 Coordinator – Denise Griffin

Officer Training Session

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About IEEE Women in Engineering (WIE)

IEEE Women in Engineering (WIE) is one of the largest international professional organizations dedicated to promoting women engineers and scientists, and inspiring girls around the world to follow their academic interests in a career in engineering and science.

The mission of IEEE WIE is to facilitate the recruitment and retention of women in technical disciplines globally.

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How far "WIE" have come….

- 24,000 members in 100+ countries
- 15,000+ student members
- 800+ Affinity Groups and Student Branch Affinity Groups
- 10 summits on 6 continents
- 4 WIE Awards
- Award winning WIE Magazine

What's going on in the Region?....

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Region 1
Affinity Groups and Student Branch Affinity Groups*

Boston
Columbia University*
Connecticut
Franklin W. Olin College of Engineering*
Long Island
Maine
Mid-Hudson
New Jersey Coast

North Jersey
New Hampshire (joint with YP)
New York
New York City College of Tech*
Princeton/Central Jersey
Schenectady
Springfield
Worcester County
Worcester Polytechnic Institute*

There are 26 professional IEEE sections in the Northeast
Region, half of which have a WIE affinity group

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Most Active Sections

- Boston

- New Jersey Coast

- Schenectady

Highlighted Events

- Boston: E-Net Cruise, Corporate Sponsored Meetings, Holiday Lunch

- New Jersey Coast: Tech Talks, Social Event (Anniversary)

- Schenectady: Professional Development Talks, Talk with Mayor of Albany

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Goals for 2018

- More Affinity Groups
  - Especially Student Branches (students are the **future** of IEEE)
- Each section participation in one Region <u>WIE Roundtable</u> event
  - New in 2018 focused on Best Practices/Greatest Challenges
- Increased section representation in the R1/R2 WIE Forum East
- Two professional development or K-12 Outreach events per year
- Increased submissions from sections to newsletters
  - Should be easy if you have 2+events per year! ☺

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Resources Available to You

- Vtools
  - Registration for Meeting and Gather Attendee Info!
- Web Hosting and Social Media
- WIE Roundtables in 2018
- Teleconferences
- Society Liasons
- SAMIEEE for statistics
- WIE Website: www.wie.org

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WIE is not just "for" women

- Both genders support the goal of ensuring that 100%, not 50% of the population is engaging in STEM

- Consider having high profile men supporters "champions" at events who can further the mission

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What Would YOU Like to See?

- WIE welcomes fresh ideas and new leadership

- Think outside the box about ways in which WIE can have an impact and run with it

Remember: Focus on diversity can increase overall IEEE *ACTIVE* and *SUSTAINED* membership

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Questions?

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10 minute Break

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Young Professionals Training

Lorenzo Lo Monte
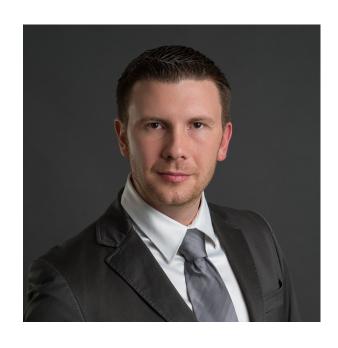
IEEE Young Professionals Region 1 Coordinator

3/3/18

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IEEE Region 1 YP Coordinator

- Lorenzo Lo Monte

- Lorenzo.lomonte.us@ieee.org

- Chief Scientist, Telephonics

- IEEE AESS BoG

- Distinguished Lecturer, AESS

- YP Representative, AESS

- YP Coordinator, Region 1

- Sensor Council Representative, AESS

- Topical Editor, Sensors Journal

- Secretary, Long Island Section

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Young Professionals Board

Rafal Sliz
Chair

Mario Milicevic
Past Chair

Ramesh Nair
Vice-Chair:
Funding Opportunities

Lisa Delventhal
IEEE Staff Program Manager

Flavia Dinca
Vice-Chair:
Communications

Dinko Jakovljevic
Vice-Chair:
Marketing and Design

Shashank Gaur
Vice-Chair:
Internal Partnerships

Kristen Mahan
Program Specialist
IEEE Young Professionals

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Who is a Young Professional

- All IEEE members who have graduated from their first degree within the past **15** years
  - Older members can also opt-in
  - As such, YP can be Graduate Student Members, regular Members, Senior Members, or even Fellows!
- YP is NOT a membership grade.
- YP is an affinity Group and it's free of charge
- YP are 25% of the entire IEEE membership

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What Young Professionals Need

YP are interested in

- Elevating their professional image

- Expanding their global network

- Connecting with peers locally

- Giving back to the community

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What IEEE Can do for YP

IEEE is committed to helping YP by:

- evaluate their career goals

- polish their professional image

- create the building blocks of a lifelong and diverse professional network

The YP Chair job is to support your members and to help them grow

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The Sad Reality…

- Students aren't converting to higher grade membership
- 20% of millennials cancel their membership or let it lapse in the past year
- 25% of millennials refer to professional organizations as "Old School"

Number of Young Professionals

6%

5%

While the number of Graduate Student members declined 8% in the last 2 years, Higher Grade Young Professionals declined by 13%

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What U.S. YP Think

45%

% non-renewing members able to afford the price of IEEE membership, but did not perceive enough value
(n=1,876)

43%

% non-renewing members found enough value in the IEEE membership, but could not afford the price
(n=1,876)

Research indicates that half of the non-renewing YPs don't see value in IEEE's offerings while the other half thinks the price is not justified
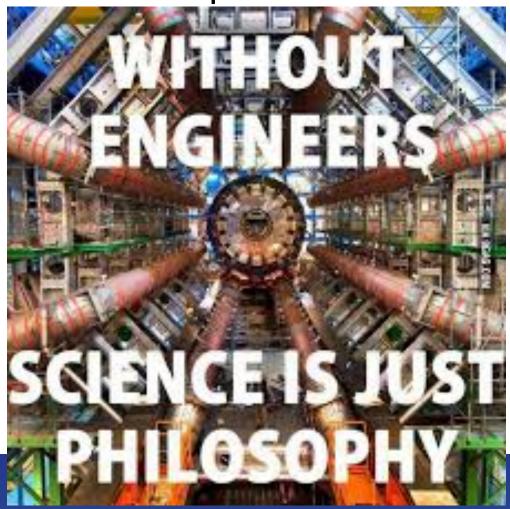
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Why IEEE? IEEE Changed The World! Let People Know That!

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Marvels of IEEE: Be Proud!

- 30% of all global technology communication is published through IEEE

- IEEE members make everything you see on the CES floor possible

- It's not just engineering; it is technology as a whole

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How IEEE is Perceived

- Region 1 needs to convince YP that IEEE is a club, with prestige and honor!

Transactional relationship
(focused on technical content)

Membership is a matter of
prestige and honor

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YP Geographical Structure

- YP can only have Affinity Groups (AG).

- YP don't have Chapters or Student Branches

- There can be only one YP AG per Section

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2018 YP Chairs

Section	YP Chair
Berkshire	No Chair
Binghamton	Shahrokh Akhlaghi sakhlag1@binghamton.edu
Boston	Eric Walk eric.walk@ieee.org
Buffalo	Mike Chirico mchirico@nussclarke.com
Connecticut	Saumya Sharma saumya.sharma@us.abb.com
Green Mountain	?
Ithaca	No Chair
Long Island	Neil Ramos Neil.p.ramos@ieee.org
New Jersey	?

Section	YP Chair
New Hampshire	Kat Reagan Katreagan82@gmail.com
New York	Cathy Chen cchen@exponent.com
Maine	No Chair
Mid Hudson	?
Mohawk Valley	No Chair
North Jersey	No Chair
Princeton / Central Jersey	Katalin Frolio Katalin.F.US@ieee.org
Providence	Stephanie Gratiano Stephanie_Gratiano@ieee.org
Rochester	Eric Brown eric.t.brown@gmail.com
Schenectady	No Chair
Springfield	No Chair
Syracuse	Chris Ellis crellis@ieee.org
Worcester	Julia Turong julia.ltruong@gmail.com

No Chair? We Can Form One!

- Needs a petition to be submitted to the MGA Director and approved by Section ExCom
  - Procedure described on Section 9.9 of MGA manual
- **I will help you in forming one**

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YP Chair Bare-Minimum Tasks

- At least **TWO** Activities per year
    - If not, the AG becomes suspended (i.e., no money!)
    - If AG is suspended for 3 years, it gets dissolved!!

- Attend your Section ExCom meetings
    - Also Section Social Events
    - You may get ideas and grow your network

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YP Chair and Region 1

- Quarterly TeleCon (Webex)
  - Nights or weekend
  - Use Doodle for scheduling

- You can reach me via email at any time!
  - Lorenzo.lomonte.us@ieee.org
  - Also Babak Beheshti and Ed Palacio
- My job is to serve you!

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Email Alias

- To be professional, it's better to separate your personal activities from your IEEE role

- IEEE offers free email account with ieee.org domain, managed by Google

- IEEE gives you
  - Gmail Account
  - Calendars, Contacts
  - Google Drive
  - Alias and Forwarding

  https://www.ieee.org/membership_services/membership/products/googleapps.html

GoogleApps@IEEE

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Some Tricks for your 1ˢᵗ Event

- Hosting events near your members
- Many neighborhoods many be difficult to get to in peak-traffic hours, so consider asking for help from an additional YP member to alleviate logistical demands of planning events in parts of the Section that you do not live in.
  - Make these additional members vice chairs, co-chair, secretaries, or similar..
- make your first event an "easy one", so that you can learn *L31* reporting and how to use *vTools* properly (and without stress)

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Some Tricks for your 1ˢᵗ Event

- Advertise your Kick-Off Event through **_vTools._**

- Plan to send at least two event-related emails through your Section list server

- For IEEE marketing and logo standards, see Design System: **_http://yp.ieee.org/volunteers/manuals/_**.

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A note on vTools

- vTools is a set of tools built and managed by IEEE Volunteers
  - Check tutorials online
- You should focus on
  - vTool Events
  - vTools eNotice
- SAMIEEE is a query tool that provides access to member data
  - You may need it for personalized emails
  - Very complicated: ask for help!

Google Custom Sea

Quick Links

«« IEEE Section Vitality Dashboard

«« vTools eNotice

«« vTools Events (Meetings)

«« vTools Officer Reporting

«« vTools Student Branch Reporting

«« vTools Voting

» Doodle

» GoogleApps for OUs (G4Os)

» IEEE Collabratec

» IEEE Events Finder (Android)

» IEEE Events Finder (iOS)

» IEEE Web Hosting

» Listserv

» Remote Conferencing and Screencasting

» SAMIEEE

» Survey solution – FourEyes (free plan recommended)

» WebEx Request Form

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Lack of ideas ??
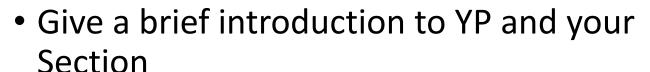
- Look at the Event Exchange Programs
  - http://yp.ieee.org/volunteers/event-exchange/
- Contact neighbor YP Chairs
- Look at YP Facebook
- Look at vTools YP Events

Your 1ˢᵗ Event!

- Host Kick-Off Event – aim to make a personal connection with every member who attends and take photos.

- Give a brief introduction to YP and your Section
  - Find material on yp.ieee.org

- You should introduce yourself to the group and privately thank everyone for attending at the event.

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THANK YOU

Event Kit and Material

- YP Website has an online order form to request YP-specifc Gadgets

- Also IEEE MGA has an online form with general IEEE material
  - https://www.ieee.org/about/volunteers/membership_development/index_membership_development.html
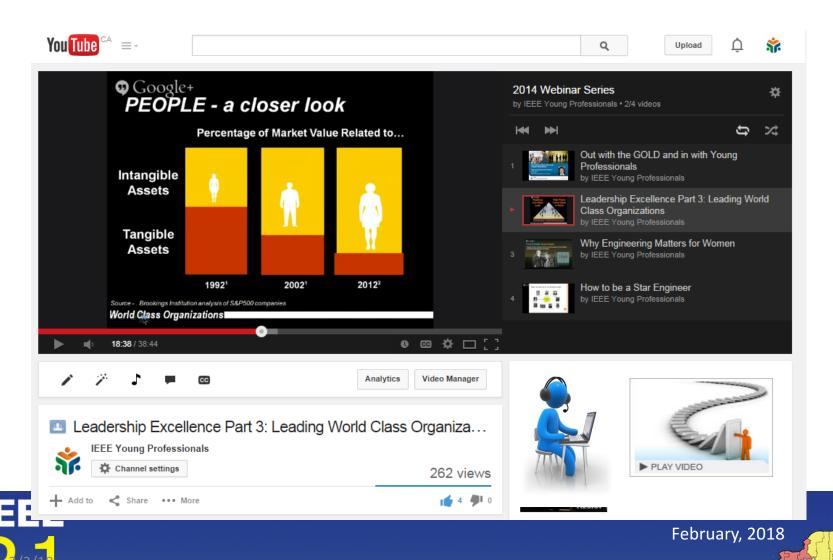
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YP Benefits: Webinars

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New Jersey Coast New York North Jersey Princeton/Central Jersey Providence Rochester Schenectady Springfield Syracuse Worcester County

YP Benefits: Career Boost

IEEE MentorCentre

– **http://mentoring.ieee.org/**

– Online career mentorship tool for both mentors and mentees

– Mentor and mentees connect based on technical/professional interests

IEEE ResumeLab

–

– Suite of online resume/CV development tools for each step of the job seeking process

After the Event

- Always send out a thank you email with photos from the event

- Post an online article (either through social media, IEEE section newsletter, IEEE section website) discussing the event and highlighting the photos – send the article out to attendees.

- Write a report to YP Impact Blog
    - http://yp.ieee.org/impact/
    - Mandatory if YP gives you funding

February, 2018

3/3/18

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Reimbursement

- In general, you will have to fill out an expense report after your event
  - Give it to your Section Treasurer
- The expense report is independent of the L31 report
- You will have to keep receipts
- Consult your Section Leadership for more information

IEEE Expense Report

- Finance Committee Menu
- Finance Committee Summary

Below are the 2018 an
- 2018 (XLSX, 26 KB) your 2018 [this year]
- 2017 (XLSX, 22 KB)

IEEE vTools EVENTS

IEEE R1
Region 1
3/3/18
February, 2018

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

YP Funding Opportunities

- Young Professionals can directly fund events!
- They are divided in

MEET-UP PROGRAM aims to stimulate and improve networking among Young Professionals in the same geographical or technical area

STEP provides freshly graduate students the opportunity of familiarizing themselves with Young Professionals and their activities

SEED FUNDING provide funding support for volunteers to deliver engaging experiences to their local IEEE Young Professionals community

https://yp-events.fluidreview.com/

IEEE Region R1

3/3/18

February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

External Funding

- You can try to look for funding from industries
- Industries usually want to attract young engineers for a different purpose and your event might be an attractive channel for them
- Some ideas to gain funding from Industries:
  - Provide them exhibitor and branding opportunities in your events
  - Industry site visit
  - Collaborate with other senior volunteer leaders in your Society to get industry contacts

IEEE
R1
Region
3/3/18

February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Get Online!

- Website yp.ieee.org
- Email: yp@ieee.org
- Facebook Page
- LinkedIn Page
- Twitter @IEEEYP
- Region 1 webpage

  http://sites.ieee.org

IEEE
Region R1
3/3/18

February, 2018

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5 minute Break

R1 vTools Training Session

Dr. Greg Gdowski

R1 Information Management Coordinator & Webmaster

Greg.gdowski@gmail.com

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Topics for today:
1. Officer reporting
2. Creating Events
3. Creating Enotices

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

vTools at a Glance

http://sites.ieee.org/vtools/

Technology Support for Volunteer Leaders
- vTools.OfficerReporting (https://officers.vtools.ieee.org)
- vTools.Meetings (https://meetings.vtools.ieee.org/main)
- vTools.StudentBranchReporting (https://sbr.vtools.ieee.org/)
- eNotice (http://enotice.vtools.ieee.org/)

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

IEEE Region R1

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vTools.OfficerReporting
https://officers.vtools.ieee.org/

Purpose: <u>To enables authorized volunteers to submit officer change reports.</u>

- Updates the central IEEE database

- Volunteers can view/add/remove/update officers.

- OfficerReporting Tutorials :
  - sites.ieee.org/vtools/documents/2013/10/online-officer-reporting.pptx   or
  - sites.ieee.org/vtools/documents/2013/10/online-officer-reporting-pdf.pdf

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
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February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Reporting Officers via vTools

Why bother?

- **History of leadership activity**

Full Name	Position Description	Organizational Type	Organizational Unit Name	Position Start Date	Position End Date
Greg T Gdowski	Chair	Section	Syracuse Section	01/01/2012	12/31/2012
Greg T Gdowski	Chapter Chair	Chapter	Rochester Section Chapter,EMB18	01/01/2009	12/31/2010
Greg T Gdowski	Chair	Section	Rochester Section	01/01/2014	12/31/2017
	SAMIEEE RECIPIENT	Section		01/01/2018	
	Vice Chair	Section		01/04/2010	12/31/2010
				02/25/2013	12/31/2013
	Webmaster	Section		08/01/2015	12/31/2016
	vTools Coordinator	Section		01/01/2018	12/31/2019
Greg T Gdowski	Area Chair	Region	Northeastern USA - Region 1	12/31/2017	
	Electronic Communications Coordinator	Region		01/01/2016	12/31/2018
	Information Management Coordinator	Region		01/01/2018	12/31/2018
	SAMIEEE RECIPIENT	Region		01/01/2018	12/31/2018
	SAMIEEE User - Full Access	Region		01/01/2018	
	Webmaster	Region		01/01/2016	12/31/2018
	vTools Coordinator	Region		12/01/2017	

IEEE R1 Region 1

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Reporting Officers via vTools

Why bother?

- **Officers are searchable through SAMIEEE**
- **Members get credit for being an officer!**

ORACLE Business Intelligence

Search | All | → | Adva

Section Vitality Dashboard | Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As g

| Home | Members | Active Student Members | **Officers** | Members in Arrears/Inactive | Pre-Arrears Members | Additional Member Lists | Meeting Activity | IEEE Conferences | Vitality Che |

Region Code [R1 ▾]   Section Name [Rochester Section ▾]   [Apply] [Reset ▾]

Current Section and Subsection Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R1	Rochester Section		Educational Activities	1/1/2015		David	Young	dyoung41@gmail.com
			Awards & Recognition Committee Chair	1/15/2013		F Jean	Kendrick	jkendrick388@frontiernet.net
			Chair	1/1/2018	12/31/2019	Sreeram	Dhurjaty	sdhurjaty@dhurjaty.net
			Newsletter Editor	1/1/2018		Howard	Bussey	hbussey@ieee.org
			Professional Activities	9/1/2017		Bruce	Rubin	bruceieeerubin@yahoo.com
			SAMIEEE RECIPIENT	1/1/2018		Greg	Gdowski	greg.gdowski@gmail.com
						Paul	Lee	ppklee@ieee.org
			Secretary	1/1/2018	12/31/2019	Eric	Brown	eric.t.brown@ieee.org
			Student Activities	12/1/2013		Mark	Schrader	mk.schrader@gmail.com
			Treasurer	12/11/2014	12/31/2019	William	Fowlkes	wmyfowlkes@ieee.org
			Vice Chair	1/1/2018	12/31/2019	Cristian	Linte	christian.linte@ieee.org
			vTools Coordinator	2/1/2017		Mark	Schrader	mk.schrader@gmail.com
				10/1/2017		Eric	Brown	eric.t.brown@ieee.org
						Joseph	Majkowski	jmajkowski10@gmail.com
				1/1/2018	12/31/2019	Greg	Gdowski	greg.gdowski@gmail.com
						Paul	Lee	ppklee@ieee.org

Print   Export

Current Society Chapter Chairs

Reporting Officers via vTools

Why bother?

- **Defines who has access to SAMIEEE**
- **Defines who has the ability to create meetings and send notices!**

ORACLE Business Intelligence   Search | All ▾ | → | Adva

Section Vitality Dashboard   Home | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As

Home | Members | Active Student Members | **Officers** | Members in Arrears/Inactive | Pre-Arrears Members | Additional Member Lists | Meeting Activity | IEEE Conferences | Vitality Che

Region Code [R1 ▾] Section Name [Rochester Section ▾] [Apply] [Reset ▾]

Current Section and Subsection Officers

Region Code	Section Name	Sub Section Name	Position Description	Position Start Date	Position End Date	First Name	Last Name	Email Address
R1	Rochester Section		Educational Activities	1/1/2015		David	Young	dyoung41@gmail.com
			Awards & Recognition Committee Chair	1/15/2013		F Jean	Kendrick	jkendrick388@frontiernet.net
			Chair	1/1/2018	12/31/2019	Sreeram	Dhurjaty	sdhurjaty@dhurjaty.net
			Newsletter Editor	1/1/2018		Howard	Bussey	hbussey@ieee.org
			Professional Activities	9/1/2017		Bruce	Rubin	bruceieeerubin@yahoo.com
			SAMIEEE RECIPIENT	1/1/2018		Greg	Gdowski	greg.gdowski@gmail.com
						Paul	Lee	ppklee@ieee.org
			Secretary	1/1/2018	12/31/2019	Eric	Brown	eric.t.brown@ieee.org
			Student Activities	12/1/2013		Mark	Schrader	mk.schrader@gmail.com
			Treasurer	12/11/2014	12/31/2019	William	Fowlkes	wmyfowlkes@ieee.org
			Vice Chair	1/1/2018	12/31/2019	Cristian	Linte	christian.linte@ieee.org
			vTools Coordinator	2/1/2017		Mark	Schrader	mk.schrader@gmail.com
				10/1/2017		Eric	Brown	eric.t.brown@ieee.org
						Joseph	Majkowski	jmajkowski10@gmail.com
				1/1/2018	12/31/2019	Greg	Gdowski	greg.gdowski@gmail.com
						Paul	Lee	ppklee@ieee.org

Print - Export

Current Society Chapter Chairs

Reporting Officers via vTools

Why bother?

- **Web officer widget for web pages!**
- **Automatic feed direct from SAMIEEE**
- **Maintenance FREE!**

IEEE Rochester Section

Serving Rochester Engineers for over 100 years

ABOUT IEEE ▾   IEEE COLLABORATEC   REGION 1!   MYIEEE

HOME

ABOUT THE SECTION ▸

NEWSLETTERS

BECOME A VOLUNTEER!

COMMUNITIES

EVENTS & ACTIVITIES ▸

STUDENT SCHOLARSHIPS ▸

VOLUNTEER RESOURCES ▸

ROCHESTER COUNCIL OF SCIENTIFIC SOCIETIES MINIGRANT PROGRAM FOR MATH AND SCIENCE

CHAPTER OFFICERS

Aerospace and Electronic Systems Society / Communications Society

CH01133 (Rochester Section Jt Chapter,AES10/COM19)
Officers:
Cristiano Tapparello
Position: Chapter Chair
Email: cristiano.tapparello@gmail.com

Computer Society / Computational Intelligence Society

CH01110 (Rochester Section Jt Chapter,C16/CIS11)
Officers:
Bo Yuan
Position: Chapter Chair

ROCHESTER EXCOM

Sreeram
Chair

Cristian A.
Vice Chair

Reporting Officers via vTools
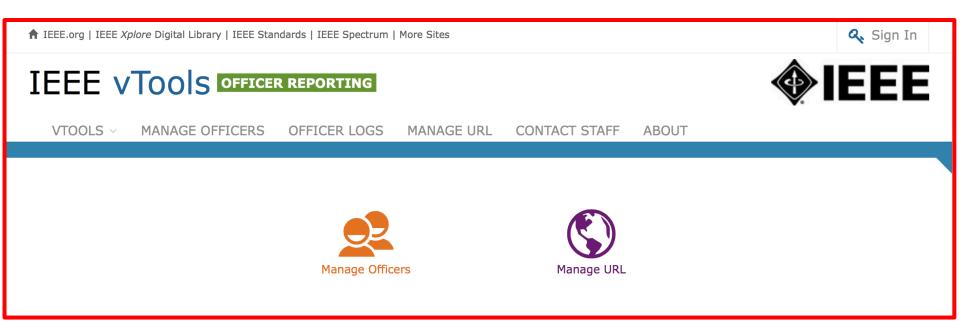
Navigate to **https://officers.vtools.ieee.org**
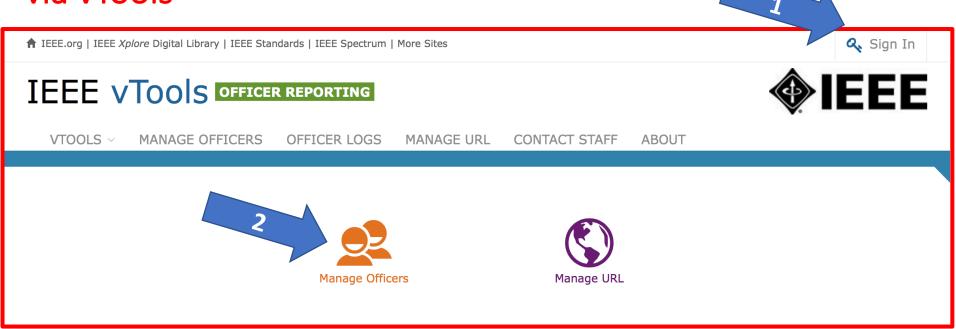
Things you can do
- Manage and assign Officers
- Obtain log of officer changes

IEEE R1
Region 1

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
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Reporting Officers via vTools

1

🔑 Sign In

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

IEEE vTools OFFICER REPORTING

◆IEEE

VTOOLS ⌄   MANAGE OFFICERS   OFFICER LOGS   MANAGE URL   CONTACT STAFF   ABOUT

2

Manage Officers

Manage URL

Getting started
1. Sign in to the system
2. Click on Manage Officers

◆IEEE
Region **R1**

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

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New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

1. Type in your Section Name in the box   2. A list will be generated automatically.

3. Select your Organizational Unit   4. Hit Select Button (not shown)

IEEE vTools **OFFICER REPORTING**

◆ **IEEE**
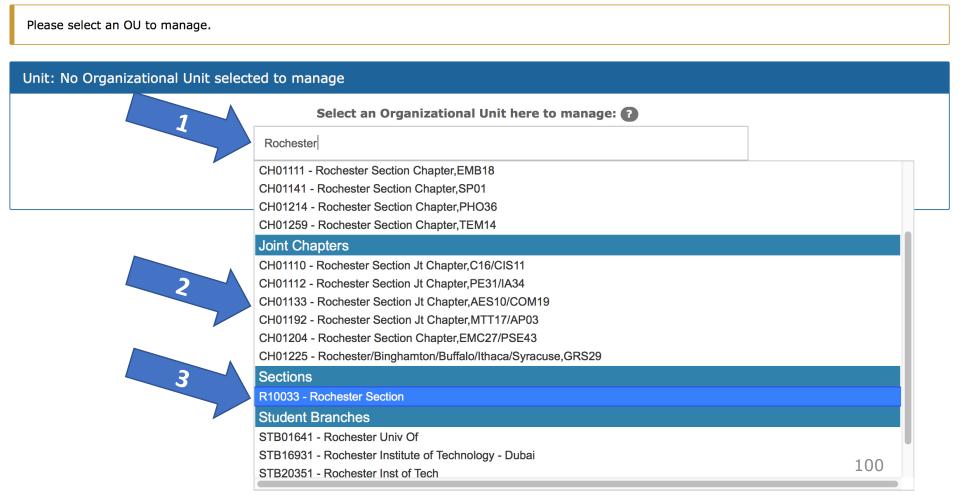
VTOOLS ⌄   MANAGE OFFICERS   OFFICER LOGS   MANAGE URL   CONTACT STAFF   ABOUT

Welcome, Greg Gdowski

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

1

Select an Organizational Unit here to manage: ❓

Rochester

CH01111 - Rochester Section Chapter,EMB18
CH01141 - Rochester Section Chapter,SP01
CH01214 - Rochester Section Chapter,PHO36
CH01259 - Rochester Section Chapter,TEM14

Joint Chapters

CH01110 - Rochester Section Jt Chapter,C16/CIS11

2

CH01112 - Rochester Section Jt Chapter,PE31/IA34
CH01133 - Rochester Section Jt Chapter,AES10/COM19
CH01192 - Rochester Section Jt Chapter,MTT17/AP03
CH01204 - Rochester Section Chapter,EMC27/PSE43
CH01225 - Rochester/Binghamton/Buffalo/Ithaca/Syracuse,GRS29

Sections

3

R10033 - Rochester Section

Student Branches

STB01641 - Rochester Univ Of
STB16931 - Rochester Institute of Technology - Dubai
STB20351 - Rochester Inst of Tech

100

1. Current Officers are shown 2. You can either add an officer or end the term of an existing officer.

Officer Positions   Request a new officer position

	Position Title	Current and Newly Elected Volunteers
○	Awards & Recognition Committee Chair	F Jean Kendrick
○	Chair	Sreeram Dhurjaty
○	Committee Chair (Centennial Celebra...)	
○	Educational Activit...	
○	Membership Development	
○	Newsletter Editor	Howard Bussey
○	Nominations and Appointments Chair	
○	Professional Activities	Bruce Rubin
○	SAMIEEE RECIPIENT	Paul Lee
○	SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Greg Gdowski
○	Secretary	Eric Brown
○	Student Activities	
○	Treasurer	...m Fowlkes
○	Vice Chair	...ristian Linte
○	Webmaster	
○	vTools Coordinator	Greg Gdowski, Mark Schrader, Paul Lee, Joseph Majkowski, Eric Brown

Click on an officer position to add new person

Click on Add Officer

Add Officer   End Term

IEEE vTools

IEEE

VTOOLS ∨   MANAGE OFFIC...

Officer Positions

Request a new officer position

TERM START DATE ✕

Member Number

1. Add Officer's IEEE member number

Please note that all IEEE member numbers are 8 digits long and can have one or more leading 0s. For example, 56439271 or 00237198. If you don't know the officer's member number, you can look it up in SAMIEEE or contact IEEE staff for help.

Term Start Date

Please note that new officers must be validated prior to the submission

Cancel   Submit

2. Add a term start date

3. Hit Submit button

Position Title	
Awards & Recognition Committe...	
Chair	
Committee Chair (Centennial Ce...	
Educational Activities	
Membership Development	
Newsletter Editor	
Nominations and Appointments	
Professional Activities	Bruce Rubin
SAMIEEE RECIPIENT	Paul Lee
SAMIEEE RECIPIENT (SAMIEEE Re... R1 Western Area Chair)	Greg Gdowski
Secretary	Eric Brown
Student Activities	Mark Schrader
Treasurer	William Fowlkes
Vice Chair	Cristian Linte
Webmaster	
vTools Coordinator	Greg Gdowski, Mark Schrader, Paul Lee, Joseph Majkowski, Eric Brown

Add Officer   End Term

Add Officer **End Term** **View and Confirm Pending Changes**

Officer Positions

Request a new officer position

Position Title	Current and Newly Elected Volunteers
○ Awards & Recognition Committee Chair	F Jean Kendrick
○ Chair	Sreeram D
○ Committee Chair (Centennial Celebration Chair)	
○ Educational Activities	
○ Membership Development	Greg Gdowski (modified, pending save)
○ Newsletter Editor	Howard Bussey
○ Nominations and Appointments Chair	
○ Professional Activities	Bruce Rubin
○ SAMIEEE RECIPIENT	Paul Lee
○ SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Greg Gdowski
○ Secretary	Eric Brown
○ Student Activities	Mark Schrader
○ Treasurer	William Fowlkes
○ Vice Chair	Cristian Linte
○ Webmaster	
○ vTools Coordinator	Greg Gdowski, Mark Schrader, Paul Lee, Joseph Majkowski, Eric Brown

2. Confirm Pending Changes!

1. New Officer will be highlighted

vTools – Events (meetings)

Why bother?

1. All Section events are put on the <u>R1 Web pages calendar</u>.

These are put on the web pages <u>automatically!!</u>

Do not ask me to edit entries – they must be edited by you in vtools!

vTools – Events (meetings)

Why bother?

1. In Rochester, Section Events also get put on their webpages.

This is also done <u>automatically after the meeting is entered in vtools</u>

vTools – Events (meetings)

Why bother?

Additional reasons
- **Create nicely formatted Enotices to members**
- **Collect payments via paypal**
- **Keep track of attendees**
- **Generate L31s**

vTools – Events (meetings)

Where is it?

1. Navigate here:
https://events.vtools.ieee.org
2. Login in the upper right corner

3. Create new events!
Click on "Event/Report Administration""
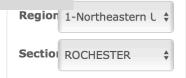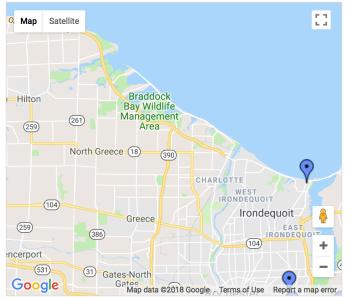
IEEE vTools EVENTS

◆IEEE

VTOOLS ⌄   SEARCH   EVENT/REPORT ADMINISTRATION   VIEW FEEDS   ABOUT

Schedule a New Event

File a Report for a Past Event

Welcome to your event administration dashboard! Recent, upcoming, and draft events are available for management.

If you need to find a specific event to manage, visit the search page and click 'Manage' in the search results.

Events that you've worked on during this session will be listed below for convenience.

Showing top 20 recent, upcoming and draft events that you can manage below.
➡ Visit the search page to find a specific event

📁 Recent Events	📅 Upcoming Events	✏️ Draft Events

Title	OU	Date	Reported On	Options
image processing: adapting keypoint matching across domains	CH01225	02 Mar 2018	File Report	View | Manage
SIGN UP FOR A PRINT SUBSCRIPTION TO THE RES MAGAZINE	R10033	01 Mar 2018	File Report	View | Manage
ComSoc NY Chapter ExCom Meeting	CH01082	28 Feb 2018	28 Feb 2018	View | Manage
EMBS: Regulation of cardiomyocyte electrical activity by cardiac f…	CH01221	28 Feb 2018	02 Mar 2018	View | Manage
Electromagnetic Pulse (EMP) Hardened Mobile Control Center	CH01083	27 Feb 2018	28 Feb 2018	View | Manage
Electromagnetic Pulse (EMP) Hardened Mobile Control Center	LM10325	27 Feb 2018	File Report	View | Manage
QoS and Design Challenges in Wireless Sensor Communications …	CH01092	26 Feb 2018	File Report	View | Manage
IEEE Long Island Section - ExCom Meeting - February 2018	R10315	26 Feb 2018	File Report	View | Manage

IEEE R1

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
R1 Information Management Coordinator & Webmaster

February, 2018

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

IEEE vTools EVENTS

IEEE

📁 CREATE AN EVENT

Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.

DETAILS   * Denotes a required field

Title * ❓

Category * ❓
Select one ...

Sub-category ❓
Select one ...

Start time *

End time * ❓

Time Zone *

Description * ❓

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Header ❓

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Footer ❓

IEEE vTools EVENTS

VTOOLS ⌄   SEARCH   EVENT/REPORT ADMINISTRATION   VIEW FEEDS   ABOUT
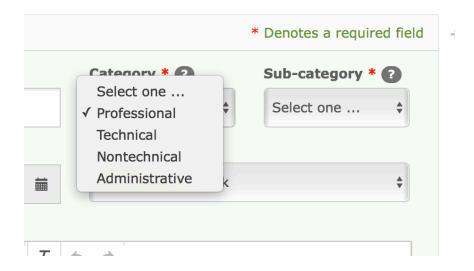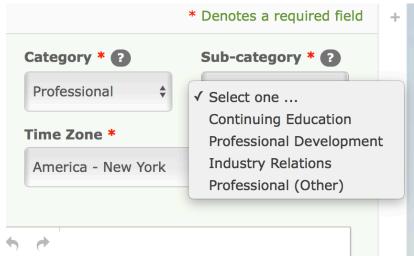
IEEE
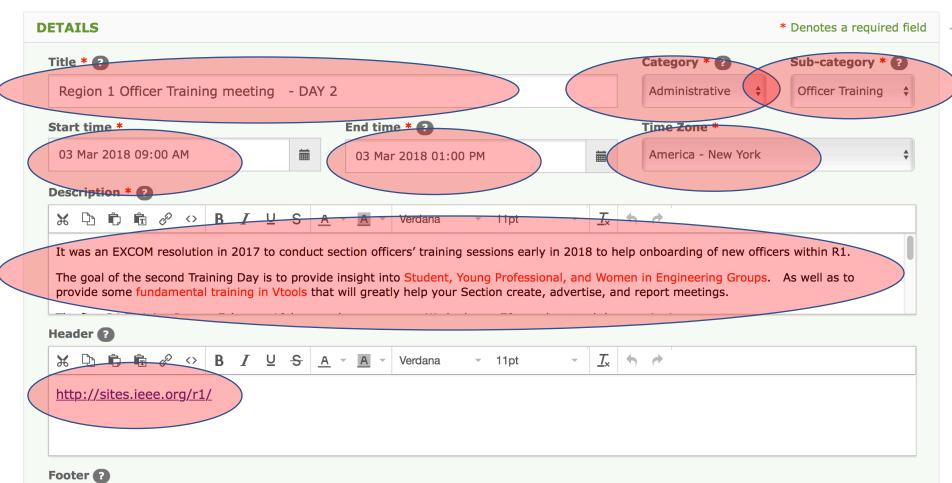
Welcome, Greg Gdowski

📁 CREATE AN EVENT

Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.
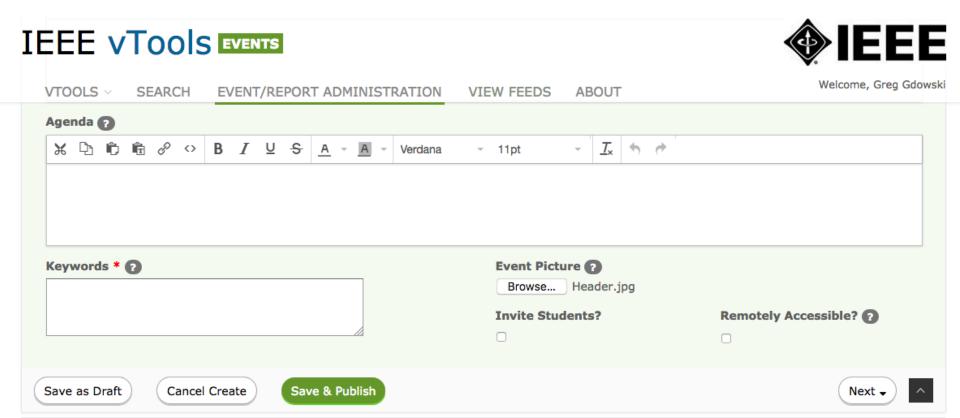
DETAILS   * Denotes a required field

Title * ❓

Region 1 Officer Training meeting   - DAY 2

Category * ❓

Administrative

Sub-category * ❓

Officer Training

Start time * ❓

03 Mar 2018 09:00 AM

End time * ❓

03 Mar 2018 01:00 PM

Time Zone *

America - New York

Description * ❓

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It was an EXCOM resolution in 2017 to conduct section officers' training sessions early in 2018 to help onboarding of new officers within R1.

The goal of the second Training Day is to provide insight into Student, Young Professional, and Women in Engineering Groups.   As well as to provide some fundamental training in Vtools that will greatly help your Section create, advertise, and report meetings.

Header ❓

✂ 📋 📋 📋 🔗 ‹› **B** *I* U S A A Verdana 11pt I͟x ↩ ↪

http://sites.ieee.org/r1/

Footer ❓

Category and Sub-categories

vTools Training Session
Greg Gdowski (greg.gdowski@gmail.com)
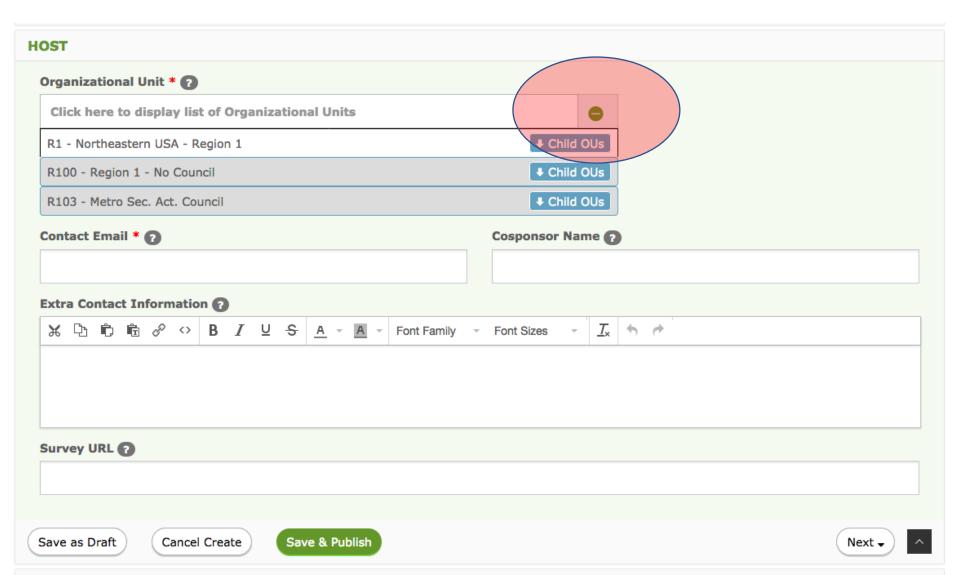**R1 Information Management Coordinator & Webmaster**

February, 2018

Berkshire   Binghamton   Boston   Buffalo   Connecticut   Green Mountain   Ithaca   Long Island   Maine   Mid-Hudson   Mohawk Valley   New Hampshire
New Jersey Coast   New York   North Jersey   Princeton/Central Jersey   Providence   Rochester   Schenectedy   Springfield   Syracuse   Worcester County

Next add:
1) Agenda
2) keywords
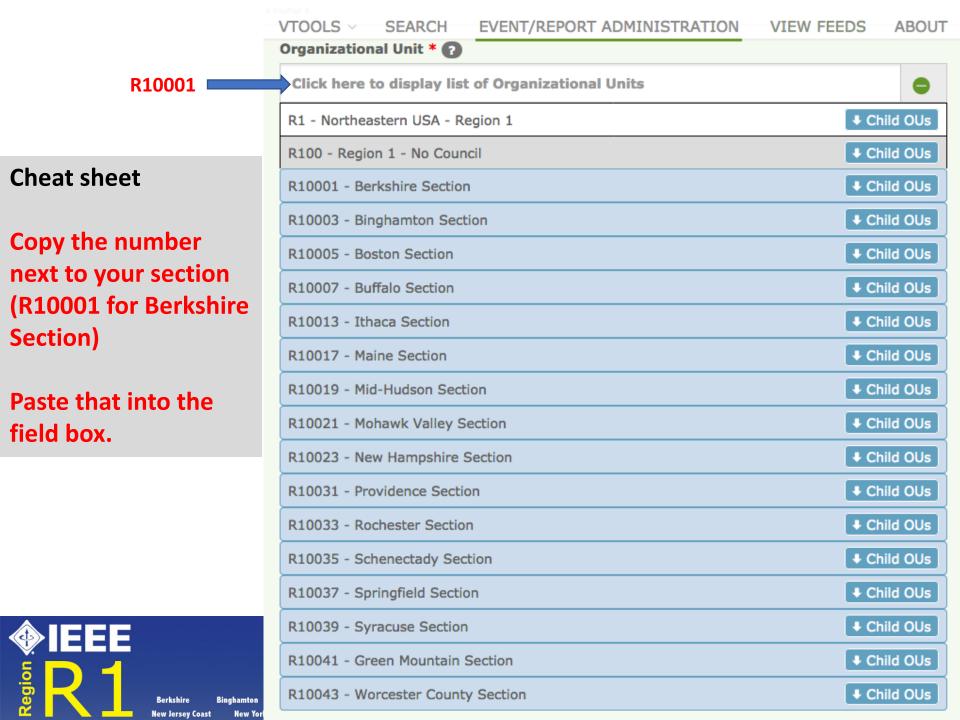3) Event Picture (this is a picture on your computer)

HINT: DO NOT SAVE YET!

Host information describes your organization!

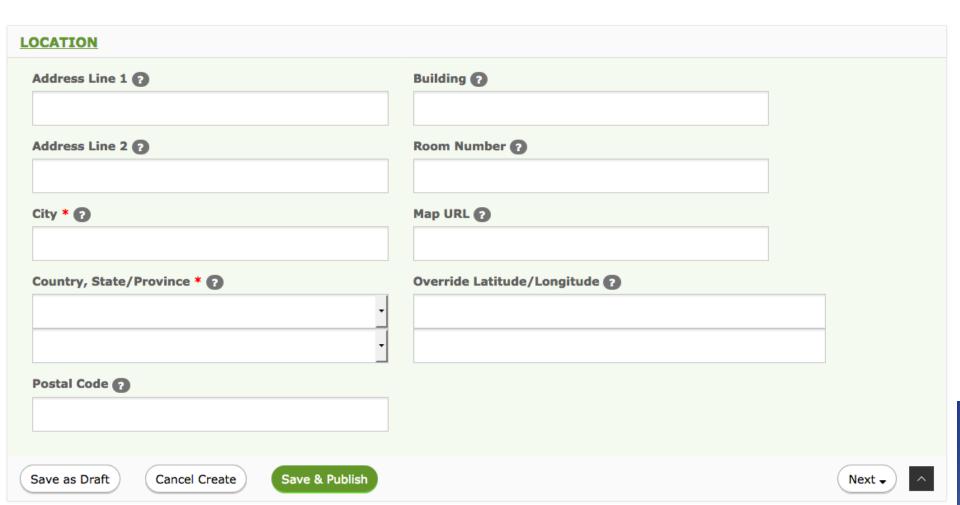Organizational unit should fill when you click buttons (circle with minus sign).

HOST

Organizational Unit * ?

Click here to display list of Organizational Units ⊖

R1 - Northeastern USA - Region 1	↓ Child OUs
R100 - Region 1 - No Council	↓ Child OUs
R103 - Metro Sec. Act. Council	↓ Child OUs

Contact Email * ?

Cosponsor Name ?

Extra Contact Information ?

✂ 🗐 📋 📋 🔗 <> | **B** *I* U S̶ | A ▾ A ▾ | Font Family ▾ | Font Sizes ▾ | I̶ₓ ↶ ↷

Survey URL ?

Save as Draft   Cancel Create   Save & Publish   Next ▾   ⌃

Organizational Unit * ❓

R10001 →

Click here to display list of Organizational Units	⊖
R1 - Northeastern USA - Region 1	⬇ Child OUs
R100 - Region 1 - No Council	⬇ Child OUs
R10001 - Berkshire Section	⬇ Child OUs
R10003 - Binghamton Section	⬇ Child OUs
R10005 - Boston Section	⬇ Child OUs
R10007 - Buffalo Section	⬇ Child OUs
R10013 - Ithaca Section	⬇ Child OUs
R10017 - Maine Section	⬇ Child OUs
R10019 - Mid-Hudson Section	⬇ Child OUs
R10021 - Mohawk Valley Section	⬇ Child OUs
R10023 - New Hampshire Section	⬇ Child OUs
R10031 - Providence Section	⬇ Child OUs
R10033 - Rochester Section	⬇ Child OUs
R10035 - Schenectady Section	⬇ Child OUs
R10037 - Springfield Section	⬇ Child OUs
R10039 - Syracuse Section	⬇ Child OUs
R10041 - Green Mountain Section	⬇ Child OUs
R10043 - Worcester County Section	⬇ Child OUs

Cheat sheet

Copy the number next to your section (R10001 for Berkshire Section)

Paste that into the field box.

◈ IEEE

Region **R1**

Berkshire   Binghamton
New Jersey Coast   New York

Next add:
1) Location Information (City is required)

HINT: DO NOT SAVE YET!

LOCATION

Address Line 1 ❓

Building ❓

Address Line 2 ❓

Room Number ❓

City * ❓

Map URL ❓

Country, State/Province * ❓

Override Latitude/Longitude ❓

Postal Code ❓

Save as Draft   Cancel Create   Save & Publish

Next ▾   ⌃

Create registrations

Can schedule payments

Can create different price schemes for different types of members

Registration ❓

❓   ● Standard   ○ External   ○ None

Registration starts *   **Registration ends** *

[   ] 📅   [   ] 📅

Maximum Registrations (0-999) ❓

[   ]

Menu Selections ❓ ○ Yes ● No   **Custom registration questions** ❓ ○ Yes ● No

Payment

● Set Up Payment ❓   ○ None

Pricing   Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.

Description ❓   **Amount** ❓ **Applies To** ❓

[   ] [   ] [▾]

☐ **Use fee level start time**   ☐ **Use fee level end time**   ☐ Use tax (percent, ex: 8.0) : [   ]

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the   [Add Level]
Section's account. For more information see accepting credit card payments and IEEE Concentration Banking Program.

Online payment account organization   **Currency** ❓

R10033   USD

Time of Payment   Make fee optional   Allow refunds

● This fee is required to be paid by credit card at the time of   ☐ This fee is optional ❓   ☐ This fee is refundable ❓
registration.   ☐ Use refund request deadline
○ This fee is NOT required at the time of registration and can be paid
in person by check or cash at the meeting.

[Save as Draft]   [Cancel Create]   [Save & Publish]   [Next ▾]

IEEE
Region R1
Berk
New J

1ST SPEAKER INFORMATION

Topic ❓

Distinguished Lecturer ☐

Description
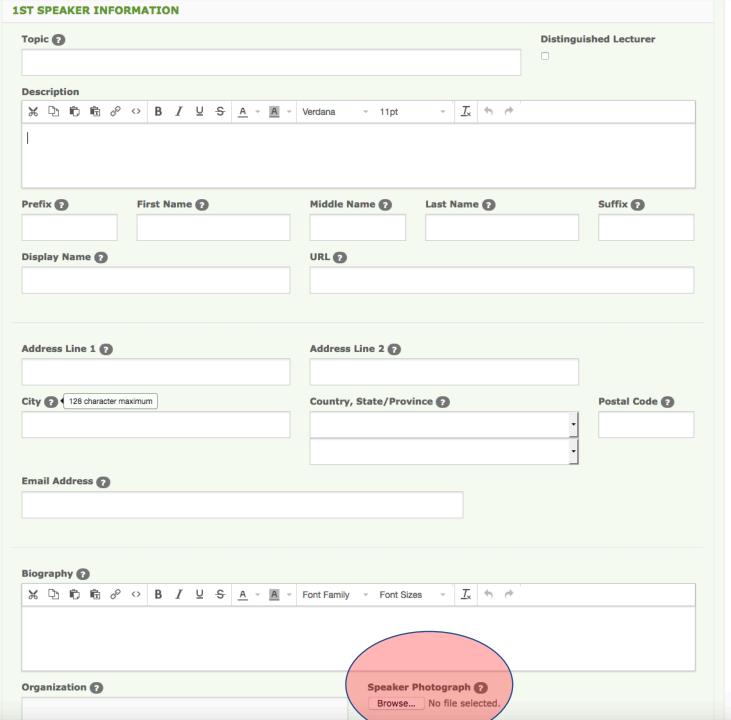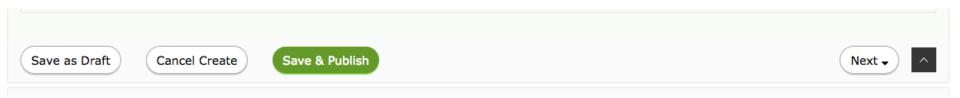
Add up to 2 speakers

Add their picture (must be on your computer)

Prefix ❓   First Name ❓   Middle Name ❓   Last Name ❓   Suffix ❓

Display Name ❓   URL ❓

Address Line 1 ❓   Address Line 2 ❓

City ❓   128 character maximum   Country, State/Province ❓   Postal Code ❓

Email Address ❓

Biography ❓

Organization ❓   Speaker Photograph ❓   Browse... No file selected.

IEEE

Region **R1**

Berkshire
New Jersey Coast

Now you can save it!

Save as Draft -- Public but event is not placed on website calendars
      Use this for private meetings. Send attendees a private emails
      with the link in order to register!

Save & Publish -- Public event that is placed on website calendars
      Use this for public events.

IEEE
Region R1

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R1 Information Management Coordinator & Webmaster

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vTools – Events (meetings)

Easy method!

1. Navigate here:
https://events.vtools.ieee.org

2. Finding existing events!
Click on "Search Events"
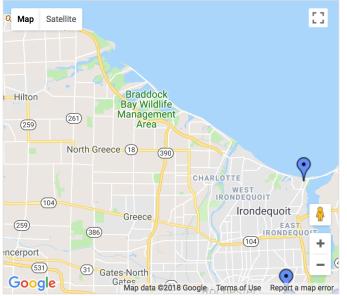
Sign Out

IEEE vTools EVENTS

IEEE
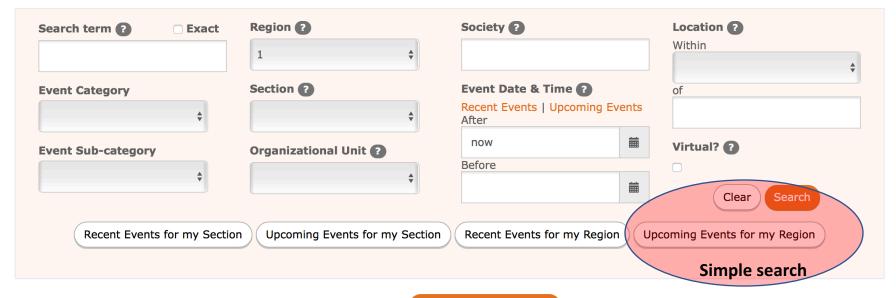
VTOOLS   SEARCH   EVENT/REPORT ADMINISTRATION   VIEW FEEDS   ABOUT

Welcome, Greg Gdowski

🔍 SEARCH EVENTS

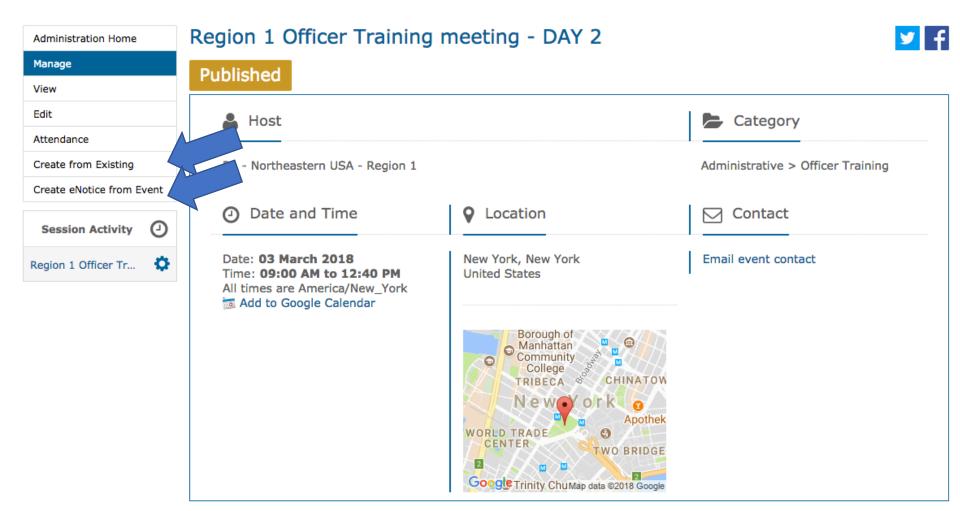Learn how to integrate Event notices with your website

Search term ❓   ☐ Exact

Region ❓
1

Society ❓

Location ❓
Within

Event Category

Section ❓

Event Date & Time ❓
Recent Events | Upcoming Events
After
now

of

Event Sub-category

Organizational Unit ❓

Before

Virtual? ❓
☐

Clear   Search

Recent Events for my Section   Upcoming Events for my Section   Recent Events for my Region   Upcoming Events for my Region

Simple search

Displaying 1-20 of 67 Events found, sorted by Event Date.   **Download results as CSV**
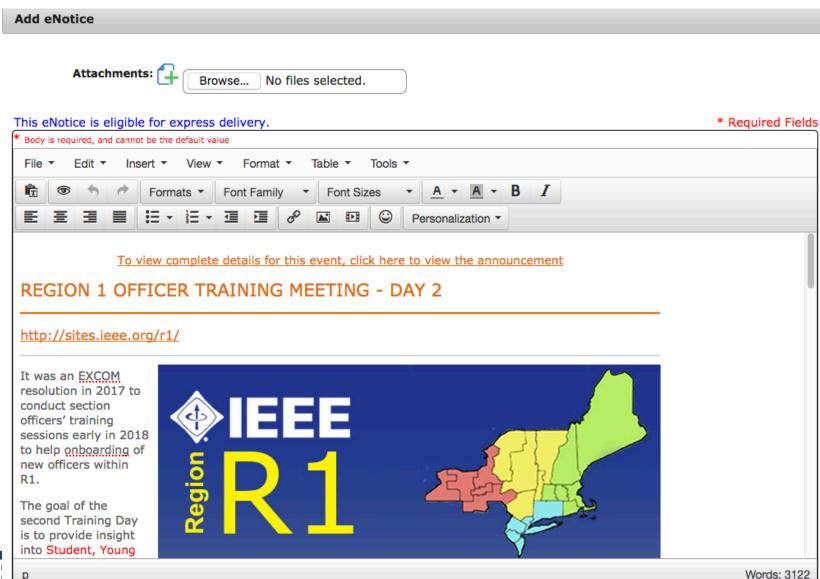
← Previous *1* 2 3 4 Next →

Title	**This meeting**	Date	Reg	Section	Location	Virtual?	Reported On	Options
Region 1 Officer Training meeting - DAY 2		03 Mar 201...	1	(region)	New York, N...	No		View | Manage
Dip a toe or Dive in! - Data Science is for Ev...		05 Mar 201...	1	NEW JERSEY COAST	Holmdel, Ne...	No		View | Manage
Awards Banquet Planning meeting		05 Mar 201...	1	LONG ISLAND	Farmingdale...	Yes		View | Manage
Rochester Section EXCOM meeting		06 Mar 201...	1	ROCHESTER	Henrietta, N...	No		View | Manage

Create from existing
Creating enotices from events!

Creating enotices from events!
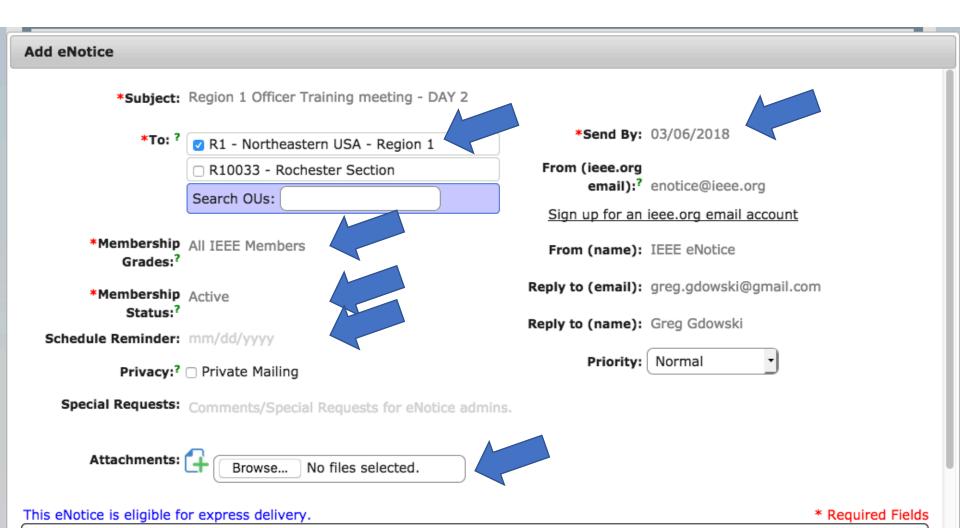
Creating enotices from events!

There are many options for when and who you can send the notice to. Express mail cannot have attachments, or reminders.

Once you hit Send Express or Submit ---
You cannot edit the message without
contacting IEEE

You can find enotices here:
 https://enotice.vtools.ieee.org/mailings

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Questions

Dr. Greg Gdowski – Region 1 Information Management Coordinator & Webmaster

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Wrap-up and Closing Remarks

Dr. Babak Beheshti – Region 1 Chair

IEEE
Region R1

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