

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

**15 March 2007
Hong Kong**

ComSoc Structure, Support and Activities in the AP

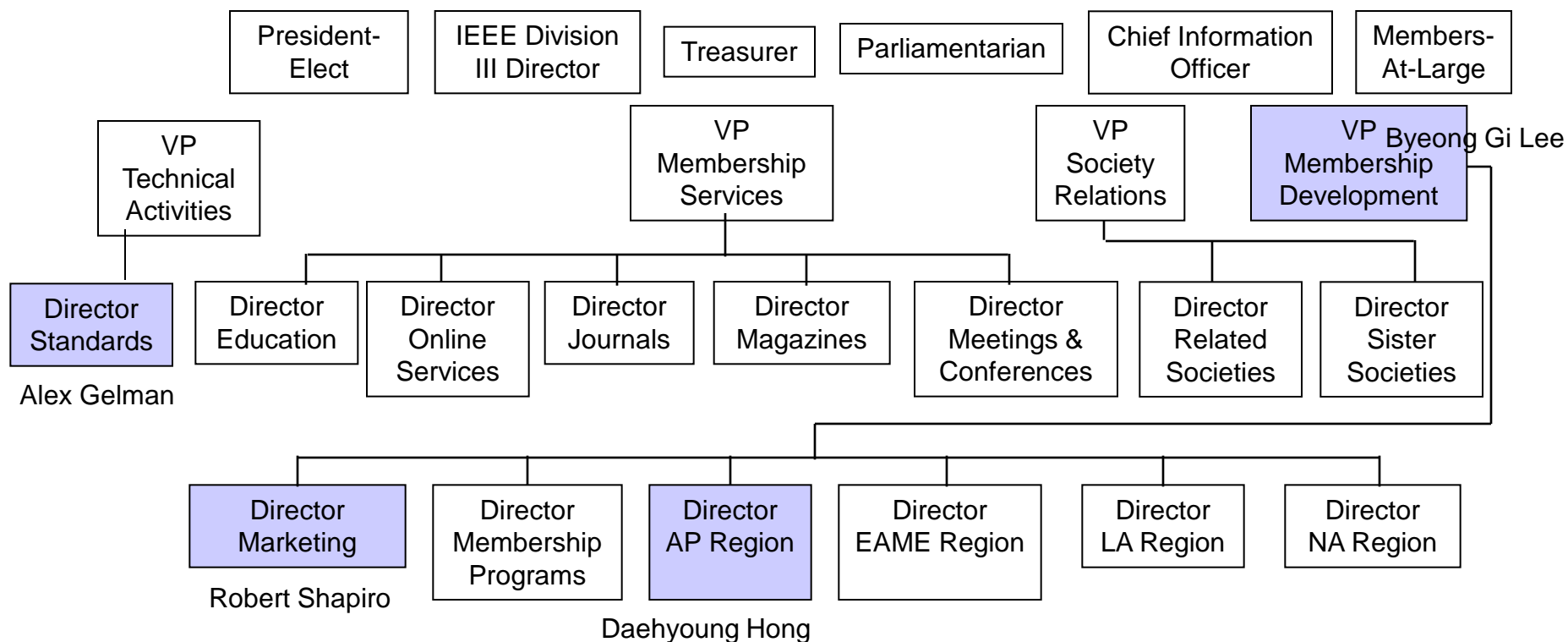
**Asia Pacific Operations Centre/
Communications Society Office
Fanny Su**

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**

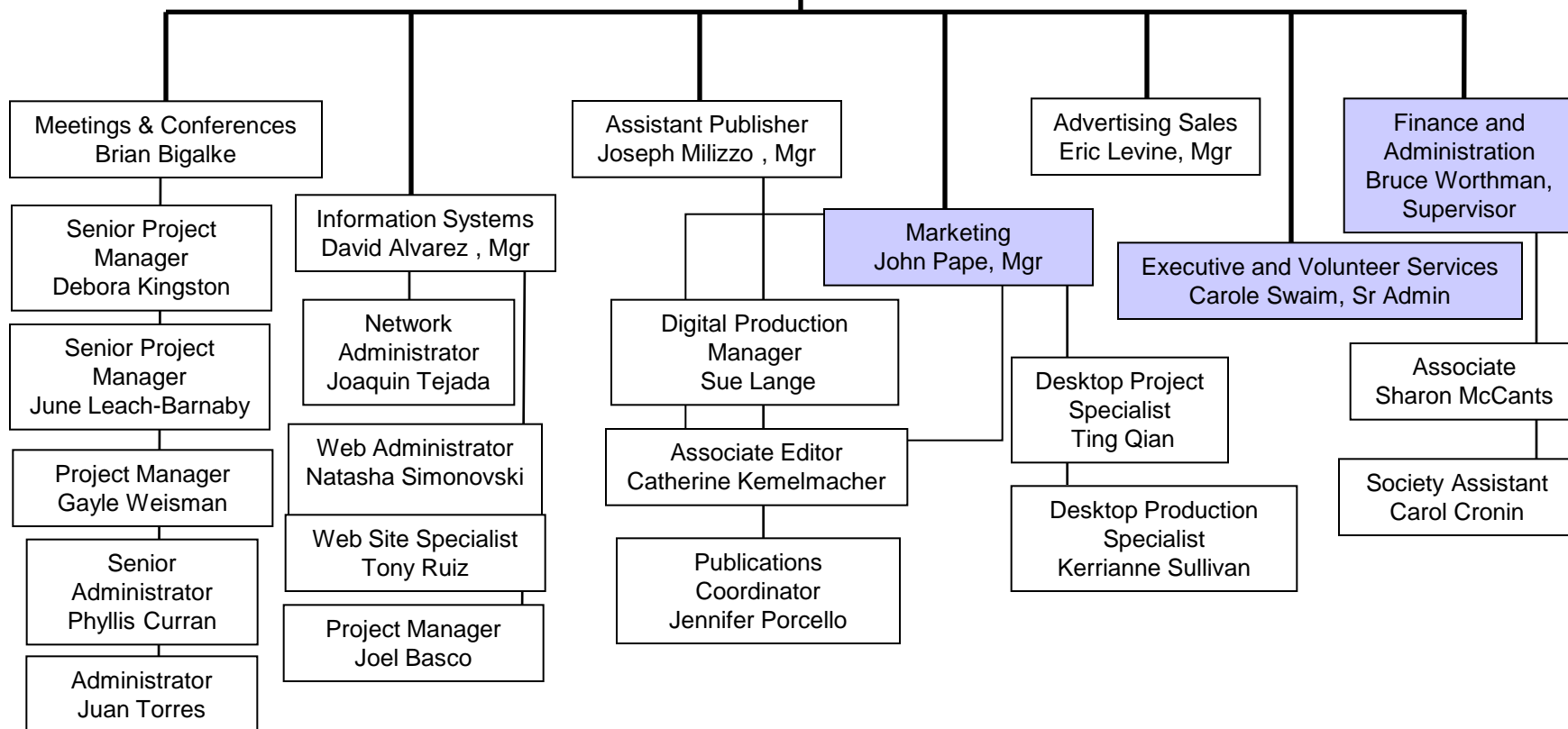
Communications Society Board of Governors

President
Nim Cheung

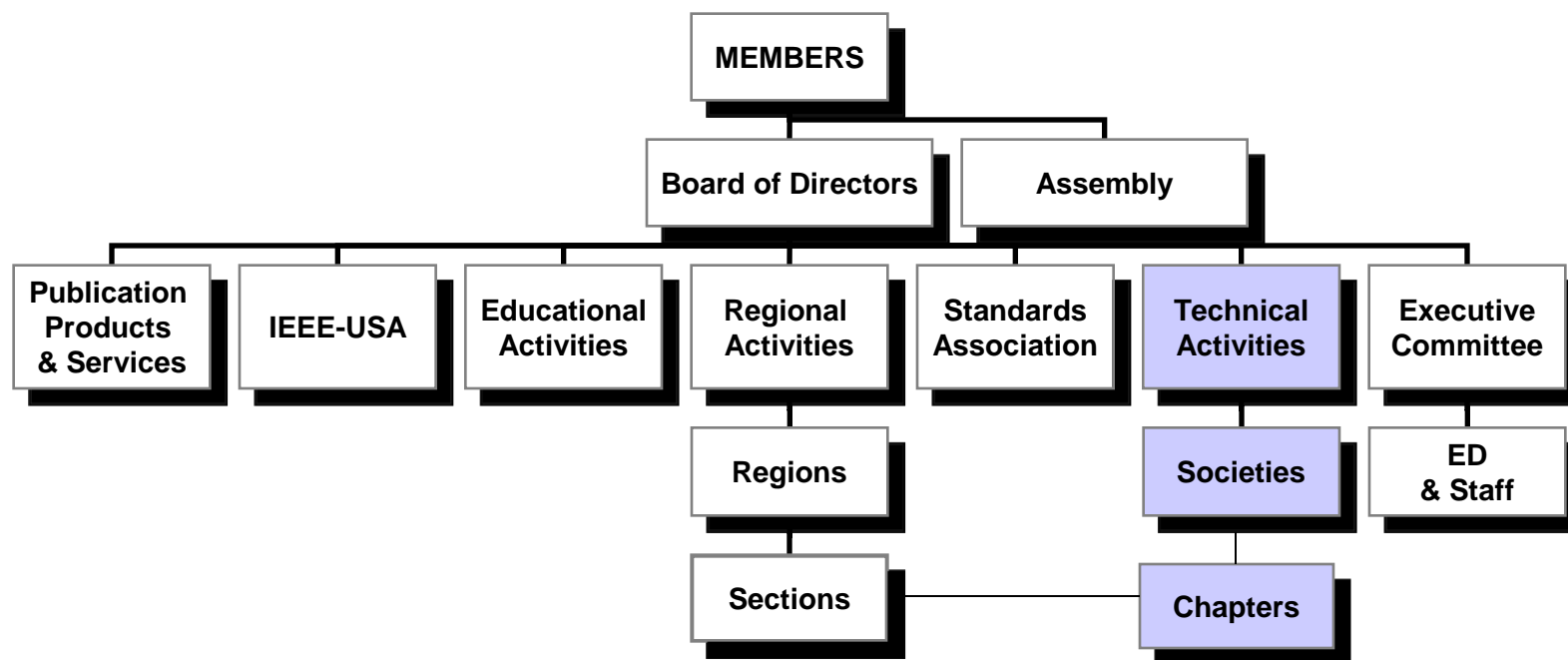


Communications Society Staff

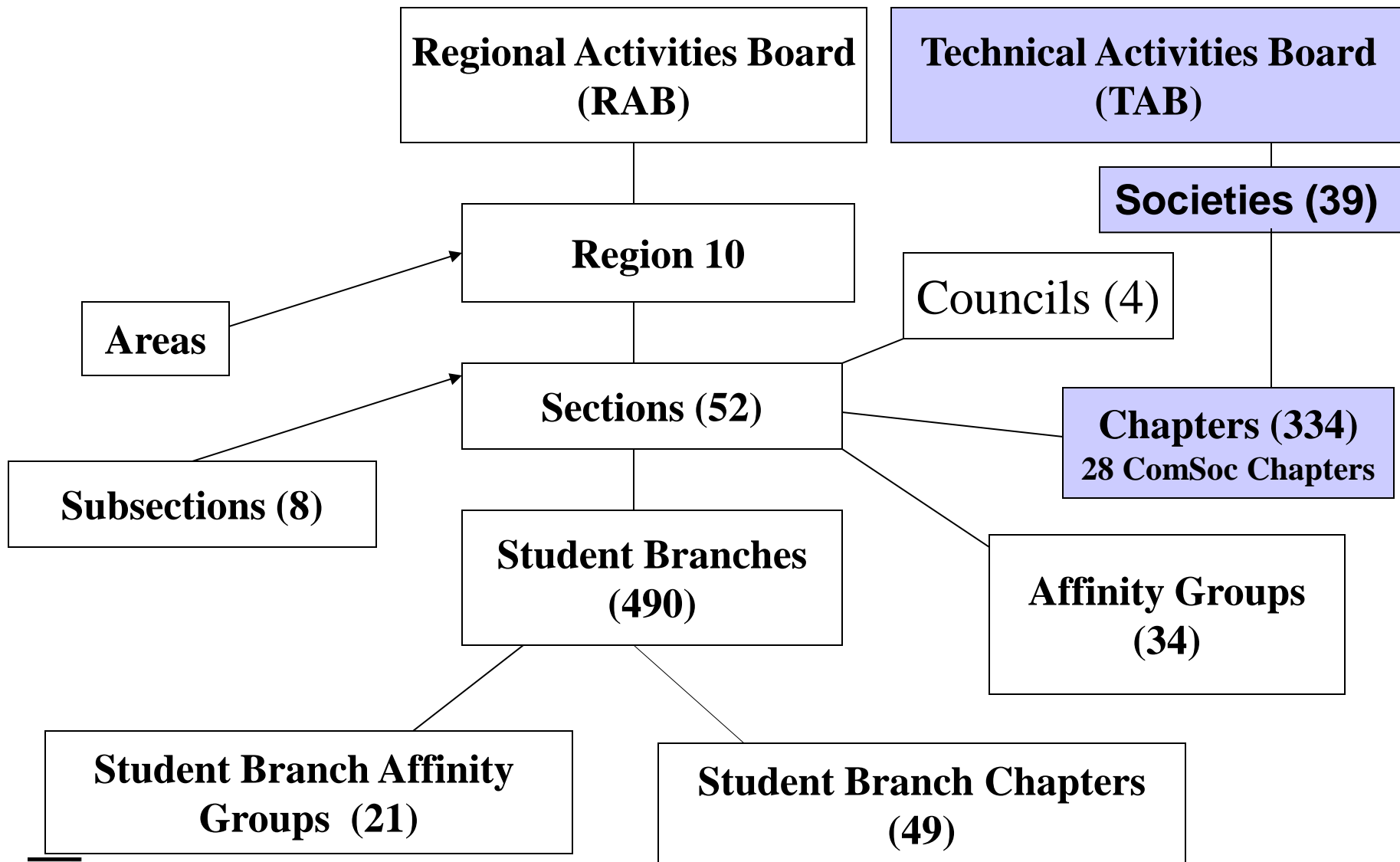
Executive Director
Jack Howell



IEEE Organization



Linkages



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

IEEE Communications Society - Microsoft Internet Explorer provided by IEEE

http://www.comsoc.org/

File Edit View Favorites Tools Help

Google comsoc.org Go

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

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Communications Society

IEEE COMMUNICATIONS SOCIETY

Monday, 12 March, 2007

About ComSoc Publications Membership Conferences Education Students Contact Us Site Map Join Now

Sponsor Link

CELL MASTER

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

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](#)

Search ComSoc

DIGITAL LIBRARY SEARCH

COMSOC DIGITAL LIBRARY

Tutorials Now

Special Membership Offer
Join Now!

Tech Focus
RF Testing

ADVERTISING INFORMATION
Communications
"What Engineers Read"

Home | About ComSoc | Publications | Membership | Conferences | Advertising | Search | Contact Us | Site Map

© Copyright 2007, IEEE. Terms & Conditions - Privacy & Security
Contact ComSoc Webmaster
Updated Thursday March 08 2007

Start Customize Your Settings ... IEEE Communications ... Fanny - AP RCCC 2007 P... Internet 100% 11:13 AM

ComSoc Member Programs

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

Member Programs - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google comsoc.org Go 23 blocked Check AutoLink AutoFill Send to comsoc.org Settings

Member Programs

IEEE COMMUNICATIONS SOCIETY

Home About ComSoc Publications Membership Conferences Education Students Contact Us Site Map Join How

Wednesday, 7 March, 2007

ComSoc at a Glance

Organization

Member Programs

- [Chap Achiev Award](#)
- [Chapter Funding](#)
- [ComSoc Awards](#)
- [Distinguished Lecturers](#)
- [IEEE Fellows](#)
- [Travel Grants](#)
- [Vol Travel Direct Billing](#)

Documents

[Support Grants](#)

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.

Home | About ComSoc | Publications | Membership | Conferences | Advertising | Search | Contact Us | Site Map

© Copyright 2007, IEEE Terms & Conditions - Privacy & Security
Contact ComSoc Webmaster
Updated Thursday February 22 2007

Start Microsoft PowerPoint - [...] Member Programs - ... Internet 100% 10:35 AM

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

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 (ieeeeapo@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>

Standing Committees - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google comsoc.org Go

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

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

Standing Committees

IEEE COMMUNICATIONS SOCIETY

Home About ComSoc Publications Membership Conferences Education Students Contact Us Site Map Join Ilo Monday, 12 March, 2007

Organization

- [Board of Governors](#)
- [Operations](#)
- [Chapters](#)
- [Related Organizations](#)
- [Staff](#)

Member Programs

Documents

Standing Committees

- Select -

Past Standing Committees

- Select -

[Policies & Procedures](#)

[IEEE Fellows Web Site](#)

[Call for Fellow Nominations](#)

[Fellow Reference Qualifications](#)

Standing Committees

Fellow Evaluation Committee

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

IEEE Fellows

Fellows by Year

- Select -

Search Fellows

Technical Activities Council (TAC)

Home | About ComSoc | Publications | Membership | Conferences | Advertising | Search | Contact Us | Site Map

© Copyright 2007, IEEE. [Terms & Conditions](#) - [Privacy & Security](#)

Contact ComSoc [Webmaster](#)

Updated Monday May 08 2006

Start Customize Your Settings ... Standing Committees... Fanny - AP RCCC 2007 P... Internet 100% 11:20 AM

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

Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 25 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

About the Program

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

IEEE The world's leading professional association for the advancement of technology

IEEE (Google) IEEE (Ultraspeak)

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

About the Program

The Fellows Program was established to recognize and honor outstanding members for their significant accomplishments in the advancement or application of engineering, science, and technology and for their contributions to the mission of the IEEE: to advance global prosperity by fostering technological innovation, enabling members' careers and promoting community worldwide.

The IEEE Fellows are an elite group from around the globe. The IEEE looks to the Fellows for guidance and leadership as the world of electrical and electronic technology continues to evolve. To find out more about the program, click any of the items under the Fellows Menu on the navigation bar to the left.

NOMINATIONS ARE NOW CLOSED

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.

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

Done

Standing Committees - M... About the Program - ... Microsoft PowerPoint - ...

7:25 PM

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 Bookmarks 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

IEEE The world's leading professional association for the advancement of technology

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

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**, **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

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](#)



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

**Student Travel Grant
Online Applications**

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 Official site CFP (pdf)	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
--	---

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/

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

http://www.comsoc.org/~apb/regional_activities/

File Edit View Favorites Tools Help

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE ComSoc Asia Pacific Region

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

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 ComSoc Activities
AP Advisor
APOffice
Meeting Archive
Mailing List
Links

Done

Microsoft PowerPoint - [...] Customize Your Settings ... IEEE ComSoc Asia Pac...

Internet 100%

1:39 PM

Coordination of DLTs in Asia Pacific (CCC activity)

DLT Tour Logistics: Contact 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.html

File Edit View Favorites Tools Help

Google G Go Bookmarks 25 blocked Check AutoLink AutoFill Send to Settings

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

IEEE Web Conferencing

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

IEEE The world's leading professional association for the advancement of technology

Search IEEE (Google) IEEE (Ultraseek)

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

Text size A A A

System Requirements
Registration Instructions
Registration Form
Audio Details
Preview Product
LiveMeeting 2005

Services

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

Show Me!

FAQs
Specific Features
2007 Fees
Training
Technical Support

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 OrganizationManual**
- **SAMIEEE**
- **E-Notice**

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

IEEE Society Chapter Homepage - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 25 blocked ABC Check AutoLink AutoFill Send to Settings

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

IEEE Society Chapter Homepage

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

IEEE The world's leading professional association for the advancement of technology

IEEE (Google) IEEE (Ultraspeak)

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

Text size A A A

Chapter Coordinator Roster
Chapter Chair Reference Guide
Create a New Chapter
Required Reporting for Chapters
Chapter Funding Guide
Distinguished Lecturer Program
Electronic Distinguished Lectures
Chapter Briefs Archive
Useful Links to IEEE
IEEE Technical Activities
IEEE Regional Activities
IEEE Chapters Home

Local Activities

IEEE Society Chapter Homepage

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.

- 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.
- Chapters provide Society members with valuable opportunities to network at a local level enabling their personal and professional growth.

ONLINE L-31 Form
If you have not yet used the online L-31 form, you should start now! File your meeting reports online in only minutes using the new system. You can send copies of the report to your Section and Society using a CC feature, and the IEEE will receive your data instantly. Visit: <http://www.ieee.org/L31>

Access your Membership Data online at SAMIEEE:
Chapter Chairs can now access membership data online - instantly. For more information visit: www.ieee.org/samieee

Start Yahoo! Messenger IEEE Society Chapte... Inbox - Outlook Express... Microsoft PowerPoint - ... 6:38 PM

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Section Chapter Support

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

IEEE The world's leading professional association for the advancement of technology

IEEE (Google) IEEE (Ultrasseek)

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

Membership Home | Benefits | Costs | Qualifications | Join IEEE

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](#)

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 3657

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

Start Microsoft PowerPoint - [...] IEEE Section Chapter ...

Trusted sites 100% 5:09 PM

http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/info.html

Welcome New IEEE Officer - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/geo_activities/rab/scs/Resources/new-officer/info.html

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

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

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

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](#)

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.

[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

http://www.ieee.org/web/geo_activities/home/index.html

Start Microsoft PowerPoint - [...] Welcome New IEEE Off...

Trusted sites 100% 5:11 PM

http://www.ieee.org/web/geo_activities/rab/scs/Chapters/index.html

IEEE Technical Chapters - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/geo_activities/rab/scs/Chapters/index.html

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Technical Chapters

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

IEEE The world's leading professional association for the advancement of technology

Search IEEE (Google) IEEE (Ultraseek)

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](#) » [Chapters](#)

IEEE Technical Chapters

[Printer Friendly](#)

Chapters are technical subunits of Sections. They are formed to serve IEEE members by holding meetings at the local level. This resource page provides you with information specifically related to technical Society Chapters. From the links in the menu to the right 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, and 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](#).

Chapter Links

- [Formation Petition](#)
- [FAQs](#)
- [Chapter Chair Functions](#)
- [Required Reporting](#)
- [Create a New Chapter](#)
- [Technical Societies](#)
- [Society Abbreviations](#)
- [Holding Successful Meetings](#)
- [Distinguished Lecturers](#)
- [Society Chapter Funding Guide](#)

IEEE Home | Sitemap | Search | Privacy & Security | Terms & Conditions

Start Microsoft PowerPoint - [...] IEEE Technical Chapt...

Trusted sites 100% 5:11 PM

http://www.ieee.org/web/geo_activities/rab/scs/Required_Reporting/chap_require.html

Technical Chapter & Affinity Group?Required Reports - Microsoft Internet Explorer provided by IEEE

http://www.ieee.org/web/geo_activities/rab/scs/Required_Reporting/chap_require.html

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

Technical Chapter & Affinity Group?Required Reports

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

IEEE The world's leading professional association for the advancement of technology

IEEE (Google) IEEE (Ultraseek)

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 » Annual Reporting

Technical Chapter & Affinity Group Required Reports

Printer Friendly

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..

1. Meeting Activity Reports:

- Meeting reports should be submitted after each meeting is held.
- Submit via the web form at 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

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](#)

Start Microsoft PowerPoint - [...] Technical Chapter & ... License Message Notifica...

5:13 PM

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

Organizing an IEEE Conference - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

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

Organizing an IEEE Conference

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

IEEE The world's leading professional association for the advancement of technology

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

IEEE Home » Conferences » Organize a Conference

Organizing an IEEE Conference

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.

Conference Set-up & Approval

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

On-site Conference Management

Closing and Post Conference Activities (IP and Financial)

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
+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>

IEEE Conferences Organization Manual - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Conferences Organization Manual

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

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

Conferences Organization Manual

- Table of Contents
- 1.0 Introduction
- 2.0 Types of Conference
- 3.0 Definitions of Meetings & Their Publications
- 4.0 Organizing, Planning & Scheduling the Conference
- 5.0 Site Selection
- 6.0 The Program Committee
- 7.0 The Publications Committee
- 8.0 Publicity & Public Relations Committee
- 9.0 The Finance Committee
- 10.0 The Audit Committee
- 11.0 The Exhibits Committee
- 12.0 The Local Arrangements Committee
- 13.0 The Registration Committee
- 14.0 Transnational Participation
- 15.0 Post Conference Responsibilities
- 16.0 Forms & Sample Documents
- Entire Manual - single page

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.

[IEEE Home](#) | [Sitemap](#) | [Search](#) | [Privacy & Security](#) | [Terms & Conditions](#)

© Copyright 2007 IEEE - All Rights Reserved.
Use of this website signifies your agreement to the Terms of Use.
For questions or comments, please contact the [IEEE Webmaster](#)

IEEE

Start From Fanny to Serena IEEE Conferences Org... Fanny - AP RCCC 2007 P... comsocoverviewjan2007 3:09 PM

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

IEEE Organization Rosters - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 25 blocked Check Look for Map AutoFill Send Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

IEEE Organization Rosters

IEEE HOME SEARCH IEEE SHOP WEB ACCOUNT CONTACT IEEE

Membership Publications Services Standards Conferences Careers/Jobs

Search For a Volunteer Name Search

Privacy Disclaimer

IEEE Corporate Office
3 Park Avenue
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/searchutl/DA0016_search.cgi

Start Skype™ - Fannysubehnoi Microsoft PowerPoint - [...] IEEE Organization Ros... Customize Your Settings ... Trusted sites 100% 2:46 PM

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

SAMIEEE - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google C Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

Search Web Welcome Tour Choose Buttons Bookmarks Mail Sign Out

SAMIEEE

IEEE HOME SEARCH IEEE SHOP WEB ACCOUNT CONTACT IEEE

Membership Publications Services Standards Conferences Careers/Jobs

[Terms of Condition and Use](#)

[Training](#)
[register/slides/survey](#)

[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 >>

If you would like to contact the IEEE Webmaster, email to webmaster@ieee.org
© Copyright 2006, IEEE. [Terms & Conditions](#). [Privacy & Security](#).
samiee@ieee.org
URL: <http://www.ieee.org/samiee>
(Modified: 18-Sep-2006)

Start Microsoft PowerPoint - [...] SAMIEEE - Microsoft I...

Trusted sites 100% 5:15 PM

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE e-Notice website. The browser's address bar shows the URL <http://www.ieee.org/organizations/vols/e-notice/index.html>. The website header features the IEEE logo and navigation links: IEEE HOME, SEARCH IEEE, SHOP, WEB ACCOUNT, CONTACT IEEE, Membership, Publications, Services, Standards, Conferences, and Careers/Jobs. The main content area is titled "IEEE e-Notice" and includes a "Register for e-Notice (one time only)" link, a "Submit Mail Piece" link, and a "Request More Information..." link. A section titled "IEEE Email Services" lists "Personal Email Aliases", "Mailing-Lists", and "Functional Aliases". Below this is the "IEEE Email Policy" section, which includes links to "IEEE Privacy & Security Policy". The "Basic Process:" section describes the workflow: 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, and Each message that is sent includes an unsubscribe URL. The browser's taskbar at the bottom shows the Start button, several open applications including Microsoft PowerPoint, and the system clock indicating 5:16 PM.

IEEE e-Notice - Microsoft Internet Explorer provided by IEEE

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

File Edit View Favorites Tools Help

Google G Go Bookmarks 22 blocked Check AutoLink AutoFill Send to Settings

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

IEEE e-Notice

IEEE HOME SEARCH IEEE SHOP WEB ACCOUNT CONTACT IEEE

Membership Publications Services Standards Conferences Careers/Jobs

e-Notice

[Register for e-Notice](#)
(one time only)

[Submit Mail Piece](#)

[Request More Information...](#)

IEEE Email Services

[Personal Email Aliases](#)

[Mailing-Lists](#)

[Functional Aliases](#)

IEEE Email Policy

[IEEE Privacy & Security Policy](#)

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.

Start Microsoft PowerPoint - [...] IEEE e-Notice - Micros... 5:16 PM

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

- 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