

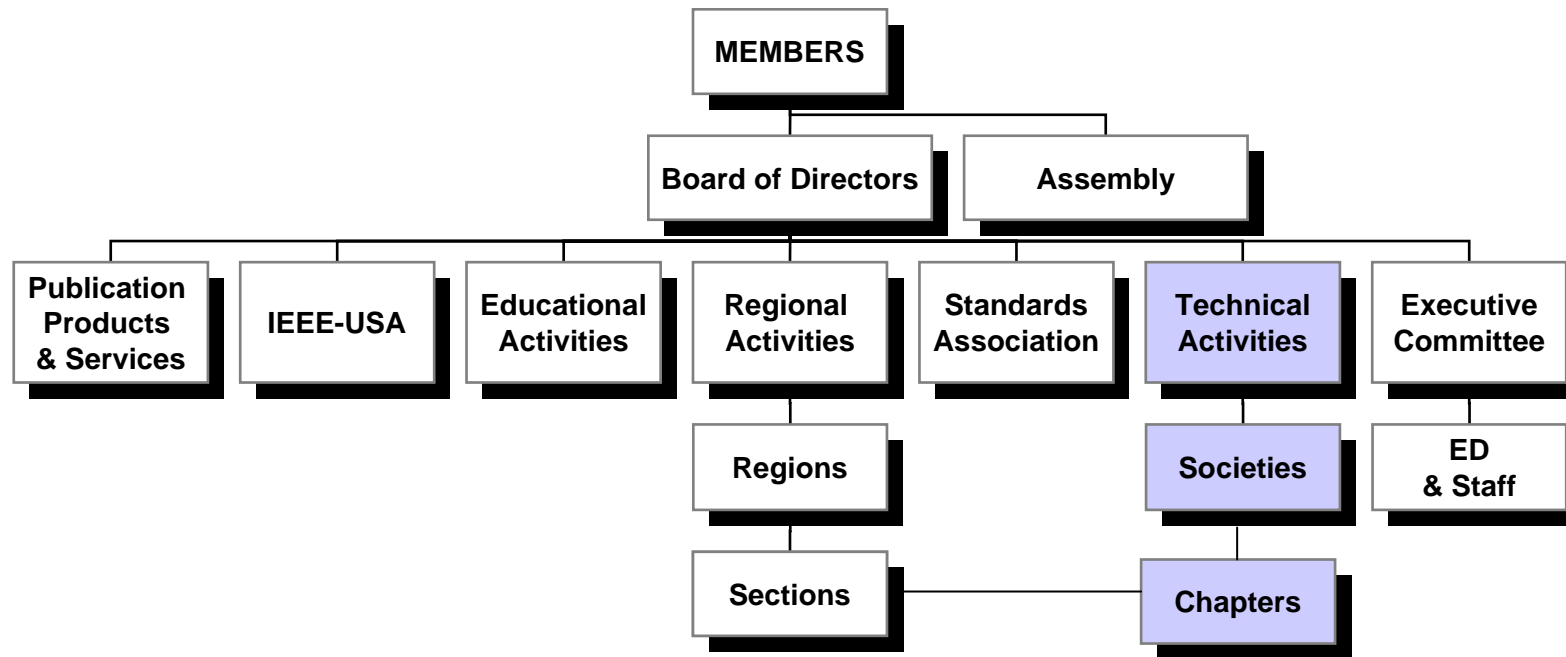
**Regional Chapter Chairs Congress
Communications Society**

**28 Aug 2004
Beijing, China**

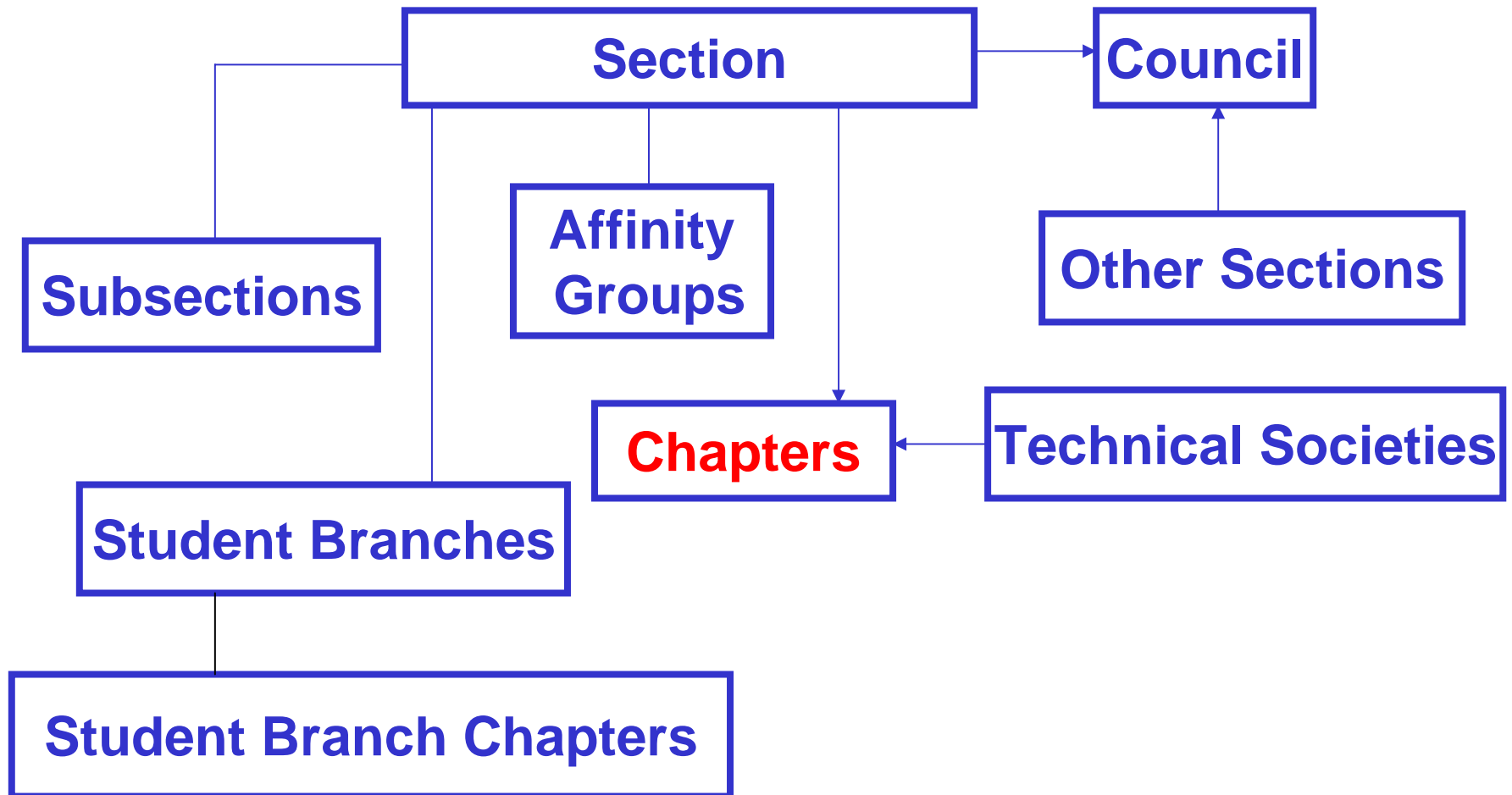
Support for Chapters

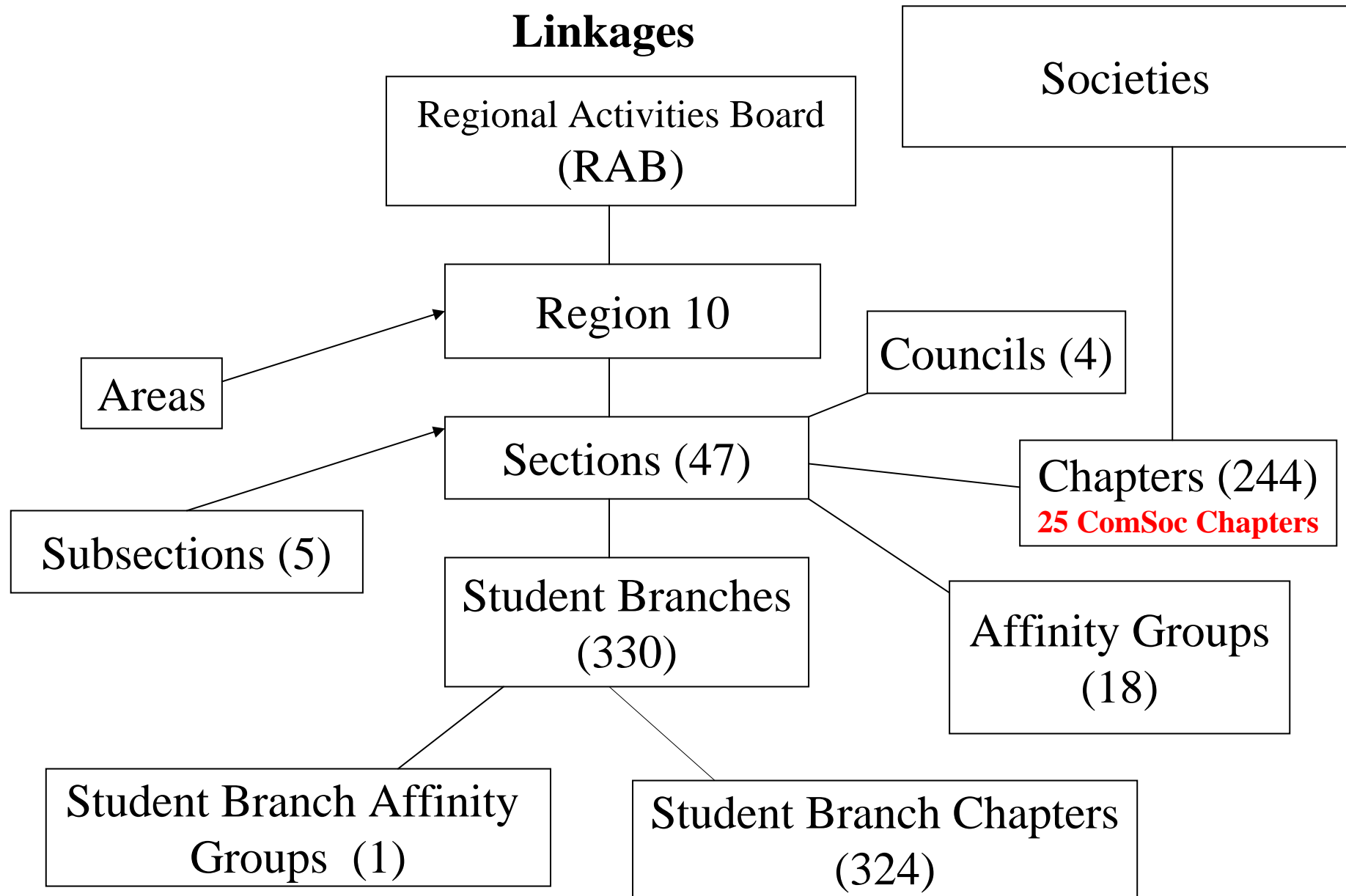
**Asia Pacific Operations Centre/
Communications Society Office
Fanny Su**

IEEE



Linkages





ComSoc Membership Programs

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

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

ComSoc Chapter Funding

- Upon request only – Chapters Questionnaire email sent at beginning of the year. Encompasses the Chapter Achievement Award
 - specified needs (special events, membership recruitment, publications, publicity activities, remuneration for special lecturers, opening a web page or other electronic dissemination, chapter-related expenses).

Staff support: c.swaim@comsoc.org

Chapter Achievement Award

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

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

Travel Grant Program

- limited number of travel grants

Six major conferences:

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

Distinguished Lecture Program

- Up to five lecture tours a year per Region

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

Regional and Global Chapter Chair Congresses (4 year cycle)

Year 1: GCCC

Year 2: No Congress will be scheduled;

Year 3: RCCC

Year 4: No Congress will be scheduled;

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

Asia Pacific Board

5 APB committees

Technical Affairs Committee (TAC)

Meeting & Conference Committee (MCC)
-APNOMs, APCC, ISPACs, OECC

Information Services Committee (ISC)

Membership Development Committee (MDC)

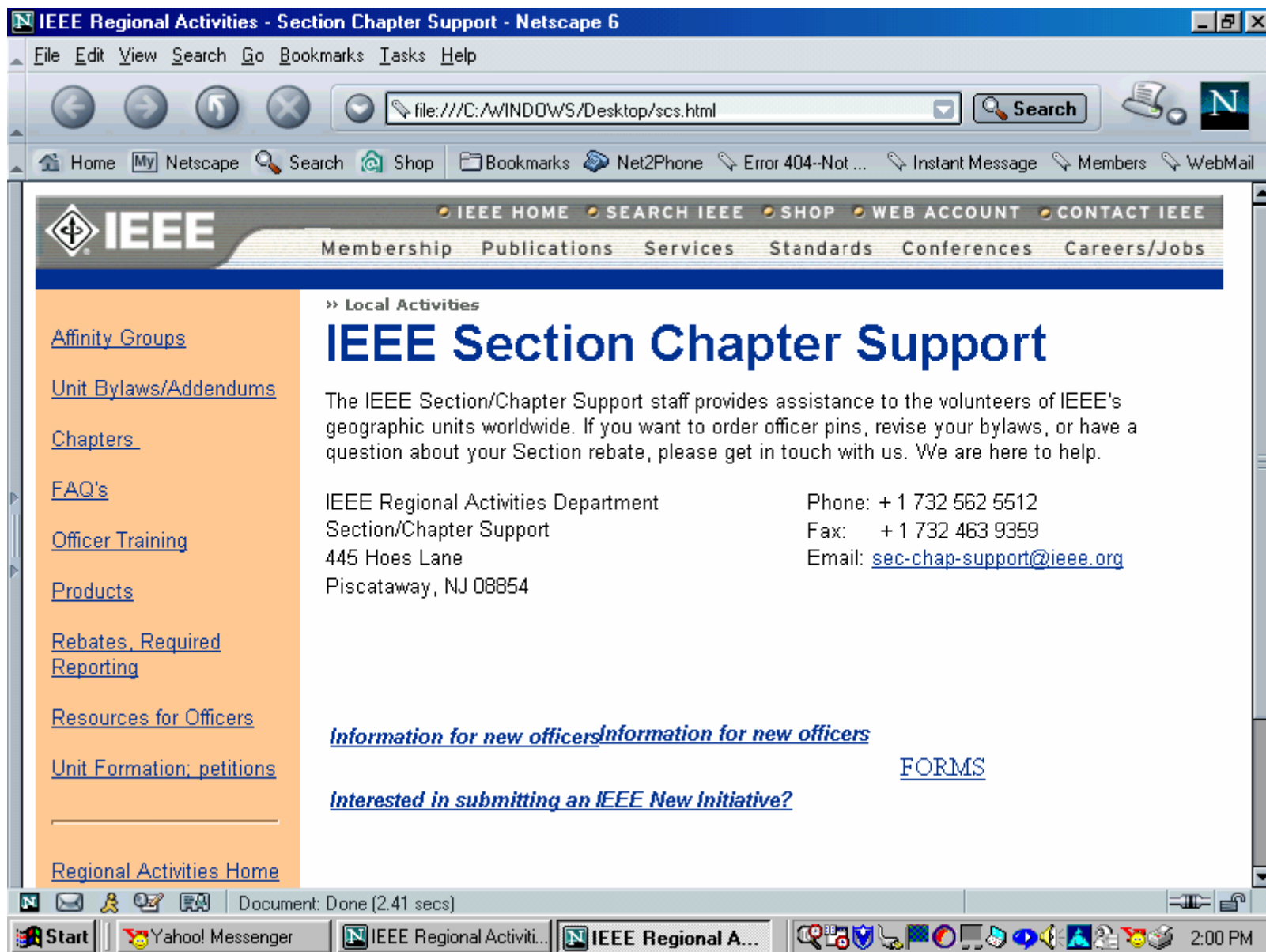
Chapter Coordination Committee (CCC)

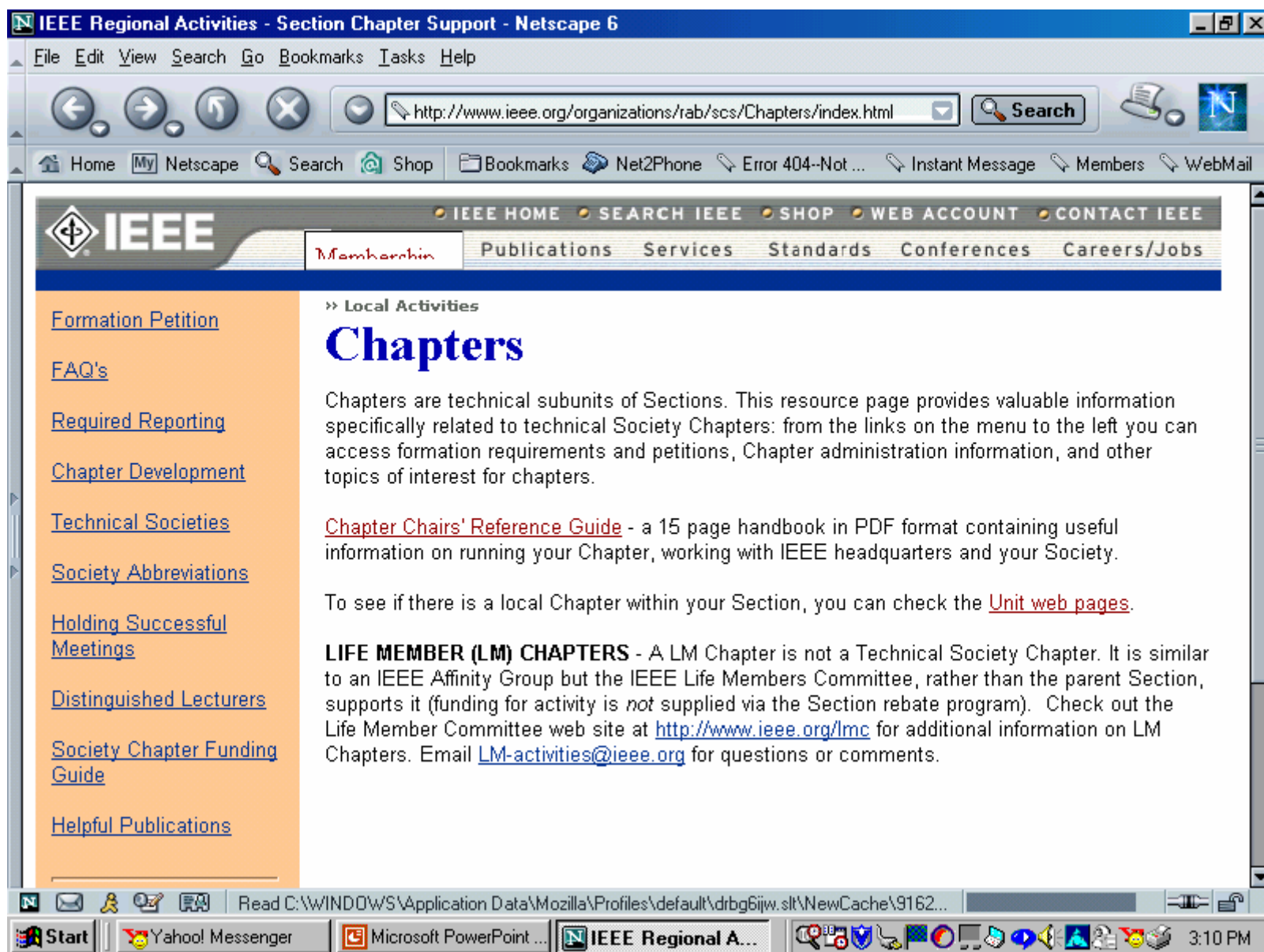
**Maintain APB officers
and
ComSoc Chapter chair up-dates**

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

Coordination of DLTs in Asia Pacific (CCC activity)

- Initiate interest either with the DLs or with the Chapters
- Geographically grouping Chapters, Timeframe, Topics
- Seek approval of APB Director and Membership Development Director
- Accommodate expectations of DLs and hosting Chapters
- Negotiate schedules and presentations
- Compile DL flight schedules and final details
- Disseminate information
- Solicit feedback reports after the DLTs
- DLT news in the AP newsletter





Organizing a conference?

The screenshot shows a Microsoft Internet Explorer browser window displaying the IEEE Conference Organizer Information page. The browser's address bar shows the URL: http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=conferences&file=confink.xml&xsl=generic.xsl. The page features the IEEE logo and a navigation menu with links to Home, Search IEEE, Shop, Web Account, and Contact IEEE. Below this, there are links for Membership, Publications, Services, Standards, Conferences, and Careers/Jobs. The main content area is titled "Conference Organizer Information" and includes a section for "Reference Materials 'How To'" with a list of links. A left sidebar contains additional links related to conference organization.

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

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IEEE HOME SEARCH IEEE SHOP WEB ACCOUNT CONTACT IEEE

Membership Publications Services Standards Conferences Careers/Jobs

Conferences

Conference Organizer Information

Reference Materials "How To"

- [Key Conference Best Practices](#)
- **REVISED** [IEEE Meetings Organization Manual](#)
- [Required Documentation](#)
- [Tax Information for Conferences](#)
- [IEEE Conference Workshop](#)
- [IEEE Conference Newsletter - Index](#)
- [Online Resource Center for Conference Publication Organizers](#)
- [IEEE Policies](#)
- [IEEE Publicity Guide](#)
- [IEEE Concentration Banking](#)
- [Contracts and Legal Documents](#)
- [IEEE Conference Visa Request Process](#)
- [IEEE Master Brand](#) (IEEE Logo Usage)
- [IEEE Meeting/Conference Travel Discounts](#)
- [IEEE Grant Administration](#)
- [Independent Contractor Procedures](#)
- [Audio-Visual Services](#)
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[Technical Activities](#)

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Conference Manual - IEEE Technical Activities - Microsoft Internet Explorer provided by IEEE

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>> Conferences

Meetings Organization Manual

Foreword

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

This edition of the **IEEE Meetings Organization Manual** has been prepared for the conference planner's use. Included in this guide is a typical planning schedule, where IEEE requirements have been highlighted to differentiate them from recommendations.

Also included are revised general information and financial and publications forms, which are required to be completed by the conference planner. Instructions for completing these forms are found on the reverse side of each. **You may print, fill out and mail these forms.**

Reference is made to the [IEEE Bylaws](#) and the [IEEE Policies and Procedures Manual](#). These documents by their very nature, are subject to revision. The meetings Organization Manual attempts to reflect up to date references. Should any questions arise, please contact [IEEE Conference Services](#), who will interpret IEEE policy and furnish updated Bylaws and/or Policy and Procedures Manuals.

Throughout this manual, reference is made to IEEE Conferences Services as the primary link between the conference and IEEE Headquarters. IEEE Conference Services has many other services to offer - some gratis, others for a nominal fee - which are referred to throughout this manual.

IEEE Meetings Organization Manual (HTML format)	
<input type="checkbox"/>	Table of Contents
1.0	Introduction
2.0	Types of Conference Involvement
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

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

Start Microsoft PowerPoint - [...] My Yahoo! - Microsoft In... Conference Manual - ... My Yahoo! - Microsoft In... 3:58 PM

SAMIEEE

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

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

+1 732 563 5517

www.ieee.org/samieee

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

Fanny