

# IEEE ComSoc North America Region North American Region Chapter Chairs Congress (NA RCCC) 2018

Saturday May 19 - Sunday May 20, 2018  
Westin Kansas City at Crown Center, Kansas City, MO, USA

**Saturday, May 19**

**Room: Pershing West**

8:00 am - 8:55 am NARCCC Breakfast  
Room: Westport

8:55	Assemble in Gunston Room	ALL ATTENDEES
9:00 - 10:00	<i>Welcome &amp; Introductions</i>	<i>Wahab Almuhtadi, North America Director</i>
	<i>North America Region Report</i>	<i>Wahab Almuhtadi, North America Director</i>
	<i>Director Member Services-ComSoc</i>	<i>Song Gu, Director</i>
	<i>Executive Director's Report</i>	<i>Susan Brooks, Staff</i>
	<i>Technical Activities &amp; Industry Outreach</i>	<i>Adam Greenberg, Staff</i>
10:00 - 10:30	Break	
10:30 - 12:00	<i>Identification and Prioritization of Hot Topics and Challenges</i>	<i>Facilitated by Panel Discussion; ALL ATTENDEES</i>
12:00 - 1:30	Lunch & Special Guest Speaker Room: Westport	
1:30 - 2:30	<i>vTools Training (Topics: see the list below)</i>	<i>Mike Fallenstein, vTools Committee Chair</i>
2:30 - 3:30	<i>MD (Topics: see the list below)</i>	<i>Kerrienne Sullivan, MD Manager Raed Abdullah, ComSoc NAB Secretary</i>
3:30 - 3:45	Break	
3:45 - 5:00	<i>vTools Training (Topics: see the list below)</i>	<i>Mike Fallenstein, vTools Committee Chair</i>
3:45 - 5:00	<i>MD (Topics: see the list below)</i>	<i>Kerrienne Sullivan, MD Manager Raed Abdullah, ComSoc NAB Secretary</i>
6:15	Assemble in Hotel Lobby for walk to dinner location (Restaurant: TBA) All attendees + 1 significant other (if any)	

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<b>Sunday, May 20</b>		<b>Room: Pershing West</b>
<b>7:30 am - 8:15 am NARCCC Breakfast</b>		
<b>Room: Westport</b>		
<b>8:20 - 8:45</b>	<b>Welcome &amp; Introductions</b>	<b>Wahab Almuhtadi, North America Director</b>
	<b>ComSoc President's Report</b>	<b>Khaled B. Letaief, President</b>
	<b>Member &amp; Global Activities Report</b>	<b>Nei Kato, VP</b>
<b>8:45 - 9:25</b>	<b>vTools Training (Topics: TBA)</b>	<b>Mike Fallenstein, vTools Committee Chair</b>
<b>9:25- 10:10</b>	<b>MD (Topics: TBA)</b>	<b>Kerriane Sullivan, MD Manager</b> <b>Raed Abdullah, ComSoc NAB Secretary</b>
<b>10:10 - 10:30</b>	<b>Break &amp; Group Photo</b>	
<b>10:30 - 12:00</b>	<b>Finalizing: Identification and Prioritization of Hot Topics and Challenges</b>	<b>Facilitated by Panel Discussion;</b> <b>ALL ATTENDEES</b>
<b>12:00</b>	<b>Lunch &amp; End of NARCCC</b>	
<b>Room: Westport</b>		

**vTools Topics:**

- vTools eNotice
- vTools Events (Meetings)
- WebEx Request Form
- vTools Officer Reporting
- OU Analytics
- IEEE Web Hosting
- Remote Conferencing and Screencasting
- Listserv
- Survey Access Request Form
- IEEE Vitality Dashboard (focused on the Chapter)

**MD Topics:**

- Elevator Pitch for Recruiting New Members
- IEEE Member Grade Elevation on IEEE.org
- Recruitment Best Practices
- Membership Reporting Training
- Center for Leadership Excellence
- First Year Member Toolkit
- MD Manual - English
- Benefits of Membership
- Retention Best Practices
- MD Officer Training presentation
- MD Officer Training