Electronic Communications Coordinator (ECC)

George Michael, Region 8 ECC

The Region 8 Electronic Communication Coordinator's job is to facilitate communication, both between members of the Region 8 Committee, and between this committee and present or future IEEE members.

IEEE Region 8 website (http://www.ieee.org/r8)

The IEEE Region 8 website serves as a common reference point for all information regarding our Region. It supports besides hosting of articles, the hosting of photo galleries and document repositories. From the website you can get information about: latest news regarding R8, offers and services from IEEE, jobs, the full section roster and links to the sections' websites, links to important conferences, IEEE related important links and many more.

All registered users can create their personal profile page where they can add all information needed to make themselves visible. We are always accepting new articles so feel free to let us know of what your Section is doing so that we can let the whole Region know.

Statistics:

A monitoring tool has been installed on our websites. Using the Google(TM) Analytics feature here are presented the statistics were obtained over the period from the 1st of March 2011 to the 1st of August 2011. Over this period, 21,200 people visited the website and 43,200 pages were viewed with our homepage almost hitting 25.00% of the traffic with more than 10,000 page views. On an average visit, a user looks at 2.05 pages, and stays for about a minute and a half.

Visits
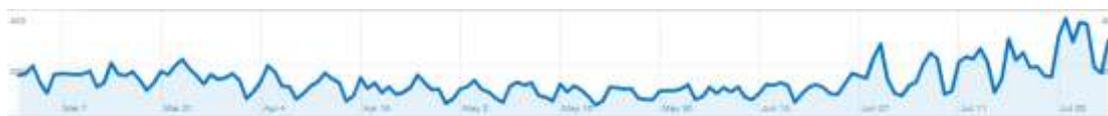
Page Views

Our visitors come from 150 countries/territories all around the world, many of whom are outside Region 8. The origin of the visitors is depicted in the following map.
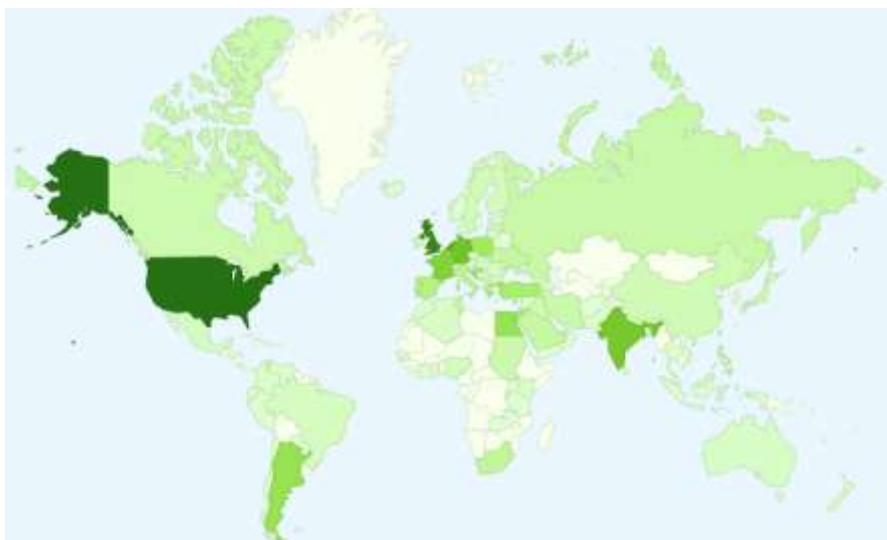
Mailing Lists (http://listserv.ieee.org/)

It is the responsibility of the ECC to maintain the Region's mailing lists - depending on the type of group or list - this means adding/deleting members if subscribing is not permitted or reviewing/editing messages if moderating is required. In all cases, the owners send the **original** email to the members of the group or list.

The ListOwner's Responsibilities (as extracted from the IEEE Electronic Mail Policy):

- Establishment and communication of distribution rules
- Establishment, communication and enforcement of acceptable use practices (practices may be specific to the list, but must be in
- compliance with the IEEE Acceptable Use Practices)
- Determining the nature of the list (e.g., moderated, unmoderated, etc.)
- Maintenance of list (including anticipated life cycle and related data)
- Establishment of a list archival policy/practice

Important R8 Lists:

- **R8DIRECTOR** - Serves as an alias to contact the Region 8 Director , Director Elect and Secretary
- **R8COMMITTEE** - Serves as an alias to contact all members of the r8 committee, including all subcommittee members
- **R8OPCOM** - Serves as an alias to contact all members of the r8 operating committee
- **R8SAC** - Serves as an alias to contact the Region 8 Student Activities Committee.
- **R8MA** - Serves as an alias to contact the Region 8 Member Activities Committee
- **R8TA** - Serves as an alias to contact the Region 8 Technical Activities Committee

vTools (http://vtools.ieee.org/)

vTools abbreviation stands for "Volunteer Tools". vTools simplify the administrative tasks to our volunteers via use of online tools, reduce time spent managing activities, and assist in member development.

vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development.

Currently available tools:

- **vTools.Meetings** – tool for managing section and chapter meetings. Officers can create meeting announcements with no dependence on webmaster availability and show them on your website. Members and the public may see and register for the upcoming meetings.
- **vTools.WebInABox** – wizard to assist officers generate simple section websites in an automated fashion with no dependence on webmaster availability.
- **vTools.Voting** – tool to allow members submit votes in their Section officer elections online.
- **DimDim** – a Web Conferencing service to Geographic Organizational Units for online meetings, webinars, training, demos and presentations.
- **vTools.StudentBranchReporting** – tool for collecting and searching reports submitted by student branch volunteers such as annual plan and report of activities.
- **FluidSurveys** - a Survey tool available to MGA Board members and MGA Board Committees as well as Region and Section EXCOM officers. Tool can be used to quickly create online surveys using intuitive interface and distribite them via Email, Web link, etc. Collected results can be easily analyzed and graphical reports can be shared with others.

Please contact with me @ xeirwn@ieee.org for more information or assistance.