

## IEEE R8 –Chapter Coordination Subcommittee 2013

### Members

- Elya B. Joffe (Israel Section)
- Simay Akar (Turkey Section)

The following is the outline of the Report: 1) Highlights from the past 2) Future activities 3) Best practices 4) Points of concern / Topics for future discussion

### 1. Highlights from the Past

- **New Chapters**
  - o 15 new chapters since January 2013
  - 6 of them Student Branch Chapters
  - 9 others, regular chapters
- **Student Branch Chapter Meetings**
  - o IEEE Turkey Student Branch Congress 2013, February 2013, Izmir, Turkey
  - ChCSC represented by Simay Akar
  - Session on R8 and Chapter Activities delivered by Simay Akar with SAC member David Dias and Education Activities Subcommittee member Rui Costa
  - Student Chapters Workshops held to discuss benefits of Student
    - o IEEE ISBC 2013 Iberian Student Branch Congress 2013, March 2013, Porto-Portugal
- **Chapter of the Year Award**
  - o 6 qualified nominations received; only 5 were completed.
  - o A best chapter was selected (to be announced in the meeting)
  - o Only one award will be presented (no small/medium and large chapter distinction) due to the very large gap between the winner and all others
    - o Announcement to the R8 Committee to be made in the meeting
- **Facebook Outreach**
  - o IEEE Region 8 Chapters Facebook Page created by Simay
  - o Page very active, especially during "Chapter of the Year" contest
  - o Few statistics:

**30.1.13 6.2.13 13.2.13 20.2.13 27.2.13 6.3.13 13.3.13**

<b>New Likes</b>	259	282	15	17	16	8	12
<b>Total Likes</b>	259	541	556	573	589	597	<b>609</b>
<b>Talking About This</b>	232	261	19	24	39	12	12
<b>Weekly Total Reach</b>	5849	7051	1101	705	1655	1072	210
<b>Total Reach</b>	5849	12900	14001	14706	16361	17433	<b>17643</b>



- **Cofirmed list of 2013 R8 S/C Chapter Coordinators**
  - o 3 Reminders sent with information on R8 ChCSC meeting in Madrid
  - o 26 S/C responded with updates/affirmation of coordinators
  - o Still 30% did not respond - need to improve cooperation - **I will raise this in TAB**
- **Chapter Coordination Committee Meeting**
  - o Meeting on April 19, in conjunction with R8 Committee meeting
  - o 22-23 S/C Chapter Coordinators confirmed participation
  - o Rich program of meeting

- o Best practices to be presented by S/C representatives
- o Plan to put the presentations on the R8 Chapters web page



**Invitation to the IEEE Region 8 Chapter Coordination Meeting**  
 19-21 April, 2013 8:30 AM - 4:30 PM  
 Madrid, Spain

Dear Society/Council Region 8 Chapter President and Coordinator/Liaison,  
 The IEEE Region 8 Chapter Coordination Committee is pleased to invite you to attend the Region 8 Chapter Coordination Committee Meeting being held in Madrid, Spain.

The Meeting will be held in conjunction with the Region 8 Committee Meeting. <http://www.ieee.org/conferences/2013/04/19-21/20130419-21.html> held from Friday, April 19, to Sunday, April 21, 2013. All attendees are welcome to attend the Committee Meeting.

**Objectives:**  
 The main objective of the meeting is to hold face-to-face networking with the Society/Council Liaisons, in order to strengthen the link between them and Region 8, to enhance cooperation and coordination, exchange of information and discuss issues of common interest or concern. More active Societies/Councils are invited to share their best practices and exchange with all Society/Council representatives their experiences, knowledge as well as to discuss about developing a chapter and organizing events. From the Regional point of view the meeting is a forum to discuss recent problems and plans between Societies/Councils and Regional officers.

The meeting will include a welcome address by Regional Director and Regional Officers followed by presentations by Region 8 Society/Council Chapter Liaisons on best practices in their chapters. Thereafter, information shall be provided by the Region Chapter Coordination Committee to the attendees, followed by discussion and feedback.

**Agenda**

- 8:30 Welcome address by Martin Deslauriers, Region 8 Director
- 8:45 Presentation by Carl J. DeLoreo, Region 8 Vice Chair, Technical Activities
- 8:50 Best practice from Societies/Councils
  - Mhadedi Abu, Instrumentation & Measurements Society
  - Jani Mathias, Microwave Theory and Techniques Society
  - Tamas Kovacs, Information Theory Society
  - Isak Ovedts/Elya Jaffe, Electromagnetic Compatibility Society
  - Pablo Angeles, Biomedical Technology Society
  - Miguel Angel, Intelligent Transportation Systems Society
  - Alejandro Guis, Computer Society
- 9:30 Talks for chapter chairs (George Michalek)
- 9:40 Coffee break
- 10:00 Coordination of Global, Regional and Local events
- 10:20 How to communicate with chapters?
- 10:30 Duties of chapters
- 10:40 Evaluation Activities at the Chapter & Beyond (Paul Parkins, SAC Chair)
- 10:50 Membership development at the Chapter Level
- 11:00 Identify and rejuvenate inactive chapters
- 11:15 Engaging Student and GOLD members
- 11:30 Regional calendar of important events
- 11:45 How to evaluate our schools
- 12:00 Adjourn

**Please note:** All the expenses made for the attendance of the Society or Council Representatives (Travel and accommodation) shall be covered by the Society or Council.

**Please prepare a short presentation (2-3 PowerPoint slides) of your Society/Council top 5 Chapter best practices. You will be given time to share your practices with the attendees.**

**We look forward to welcoming you in Madrid.**

Best wishes,  
 Moya W. Jaffe and Susany Akar

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All presentations will be made available for after the meeting



## 2. Future activities

- **Chapters e-mail Newsletter**
  - o Management by Simay
  - o Information and procedural reminders to chapters (time for elections, L-3 forms, etc.)
- **Society/Division Chapter Coordination meetings**
  - o Engage S/C Regional Chapter Coordinators to coordinate with ChCSC Chapter training sessions in conjunction with major conferences
    - o R8 ChCSC could provide speakers/material upon request (and funding)
- **Best Student Chapter of the Year Award (proposal)**
  - o Develop the award for 2014?
  - o R8 SAC does not have such an award and support the idea
- **Future Student Branch Chapter Congress Meetings (proposal)**
  - o Attend if possible (and funding pending) at least 2 such meetings
  - o Students need to "know" R8 and we need to interact with the future of IEEE and the Region
- **Section Student Chapter Ambassadors Ad-hoc Team (proposal)**

- o Form an ad-hoc team involving "student ambassadors/representatives/angels" (or whatever we call them) from each section in Region8.
- o Their task: encourage Student chapter establishments and activities
- o Students will feel responsible to Student Chapter activities in their sections.
- o "Ambassadors" could meet 1-2 times a year:
- o E.g., in a track in student branch congresses or in parallel to the R8 Committee meeting
- o Inspiration to next generations who would be more motivated for Chapter Activities, when the other students see activities of these students.
- o For students, section based activities are always much more efficient. They are mostly in student branches and unaware of societies. An opportunity within the section to expose them to S/Cs.

### 3. Best practices

- **Best Practice presentations/discussions**
  - o In Chapter Coordination meeting in Madrid
  - o Consider collating and creating a "Best Practices Manual"
- **Best Practice Webinars**
  - o Consider holding in near future
  - o Topics of interest to Chapters

### 4. Points of concern / Topics for future discussion

- **Low response from S/C Presidents to communications**
  - o I will raise the point in TAB Presidents' Forum
- **Low response to Chapter of the Year Award Call for Nominations**
  - o Maybe need to simplify the data requirements
  - o Maybe need to improve data entry process
- **Funding**
  - o Visibility/presence/activities requires funding
  - o Can do much more during regional conferences
  - o Need to plan for future years if possible
- **Need to improve Chapter of the Year Award data entry**
  - o Need to consider if all requested data is necessary
  - o Need to consider if additional data required