IEEE vTools

George Michael
IEEE Region 8
Electronic Communications Coordinator
Information Management Coordinator

Madrid, 19 Madrid 2013

IEEE Region 8
Electronic Communications Coordinator

- My job is to facilitate communication, both between members of the Region 8 Committee, and between this committee and present or future IEEE members.
- Responsible for:
  - Maintaining the IEEE Region 8 Website and certain core mailing lists
  - Educating people about available IEEE electronic services like Web-Hosting, Automated Reporting, Automated Elections etc
- Contact Information: xeirwn@ieee.org

region IEEE 8

IEEE
Advancing Technology for Humanity

Important IEEE website for Region 8 Volunteers

- IEEE Region 8 website (http://www.ieee.org/r8)
  - Serves as a common reference point for all information regarding our Region.
  - Provides 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
  - 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

region 8 IEEE

IEEE Advancing Technology for Humanity

Important IEEE websites for Volunteers

- IEEE Support Center (https://supportcenter.ieee.org/)
  - Includes live support and a list of most frequently asked questions with their answers
- IEEE Contact Center (http://www.ieee.org/contactcenter)
- IEEE Start (http://www.ieee.org/start)
  - Contains basic information on the benefits of IEEE membership and ways to become an active IEEE member

region 8 IEEE

IEEE Advancing Technology for Humanity

IEEE Electronic Mail Services
Personal Email Alias

- The IEEE e-mail alias is an exclusive benefit of membership that identifies the sender as an IEEE member (e.g costas@ieee.org), and ensures protection from viruses and spam
- Forwards all alias-directed e-mail to your real Internet account
- http://eleccomm.ieee.org/

region 8 IEEE

IEEE Advancing Technology for Humanity

IEEE Electronic Mail Services Functional Alias

- A non personal IEEE email alias that forwards to an individual or more. Available for: Regions, Sections, Chapters, Students Branches
- Enables you to contact a specific service from IEEE without having to know the specific person responsible
- Can be used on IEEE's WebPages as a contact for a service, making the WebPages simpler to maintain (e.g cyprus@ieee.org)
- http://eleccomm.ieee.org/email-services.shtml

region 8 IEEE

IEEE Advancing Technology for Humanity

FAQ

- ***What does vTools abbreviation stand for?***
  vTools abbreviation stands for “Volunteer Tools”.
- ***What vTools are available?***
  Meetings (for section and chapters), WebInABox, Voting, Web Conferencing, Student Branch Reporting, Surveys, Online Applications Evaluation System
- ***Who can use vTools?***
  Typically only IEEE volunteers.
- ***Are vTools free?***
  Yes.

region 8 IEEE

IEEE Advancing Technology for Humanity

Access to vTools

- Access to L31 and other vTools is automatically enabled for any volunteer who appears on the section roster. http://www.ieee.org/web/volunteers/rosters/index_regions.html
- New officers can be reported online:
  - http://www.ieee.org/societies_communities/geo_activities/required_reporting/officer_forms.html
  - Takes a few business days for a change to be reflected.
  - vTools team has a project on its slate for automating officer reporting, to speed up the process.

vTools Mission Statement

Providing tools to the volunteers and staff who support our members.

region 8 IEEE

IEEE Advancing Technology for Humanity

Terminology:

- *Free as in Freedom

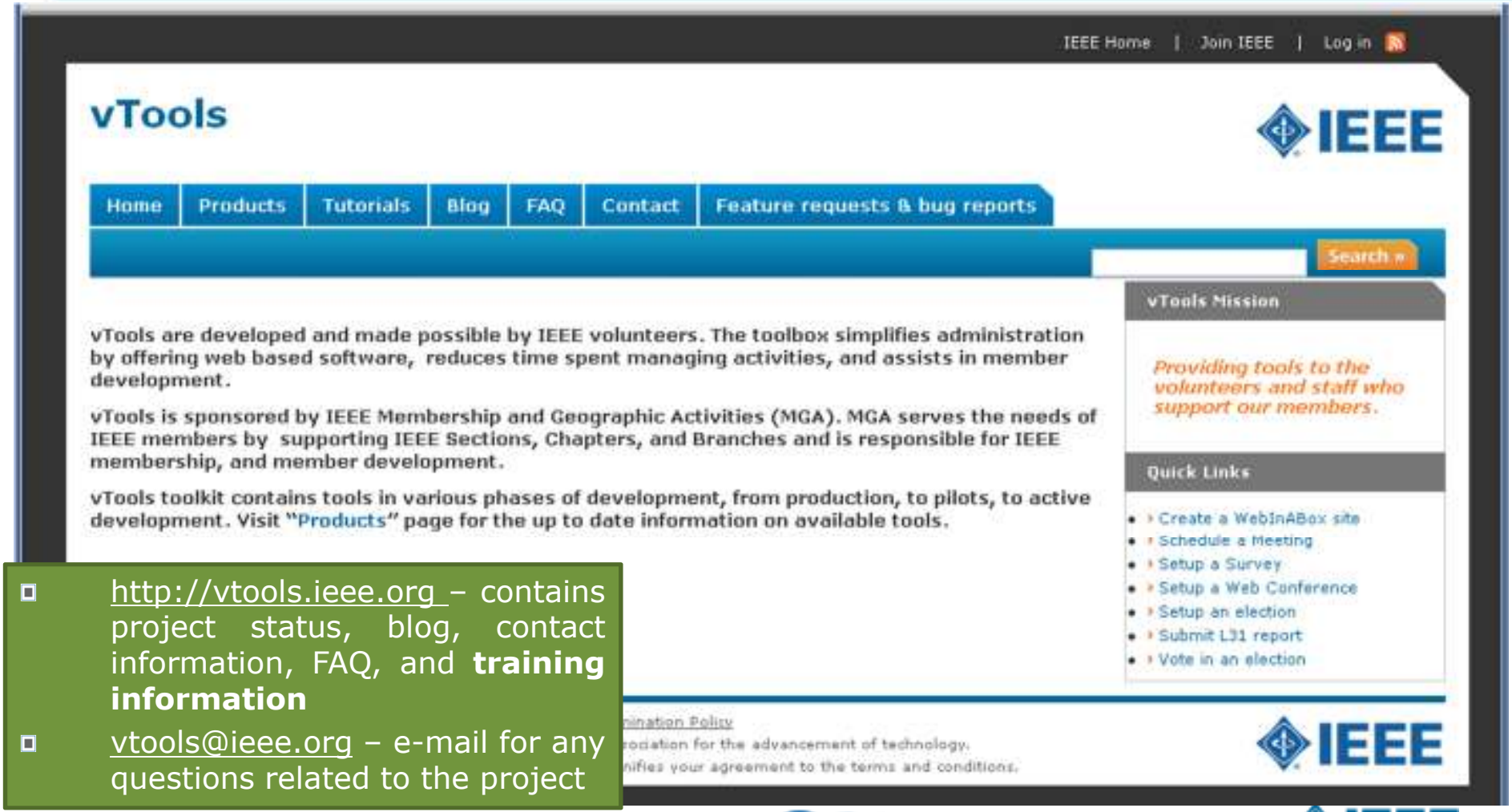
- vTools Team vs Products vs "Brand"
  - We develop some products
    - Meetings, WebInABox, Voting
  - We buy some products
    - Web Conferencing tool, first pass of Voting, Survey Tool
  - We use Free* software, Open-source software, etc. when appropriate
    - WordPress (GPLv2 or later) from the Free Software Foundation)
  - Volunteers to go to one place to find tool support

region 8 IEEE

IEEE Advancing Technology for Humanity

The Documentation Site

http://vtools.ieee.org



- http://vtools.ieee.org – contains project status, blog, contact information, FAQ, and **training information**
- vtools@ieee.org – e-mail for any questions related to the project

region 8 IEEE

IEEE Advancing Technology for Humanity

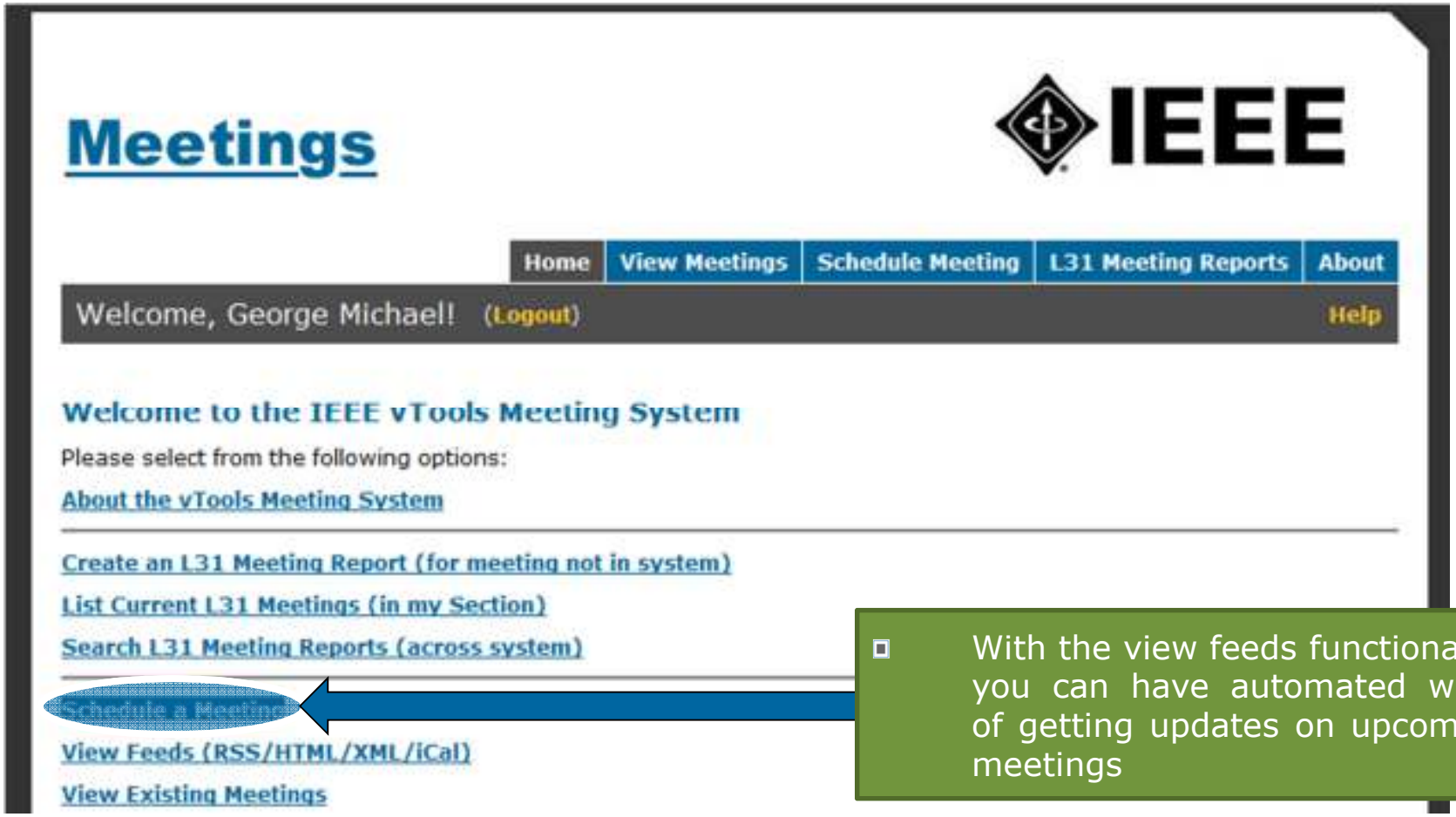
Meetings (http://meetings.vtools.ieee.org)

- On-line registration
- No Credit card support R8 right now
- L31 Meeting report (only need to add attendee information, only IEEE Web Account necessary)
- RSS, iCal, and other feeds of meetings and L31s
- Calendar support
- Badge printing, meal tickets

region 8 IEEE

IEEE Advancing Technology for Humanity

Scheduling a Meeting



- With the view feeds functionality you can have automated ways of getting updates on upcoming meetings

region 8 IEEE

IEEE Advancing Technology for Humanity

Meetings

IEEE

Schedule Meeting Form

Please fill out the event information below to create a new IEEE event notice.

Event Title:*(256 chr max)

Event Category:*

Event Description in Format: * (8192 chr max) Text Textile Help

Meeting Keywords:* (512 chr max)(**for L31 report only)

Agenda in Format:(8192 chr max) Text Textile Help

Meeting Picture:(.jpg, .jpeg, .gif, or .png only limted to 100 KB max)

Meeting Picture:(.jpg, .jpeg, .gif, or .png only limted to 100 KB max)

Browse...

Invite Students? (**for L31 report only)

Select Region:* 8

Select Section:* CYPRUS

Select Organizational Unit:*

Start Time:*

End Time:* (Maximum duration of meeting - 5 days)

Registration Starts:*

10 Oct 2011 6:00

Registration Deadline:

10 Oct 2011 6:00

Click HERE to disable registration (this will set Start and Deadline to same date and time)

Time Zone:*

- (•) no admission charge
- ( ) admission charge (Optional food or facility expenses are not considered an admission charge (** used for L31 report))
- ( ) optional charges not required to attend meeting (food, etc.)

Building:(128 chr max)

Room Number:(48 chr max)

Address Line 1:(128 chr max)

Address Line 2:(128 chr max)

City:*(128 chr max)

Country:

State/Province:

Postal Code:(16 chr max)

Map URL:(512 chr max)

Registration URL:(512 chr max) (Using this field disables built-in registration system)

Registration URL:(512 chr max) (Using this field disables built-in registration system)

Maximum Registrations:(0-999) (built-in registration system only)

Survey URL:(512 chr max)

Header (HTML):(512 chr max)

Footer (HTML):(512 chr max)

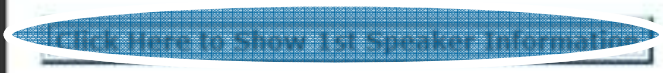
Cosponsor Name:(256 chr max) Meeting Contact E-mail:* (512 chr max)

Meeting Contact Information in Format:(512 chr max) Text Textile Help

Click Here to Show 1st Speaker Information

Click Here to Show 2nd Speaker Information

Publish Flag: (Visible to public through websites, myIEEE, and feeds)



Click Here to Show 2nd Speaker Information

Publish Flag: (Visible to public through websites, myIEEE, and feeds)

Cancel Meeting Flag: (Show meeting as cancelled in all places it would be visible)

Menu Selection 1:(64 chr max) Menu Selection 2:(64 chr max) Menu Selection 3:(64 chr max)

Create Cancel

*Denotes a required field

Powered by IEEE vTools

vTools.Meetings Home | Privacy & Security | Terms & Conditions | Nondiscrimination Policy

© Copyright 2006-2011 IEEE - All Rights Reserved.

Click Here to Hide 1st Speaker Information

Event Speaker 1 Information:

Distinguished Lecturer:

Speaker Photograph (.jpg, .jpeg, .gif, or .png only limted to 100 KB max):

Browse...

Topic: (120 chr max)

Topic Description in Format: (8192 chr max) Text Textile Help

Prefix: (16 chr max)

First Name: (64 chr max) Middle Name: (64 chr max) Last Name: (64 chr max) Suffix: (32 chr max)

Display Name: (is required when first and/or last name given) (256 chr max)

URL: (512 chr max)

Address Line 1: (128 chr max)

Address Line 2: (128 chr max)

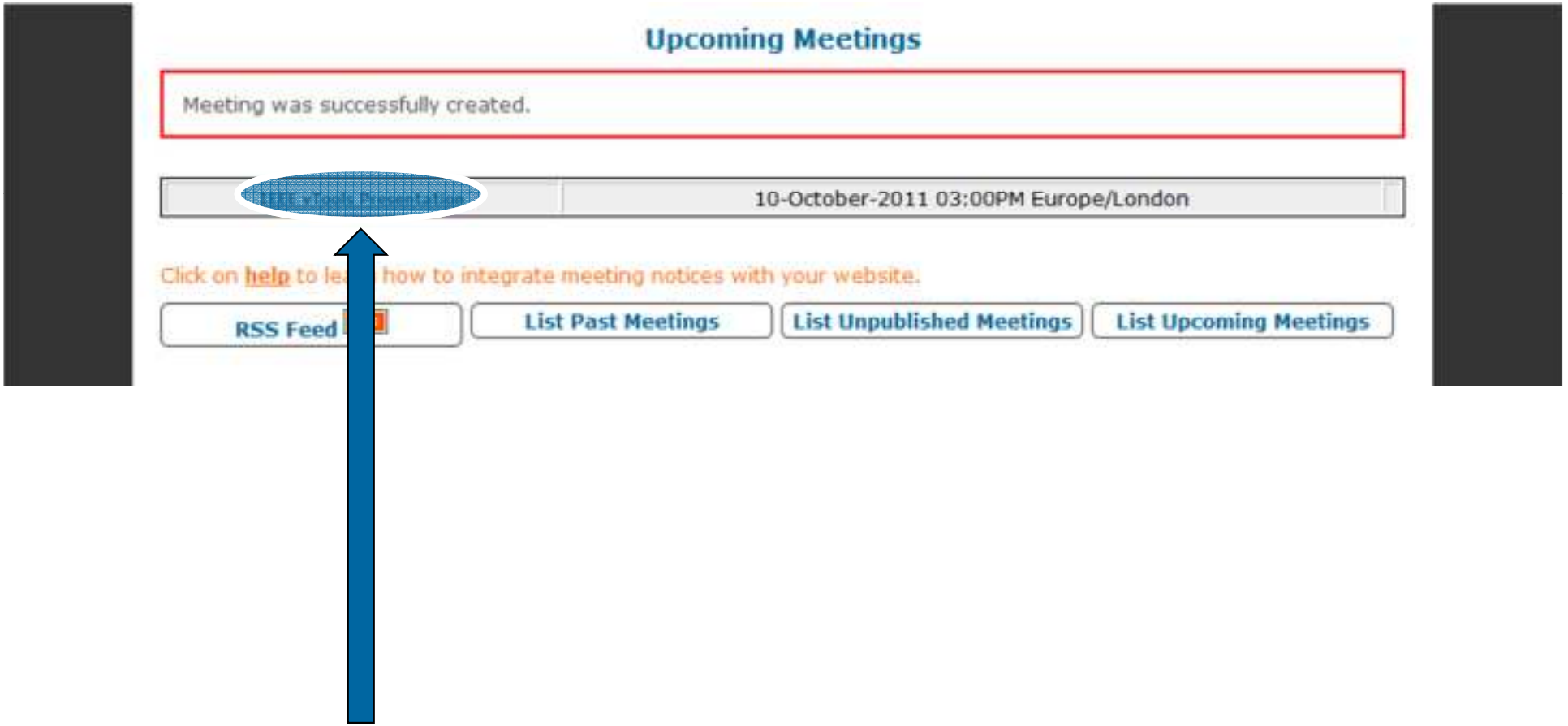
City: (128 chr max)

Country: State/Province:

Postal Code: (64 chr max)

E-mail Address: (128 chr max)

Once the meeting is created you will get the following screen:



IEEE vTools Presentation

The goal of this meeting is to give **an introduction to the IEEE vTools.**

Location:
Building: Manchester Central
Mancheseter,
United Kingdom

Date: 10-October-2011
Time: 03:00PM to 03:30PM (0.50 hours) **All times are:** Europe/London

Add Meeting to Calendar

Email meeting contact...

No Admission Charge.

Click Here to Register

- You can share the url of this page so that people can get information for the meeting and register

Speaker:

George Michael

Topic: vTools Introduction

Biography: George is the IEEE Region 8 ECC for 2011

Email: xeirwn@ieee.org

Address: Cyprus, Cyprus

Create from Existing | Edit | View Meeting Statistics | Create/Edit L31 Report

- Create new meeting
- Edit this meeting
- Name Tags, Meal Tickets, and more
- Almost finished L31

Event Registration Form

Please fill out the event information below.

First Name:* George

Last Name:* Michael

Member number:

Address Line 1:

Address Line 2:

City:* Palaichori

Country:* Cyprus

State/Province:* Cyprus

Postal Code:

E-mail Address:* xeirwn@ieee.org

Phone Number:

Special Requests (if you have mobility needs, specific dietary restrictions, or other issues please describe them below - please limit to 500 characters):

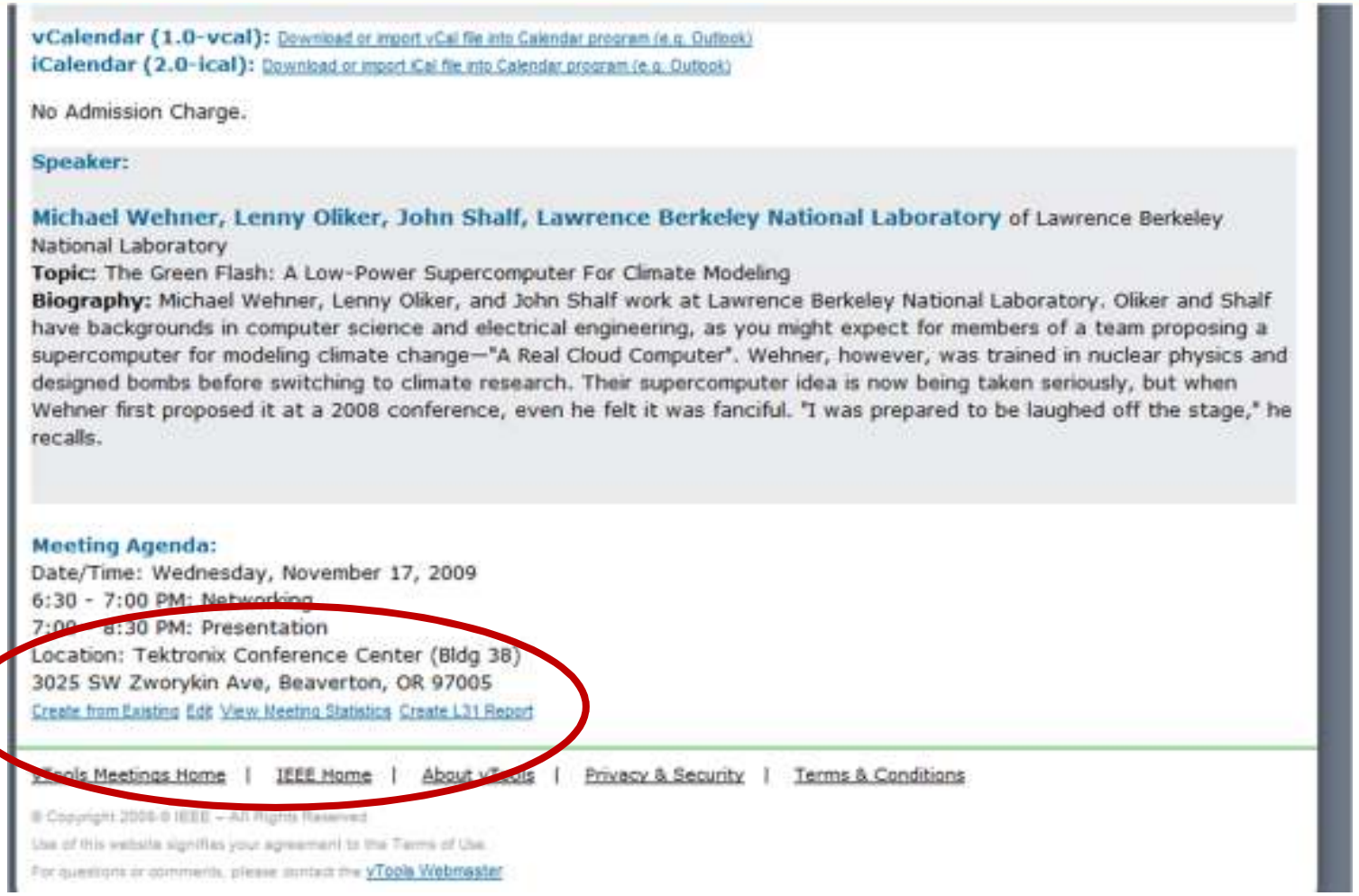
Register

*Denotes a required field

Options below are shown only to the meeting administrator

- Select 'Create from Existing' to duplicate meeting and change only pertinent information (such as date)
- Select 'Edit' to change form or registration options
- Select 'View Meetings Statistics'
- 'Create/Edit L31 Report'

Other Options



vCalendar (1.0-vcal): Download or import vCal file into Calendar program (e.g. Outlook)
iCalendar (2.0-ical): Download or import iCal file into Calendar program (e.g. Outlook)

No Admission Charge.

Speaker:

Michael Wehner, Lenny Oliker, John Shalf, Lawrence Berkeley National Laboratory of Lawrence Berkeley National Laboratory
Topic: The Green Flash: A Low-Power Supercomputer For Climate Modeling
Biography: Michael Wehner, Lenny Oliker, and John Shalf work at Lawrence Berkeley National Laboratory. Oliker and Shalf have backgrounds in computer science and electrical engineering, as you might expect for members of a team proposing a supercomputer for modeling climate change—"A Real Cloud Computer". Wehner, however, was trained in nuclear physics and designed bombs before switching to climate research. Their supercomputer idea is now being taken seriously, but when Wehner first proposed it at a 2008 conference, even he felt it was fanciful. "I was prepared to be laughed off the stage," he recalls.

Meeting Agenda:
Date/Time: Wednesday, November 17, 2009
6:30 - 7:00 PM: Networking
7:00 - 8:30 PM: Presentation
Location: Tektronix Conference Center (Bldg 38)
3025 SW Zworykin Ave, Beaverton, OR 97005
Create from Existing Edit View Meeting Statistics Create L31 Report

vTools Meetings Home | IEEE Home | About vTools | Privacy & Security | Terms & Conditions

© Copyright 2009 © IEEE – All Rights Reserved
Use of this website signifies your agreement to the Terms of Use
For questions or comments, please contact the vTools Webmaster

region 8 IEEE

IEEE Advancing Technology for Humanity

WebInABox (http://webinabox.vtools.ieee.org)

- Basic Section/Chapter/AG web site
  - In Production
  - Wizard-like interface for creation
  - Data driven
  - Enable a common look and feel
  - Calendar for all units
    - pulls from Meetings tool
  - Pulls volunteer data from IEEE databases
  - No webmaster involvement required
  - Upload and distribute files

region 8 IEEE

IEEE Advancing Technology for Humanity

vTools.WebInABox

- Generated section websites provide:
  - **Home Page** – welcome message, auto expiring announcements, and a picture
  - **Calendar Page** - lists section events from vTools.Meetings
  - **Officer Information Page** - lists section officer information* (Volunteers can specify what officers' information should be shown: name, position, e-mail, phone, etc.)
  - **Other Units Page** - information on chapters, affiliate groups, student branches*
  - **Blog Page** – pulls information from your blog on EWH or elsewhere
  - **Links Page** - a number of IEEE links plus custom links specified by volunteers

* Data pulled from central IEEE data source as reported to IEEE.

region 8 IEEE

IEEE Advancing Technology for Humanity

Select Organizational Unit

IEEE

Logout xeirwn
Help

Welcome, xeirwn

Please select an organizational unit and click on 'Edit' to modify it.

Site: Cyprus Section Edit

- Cyprus Section
- Cyprus Section Chapter, PE31
- Cyprus Section Chapter, COM19
- Cyprus Section Jt. Chapter, EMB18/SP01
- Cyprus Section Chapter, C16
- Cyprus Section Chapter, CIS011

• OU **Welcome Page** Calendar Page Officer Roster Other Units Blog Links Files Preview and Save Changes Activate •

Please specify the site name that will be shown to the general public:

Cyprus Section Chapter, PE31 *

Please select an image to show under the page title. Note that image size must be under 50k.

Browse...

Please enter text for the "Welcome section":

```
Welcome to the Cyprus Section Chapter, PE31 section website for the members of the IEEE. Here you will find important
announcements, calendar of events, information on officers, other units, and useful links. Please use the navigation
menu on top to browse the pages.
```

region 8 IEEE

IEEE
Advancing Technology for Humanity

WebInABox can show Officer Roster as reported to IEEE Headquarters. Please indicate what information should be displayed on the page by checking the boxes below.

Please ensure that you have permissions from officers to show their contact information.

	Show position	Show name	Show e-mail	Show home phone number	Show work phone number
Chapter Chair	☐	☐	☐	☐	☐
Chapter Treasurer	☐	☐	☐	☐	☐
Chapter Vice Chair	☐	☐	☐	☐	☐
Chapter Secretary	☐	☐	☐	☐	☐

<< Previous | Next >>

Files can be uploaded here, to be made available for download.

Name*:
Description:
Limit: 255 (Current: 0, Remaining: 255)
Expires: Oct 09, 2013 at 12:00AM [Choose expiration] [No expiration]
Protection Level*: Access to all
File*: [Browse..] [Upload file]

WebInABox is not meant to compete with or replace complex content management systems.

- If you need more flexibility and/or features visit "IEEE Entity Web Hosting" at http://sites.ieee.org/
- This service is intended to meet the needs of IEEE Organizational Units that want to develop, create and maintain their own websites on an IEEE host.
- Additionally Supports:
  *WordPress, HTML Hosting, Virtual Hosting

*Recommended

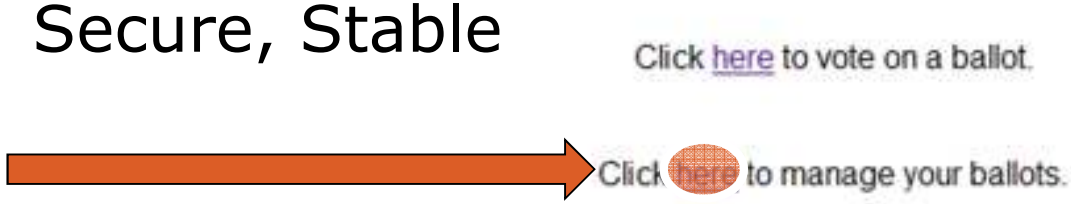
region 8 IEEE

IEEE Advancing Technology for Humanity

Voting (https://voting.vtools.ieee.org)

Simple ballot creation

- Wizard-like interface
- Available on demand
- vTools.Voting is a Software As A Service accessible via browser. No installation is required.
- No webmaster involvement needed
- Secure, Stable



- First screen met after successful login

region 8 IEEE

IEEE Advancing Technology for Humanity

New Ballot

Select organization: Cyprus Section

Choose template: Do not use template

Create

- Do not use template
- Chair | Vice-Chair | Secretary | Treasurer EXCOM
- Chair | Vice-Chair | Secr/Treas

Active Ballots

There are no entries to display.

Saved Ballots

Name	Dates	Organization	Action
University of Cyprus SB (2011-2012)	October 05, 2011 00:00 - October 06, 2011 23:59 Athens	Cyprus Section	preview | edit | print (pdf) | delete

Past Ballots

Name	Dates	Organization	Action
Cyprus	July 21, 2011 00:00 - July 21, 2011 23:59 Athens	Cyprus Section Chapter, PE31	manage | report results | preview | print (pdf) | email log
Cyprus	July 15, 2011 00:00 - July 21, 2011 23:59 Athens	Cyprus Section	manage | report results | preview | print (pdf) | email log
CYPRUS SECTION EXECUTIVE COMMITTEE 2010-11	January 26, 2010 22:00 - February 05, 2010 23:59 Athens	Cyprus Section	preview | print (pdf)

region 8 IEEE

IEEE Advancing Technology for Humanity

Please enter ballot name: (up to 50 characters)

University of Cyprus SB (2011-2012)

Please select time zone:

(GMT+02:00) Athens

Please select a starting and ending date and time for voting:

Open ballot on: October 05, 2011 12:00 AM

Close ballot on: October 06, 2011 11:59 PM

Please enter voter instructions: (up to 2000 characters)

B I U ABC | Styles | Paragraph

Font family | Font size

Welcome to the IEEE University of Cyprus Student Branch Electiohis opportunity to personally express my sincere appreciation for you being an IEEE

Our duty and responsibility is to ensure that your voting rights are t you are confident that your vote is accurately cast and tabulated. We will utilize the em for our elections.

Please select one candidate for each position or specify a write-in

Please don't hesitate to contact me at xeirwn@ieee.org if you havment, or complaint regarding your voting experience.

Thank you for voting – your vote counts!

Please enter a contact email in case users have any questions:

xeirwn@ieee.org

Please enter positions and candidates:

Position: Chair edit delete

Add new candidate to Chair position

Position: Vice-Chair edit delete

Add new candidate to Vice-Chair position

Position: Secretary edit delete

Add new candidate to Secretary position

Position: Treasurer edit delete

Add new candidate to Treasurer position

Position: Member edit delete

Add new candidate to Member position

Add new position

Allow write-in candidate for each position:

Voters currently loaded: 0

Upload list of eligible voters:

Click here for help on getting the voter list

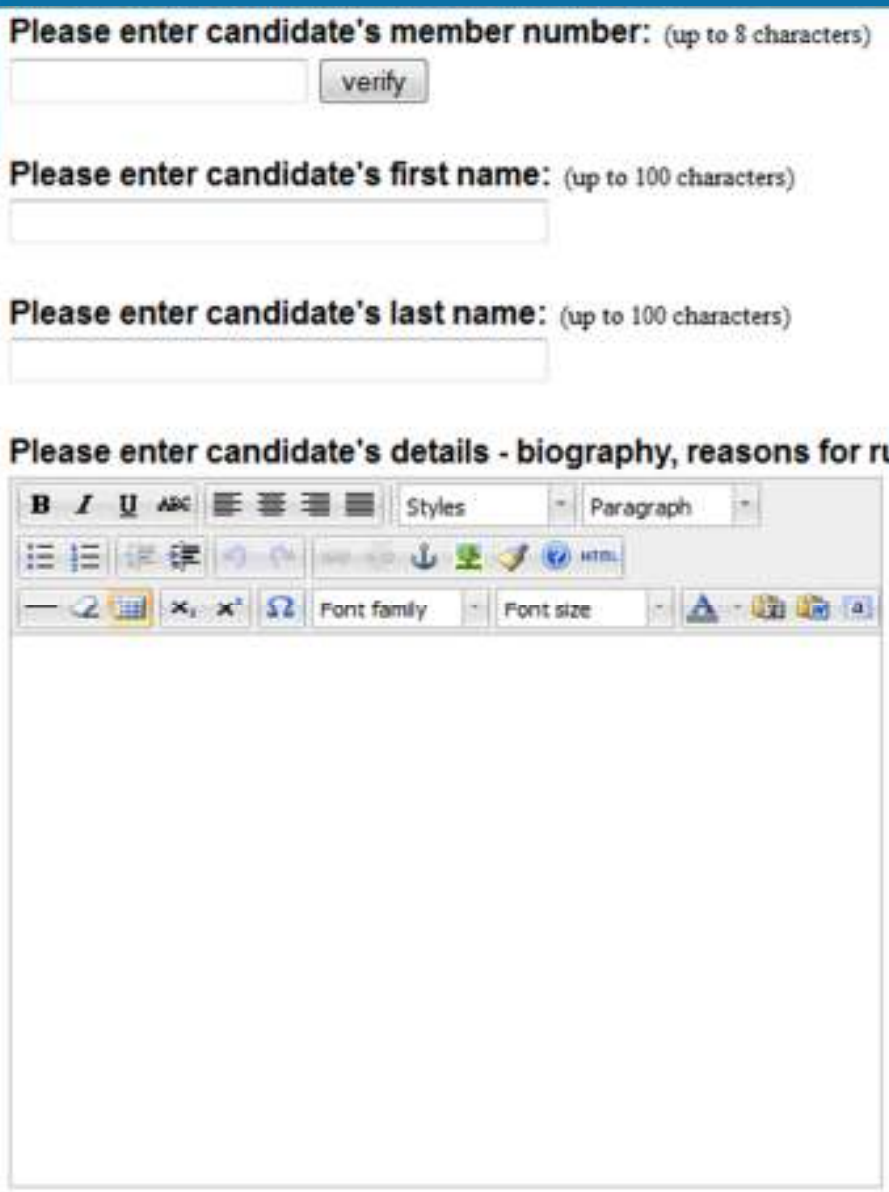
Browse... load

(clear voter list)

Save as draft **Save and activate** **Cancel**

region 8 IEEE

IEEE Advancing Technology for Humanity



- Be sure to verify the candidate's member number, since the results of the voting session can be automatically submitted to IEEE
- You can allow write in Candidates in case you are not sure if you received the full candidates list or in case you want this to be flexible even during voting period
- After activating the ballot, the functionality available is getting more limited, be sure to triple check everything before activating (ask someone to verify with you everything)
- **Emailing service is available, you MUST allow one hour to pass after uploading voters list before sending one!**

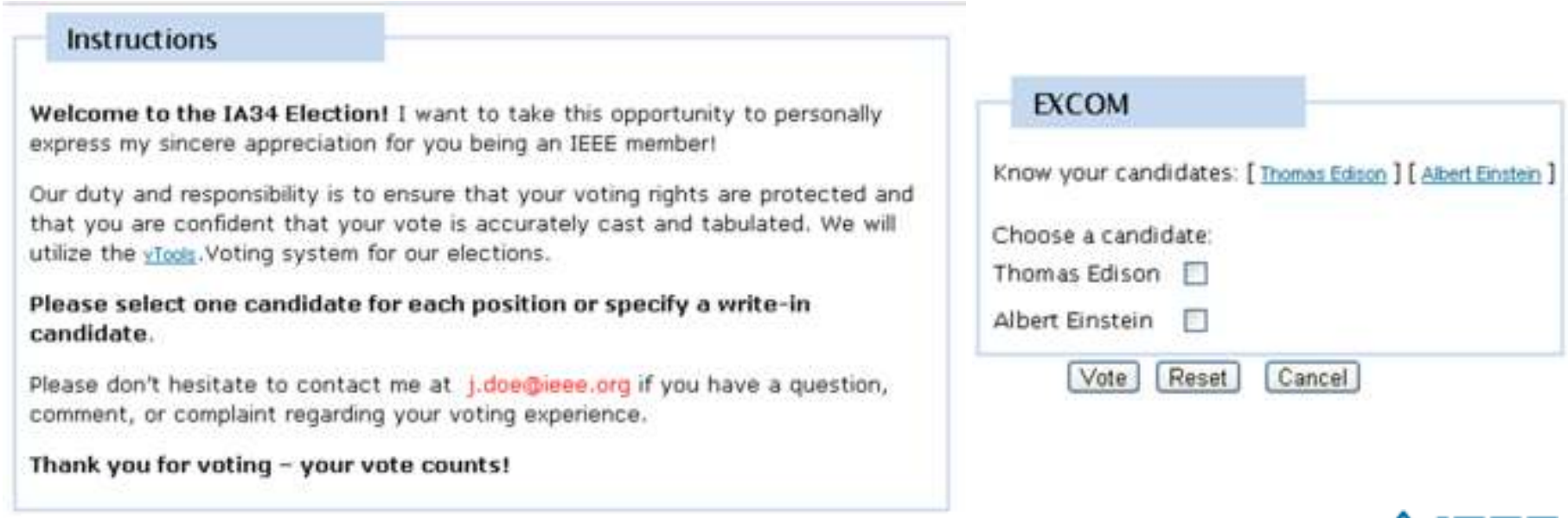
region 8 IEEE

IEEE Advancing Technology for Humanity

Uploading Voters List File Format

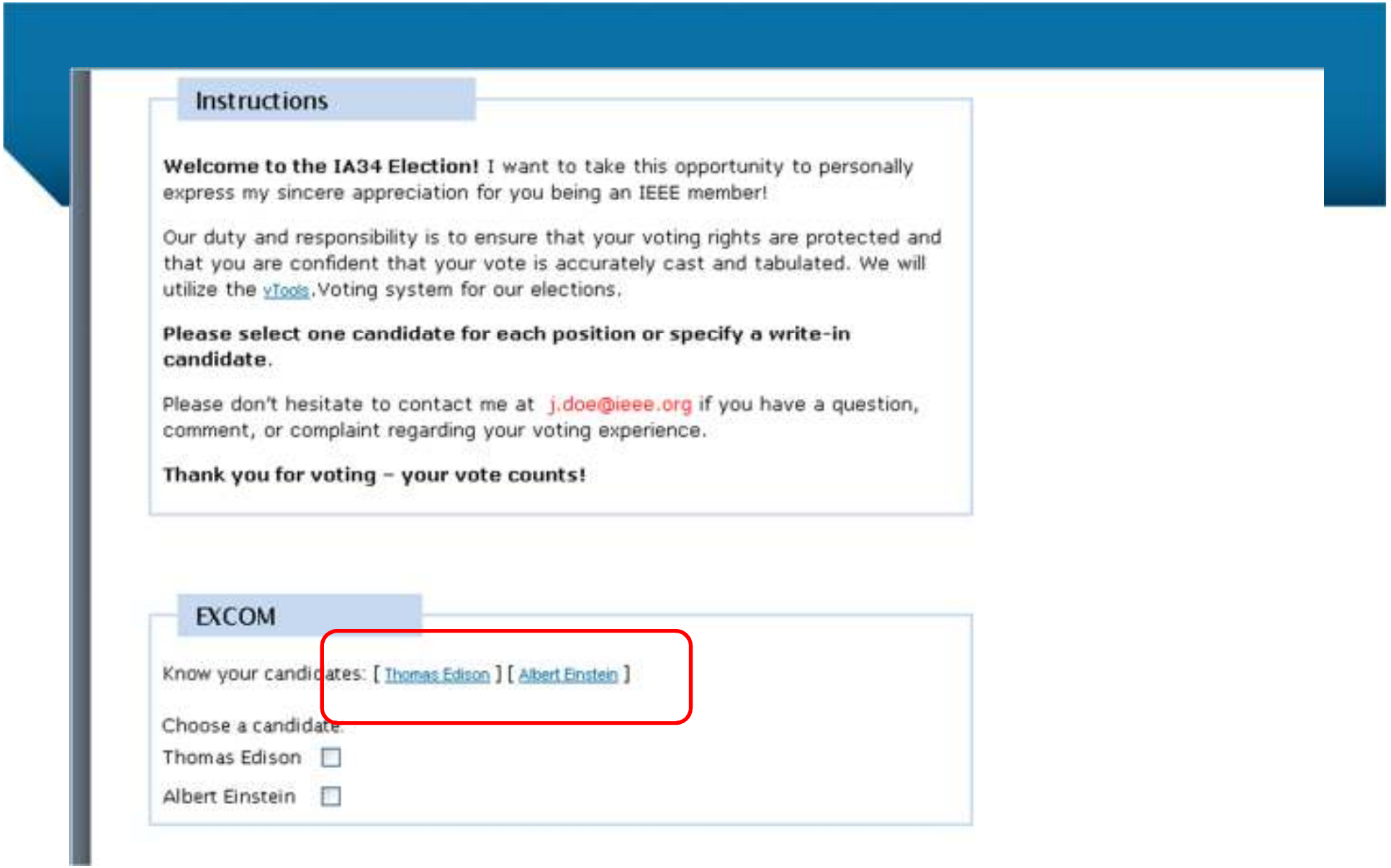
<IEEE Member #>	*<Name>*	*<SurName>*	*<Email>*	*<NO Email Flag>*	*<NO Election Mail Flag>*
11111111	George	Michael	xei@ieee.org	N	N
22222222	Jane	Smith	JS@ieee.org	N	N

- The above is a template of a tab separated text file
- You must have one voter per line
- Both users here want to receive email
- The only other way to get this information other than contacting the members is through SAMIEEE (http://www.ieee.org/about/volunteers/samieee)



region 8 IEEE

IEEE Advancing Technology for Humanity



region 8 IEEE

IEEE Advancing Technology for Humanity

Organization:	Cyprus Section Chapter, PE31 (CH08210)
Start/End dates:	July 21, 2011 00:00 - July 21, 2011 23:59
Timezone:	Athens
Eligible voters:	There are 2 registered voters
# of emails sent:	0 (out of 3 max)
Last email sent on:	No emails have been sent.
Next email can be sent on:	You can send an email now

Ballot results:

View results

Report results to IEEE headquarters

Export results (CSV)

Update results based on paper ballots

Voter status report (shows who voted online and who did not)

Ballot statistics at a glance:

Online voter turnout 50%

Position: Member

Vote distribution:

Pantelis Thalassinos	0.0%	0 votes	
Yiannis Kotsiras	0.0%	0 votes	
Alkinoos Ioannides	0.0%	0 votes	(-1 manual)
Kostakis Antoniou (write-in)	100.0%	10 votes	(10 manual)

region 8 IEEE

IEEE Advancing Technology for Humanity

region 8 IEEE

IEEE
Advancing Technology for Humanity

This presentation template is available here :
http://www.ieeer8.org/about/ieee-region-8-proposed-power-point-presentation-theme/

End of Presentation

I hope you found this presentation informative

For more information contact me at r8webmaster@ieee.org

region 8 IEEE

IEEE
Advancing Technology for Humanity

Appendix A

Screenshot Guides

region 8 IEEE

IEEE Advancing Technology for Humanity

IEEE Region 8 Website

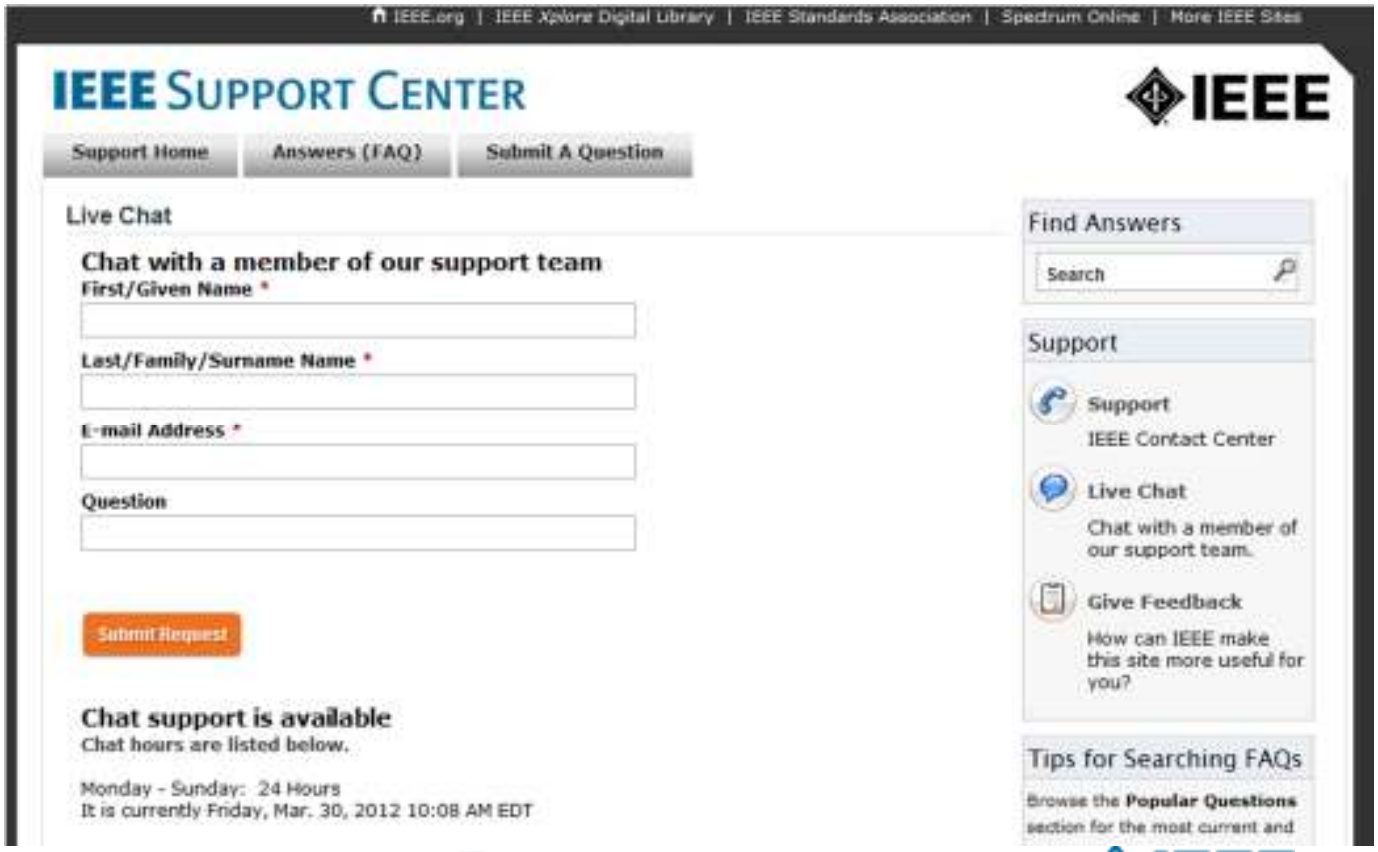
- http://www.ieee.org/r8

region 8 IEEE

IEEE Advancing Technology for Humanity

IEEE Contact and Support Websites

- IEEE Support Center (https://supportcenter.ieee.org/)
- IEEE Contact Center (http://www.ieee.org/contactcenter)
- IEEE Start (http://www.ieee.org/start)



region 8 IEEE

IEEE
Advancing Technology for Humanity

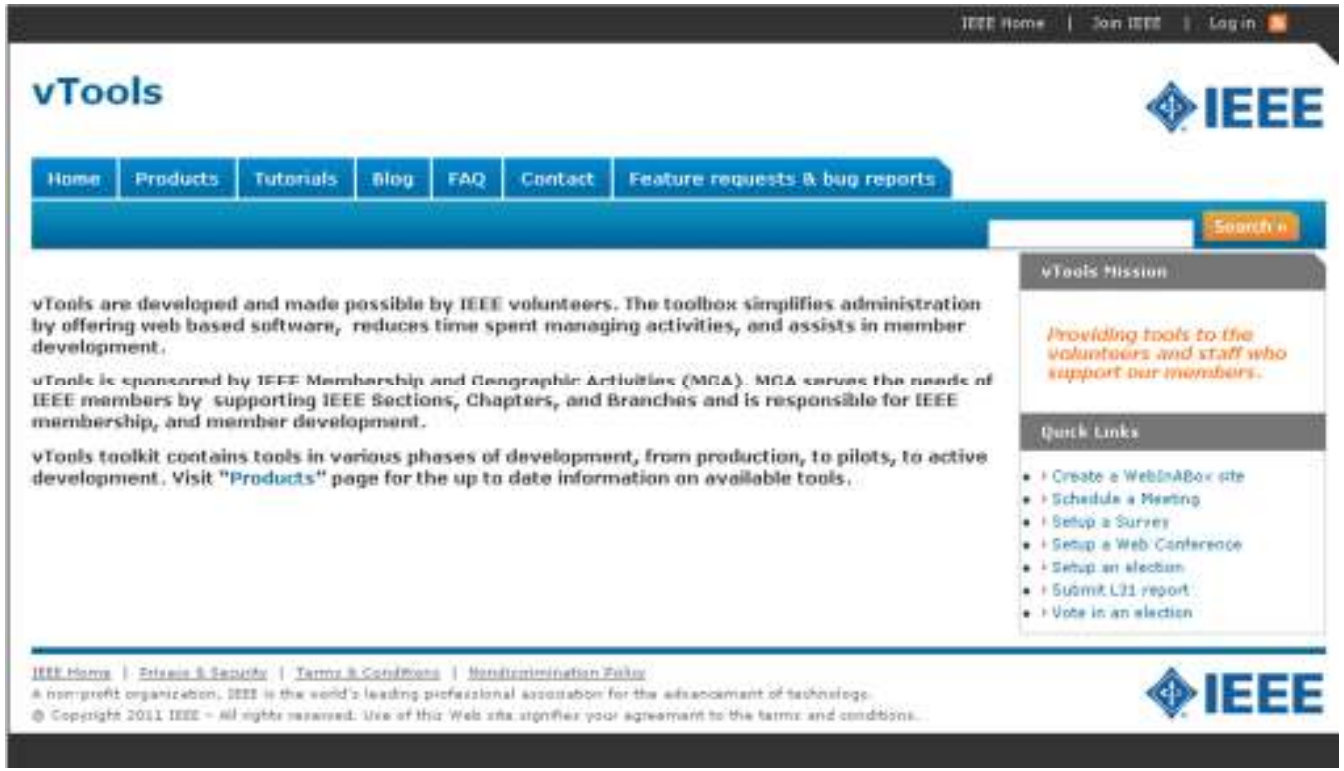
IEEE Electronic Mail Services Website

- http://eleccomm.ieee.org/

region 8 IEEE

IEEE Advancing Technology for Humanity

IEEE vTools Documentation Website



- http://vtools.ieee.org

region 8 IEEE

IEEE Advancing Technology for Humanity

End of Appendix A

For more information contact me at r8webmaster@ieee.org

region 8 IEEE

IEEE Advancing Technology for Humanity

Appendix B

SAMIEEE

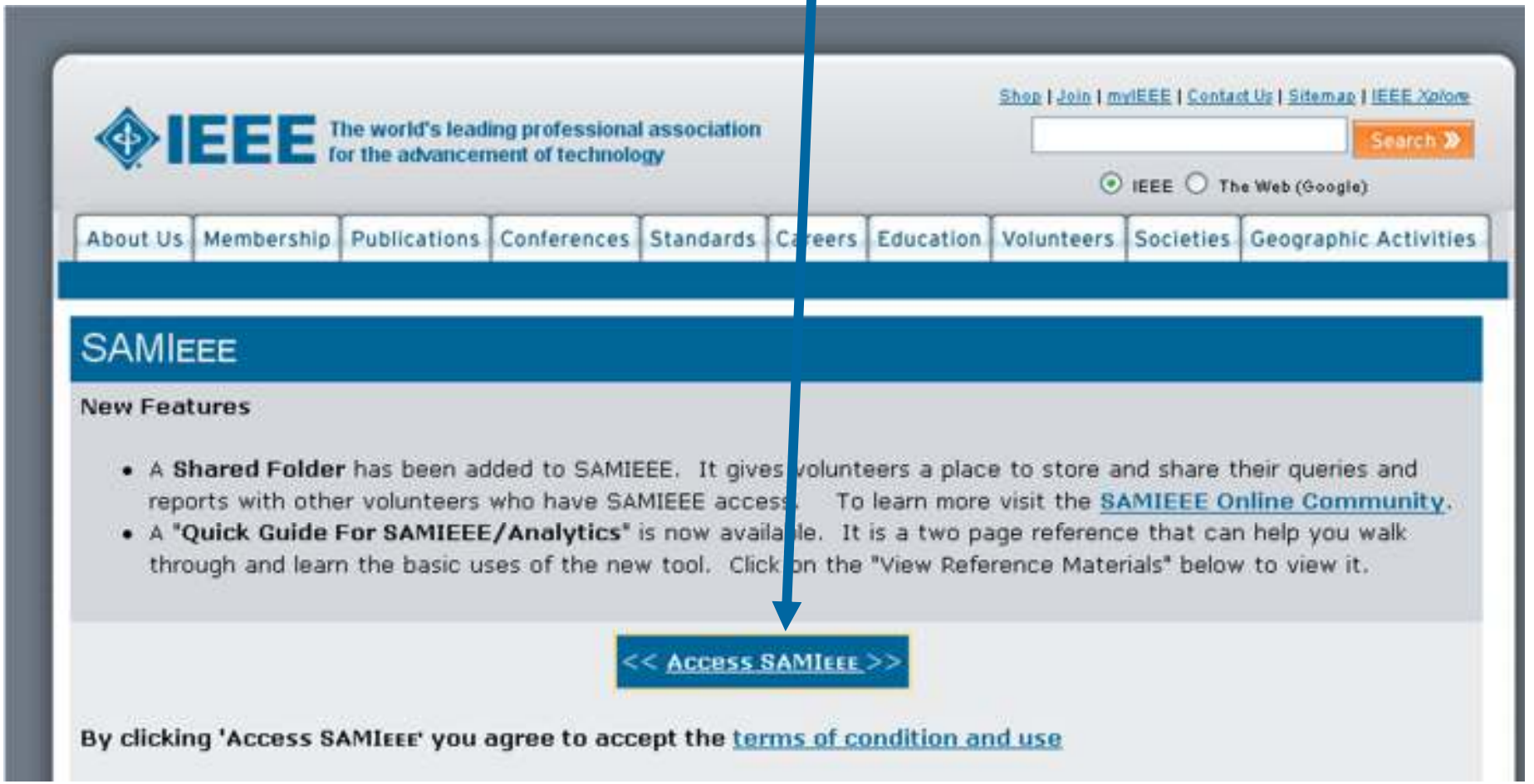
region IEEE 8

IEEE
Advancing Technology for Humanity

SAMIEEE webpage:

http://www.ieee.org/organizations/web/samieee/

Step 1. Click on <Access SAMIEEE>



region 8 IEEE

IEEE Advancing Technology for Humanity

Step 2. Enter your Web Account User ID and Password and click on <Log In>

List of Active IEEE Members from XX Section

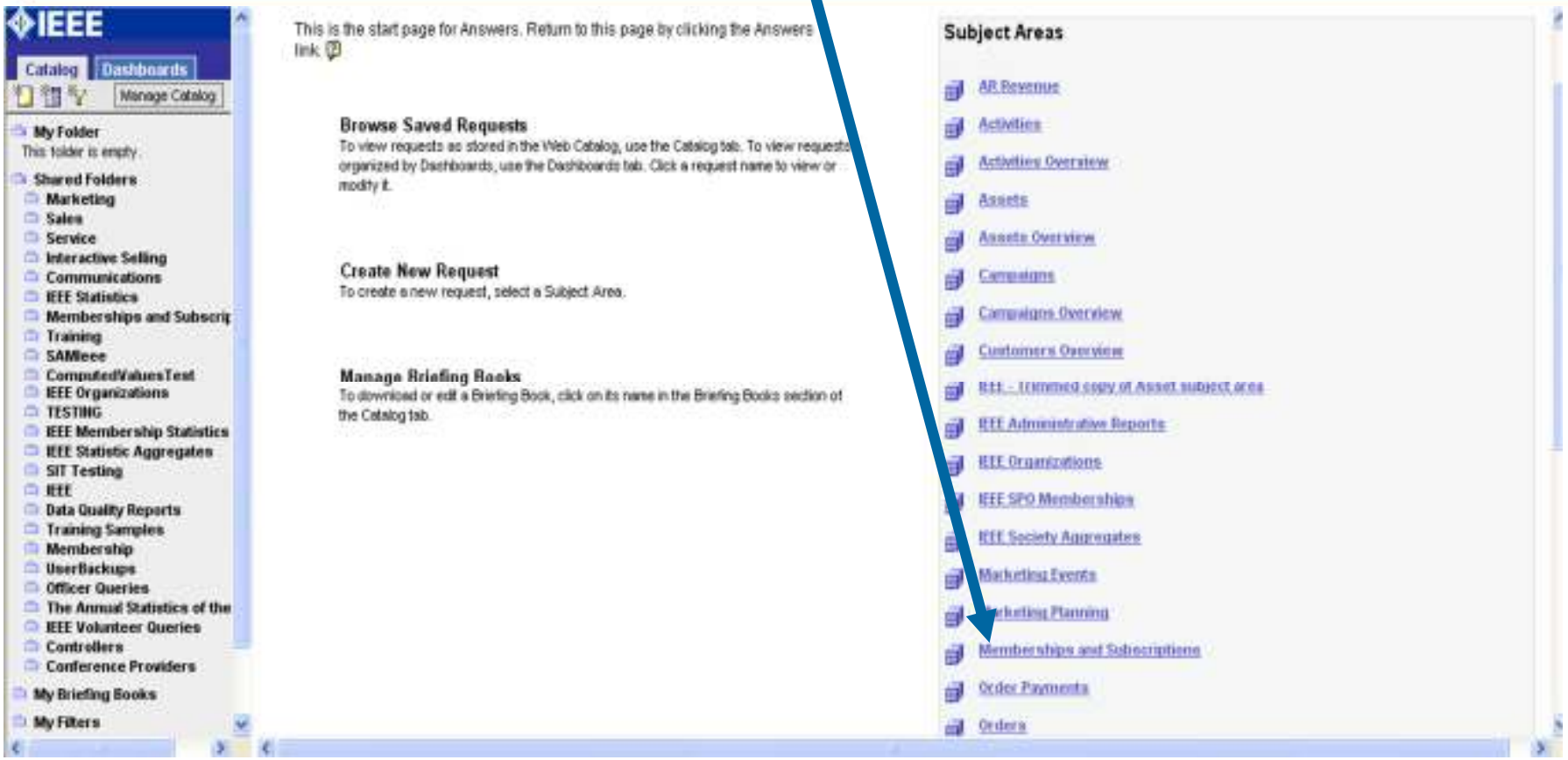
Criteria

- Section Name is equal to / is in XXX (name of Section)
- Current Status is equal to / in Active
- Membership or Pub Name is equal to / is in IEEE Membership

region 8 IEEE

IEEE Advancing Technology for Humanity

Step 3. Click on <Memberships and Subscriptions>



region 8 IEEE

IEEE Advancing Technology for Humanity

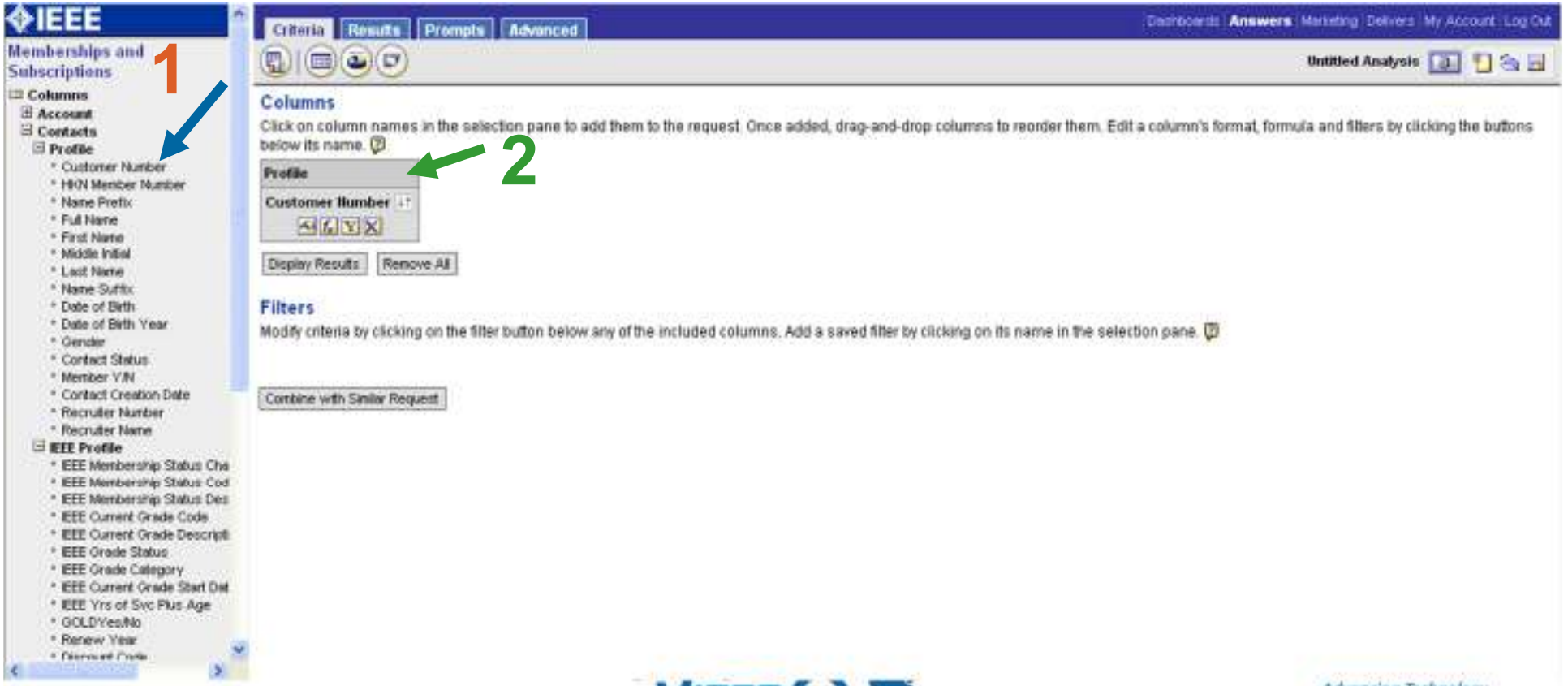
Step 4. You will be at the <Criteria> screen / page. On this page, enter the information and restriction to search by dragging objects from the left column

region 8 IEEE

IEEE Advancing Technology for Humanity

Example 1: List of Active members from Singapore Section

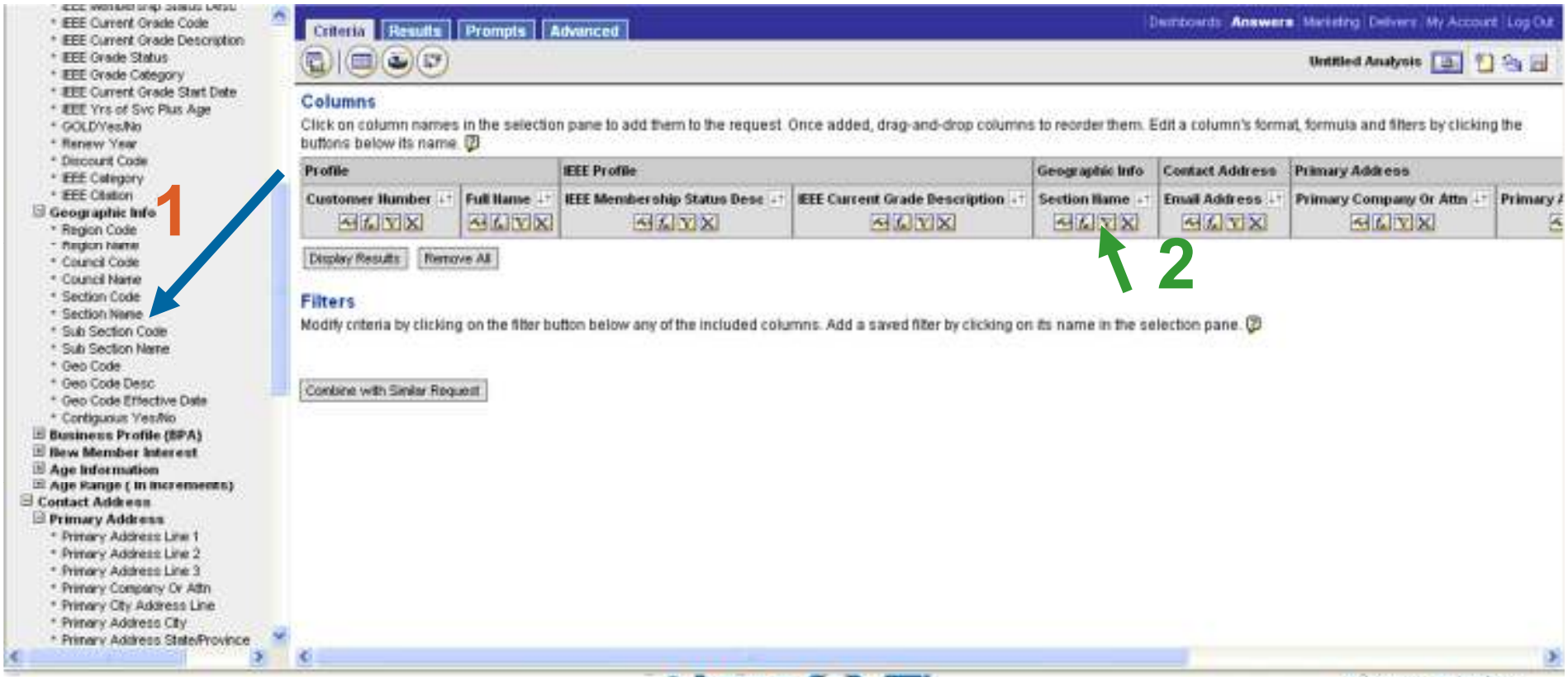
Step 5. Determine the Column - Choose from the Selection Pane (Left hand side) e.g. Customer Number, Full Name, Address…etc.



Example 1: List of Active members from Singapore Section

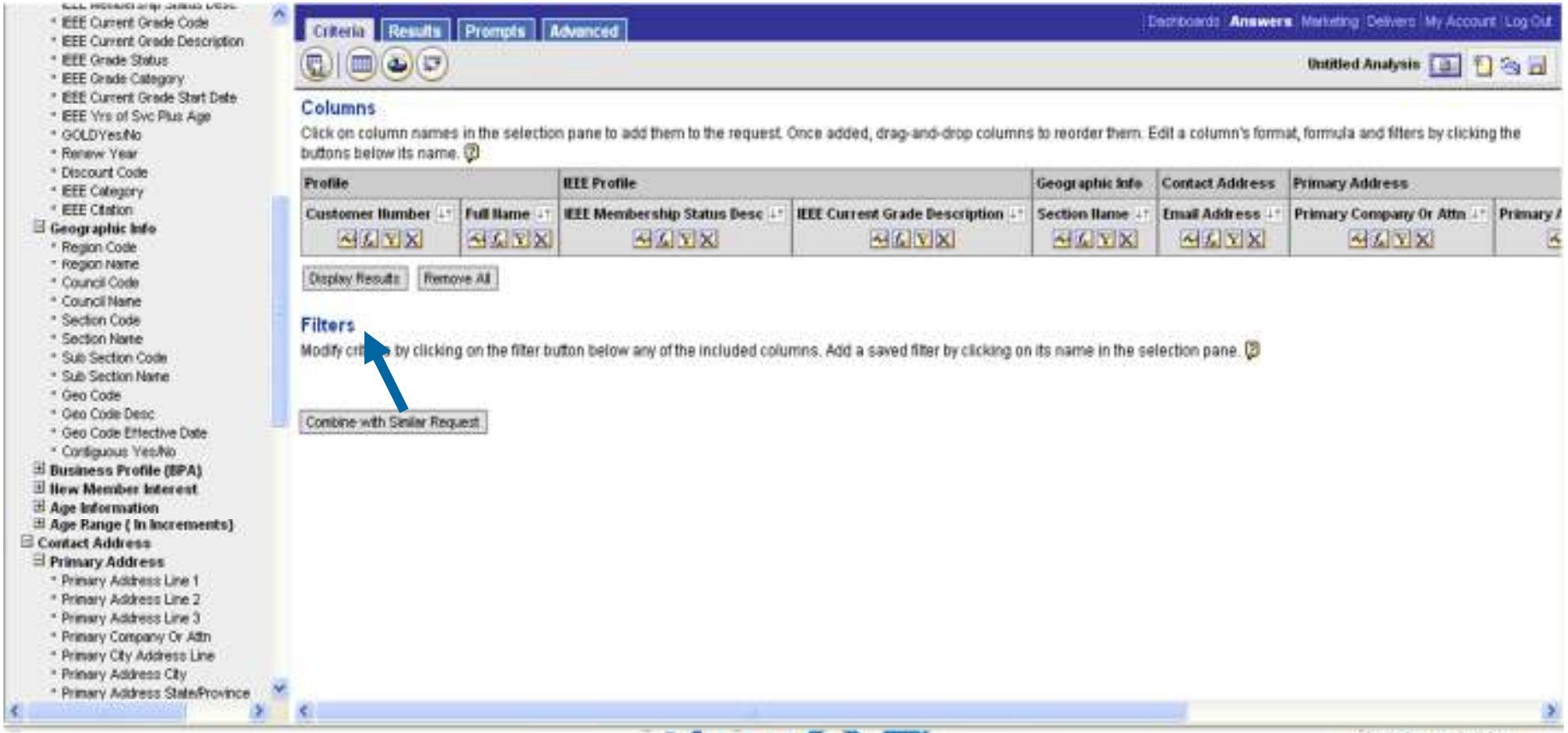
Step 6. When u click < Section Name > under Geographical Info, it will appear on the right box under the 'Column'

Using the same methods to choose the information you want

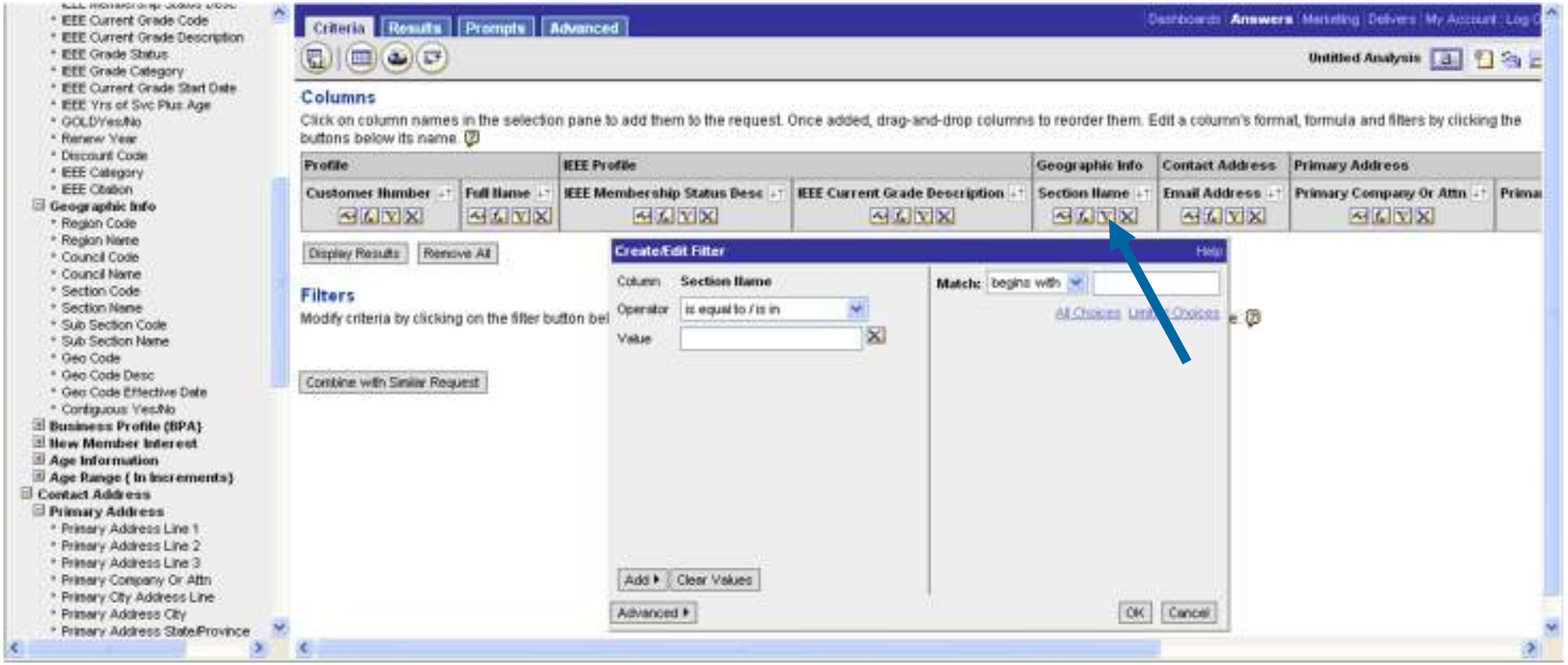


Example 1: List of Active members from Singapore Section

Step 7. Once you have chosen the information for the Column, you will have to add Filters for your data



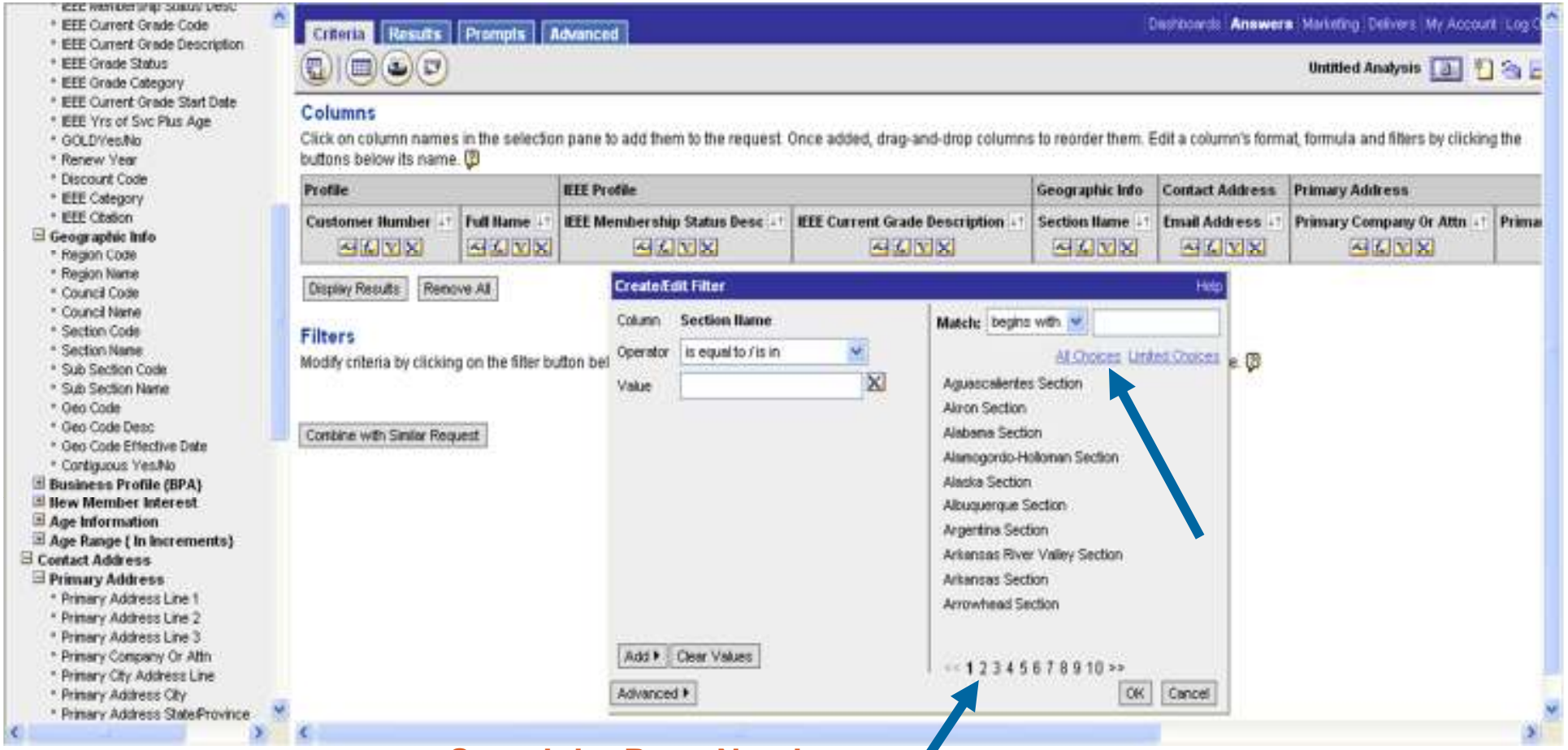
Step 8. How to add Filters?
E.g. Section: Singapore Section
Under the < Section Name >, Click on the Create / Edit Filter button (looks like "Y")



region 8 IEEE

IEEE Advancing Technology for Humanity

Step 9. Click on <All choices> and search for the Section

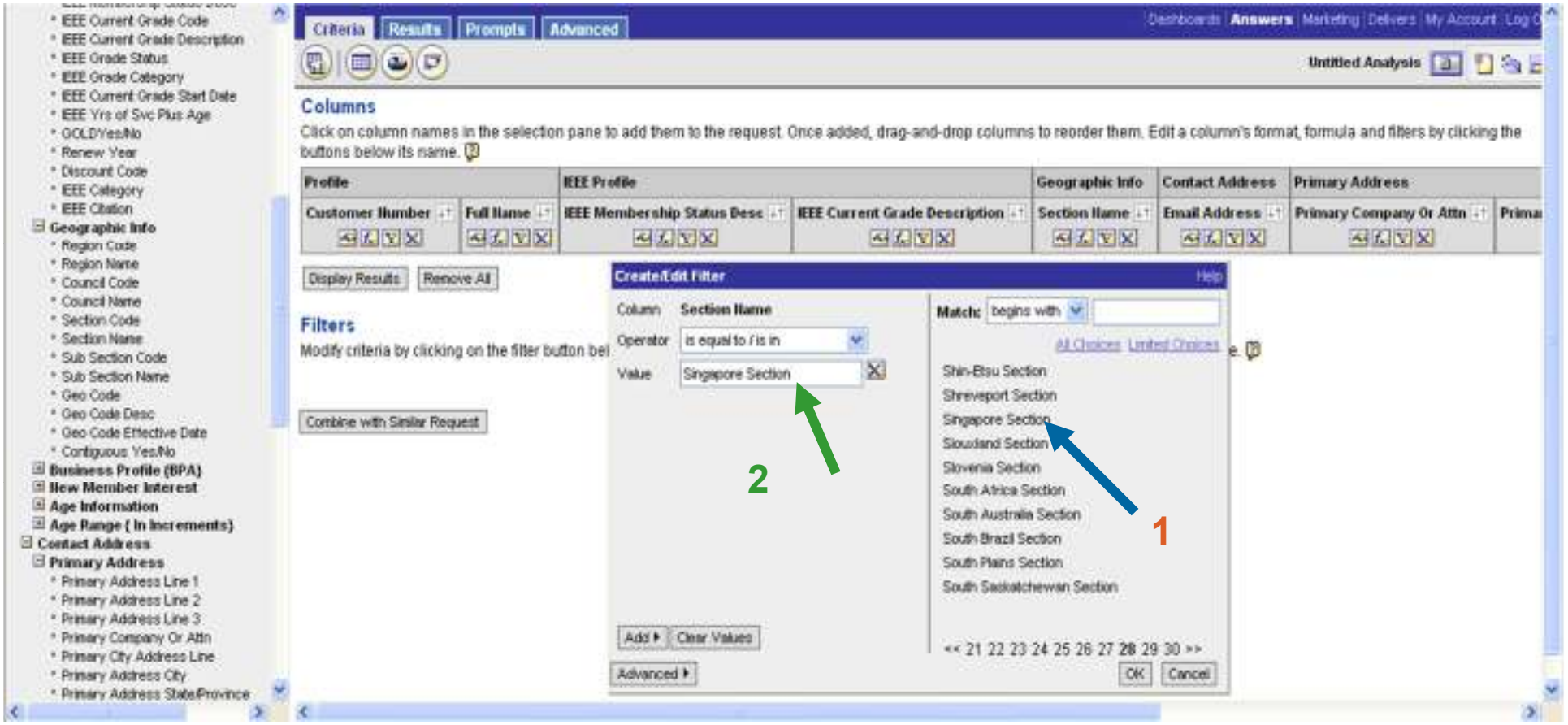


Search by Page Numbers

region 8 IEEE

IEEE Advancing Technology for Humanity

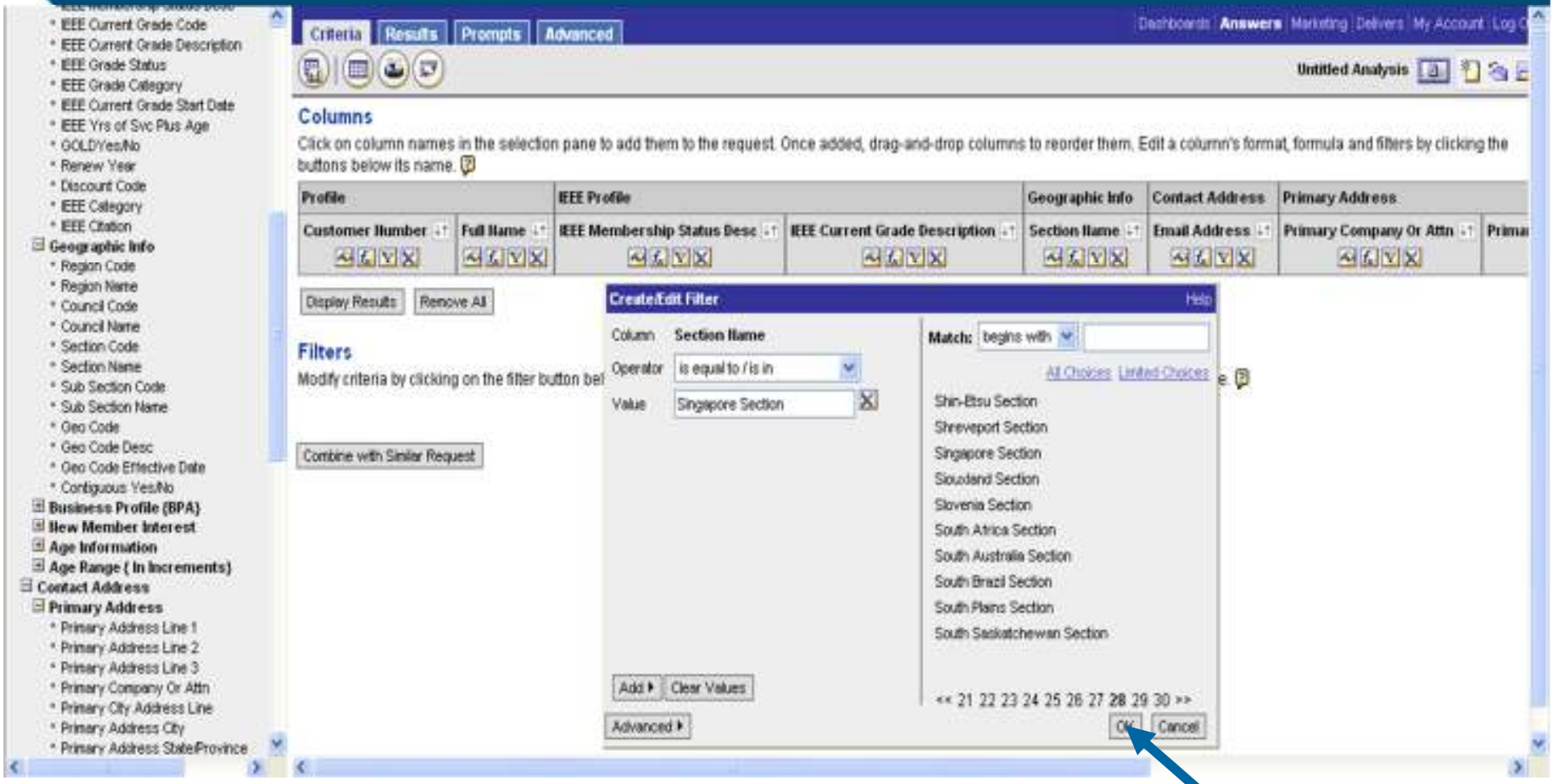
Step 10. Click on <Singapore Section> (left side and it will appear on the right side



region 8 IEEE

IEEE Advancing Technology for Humanity

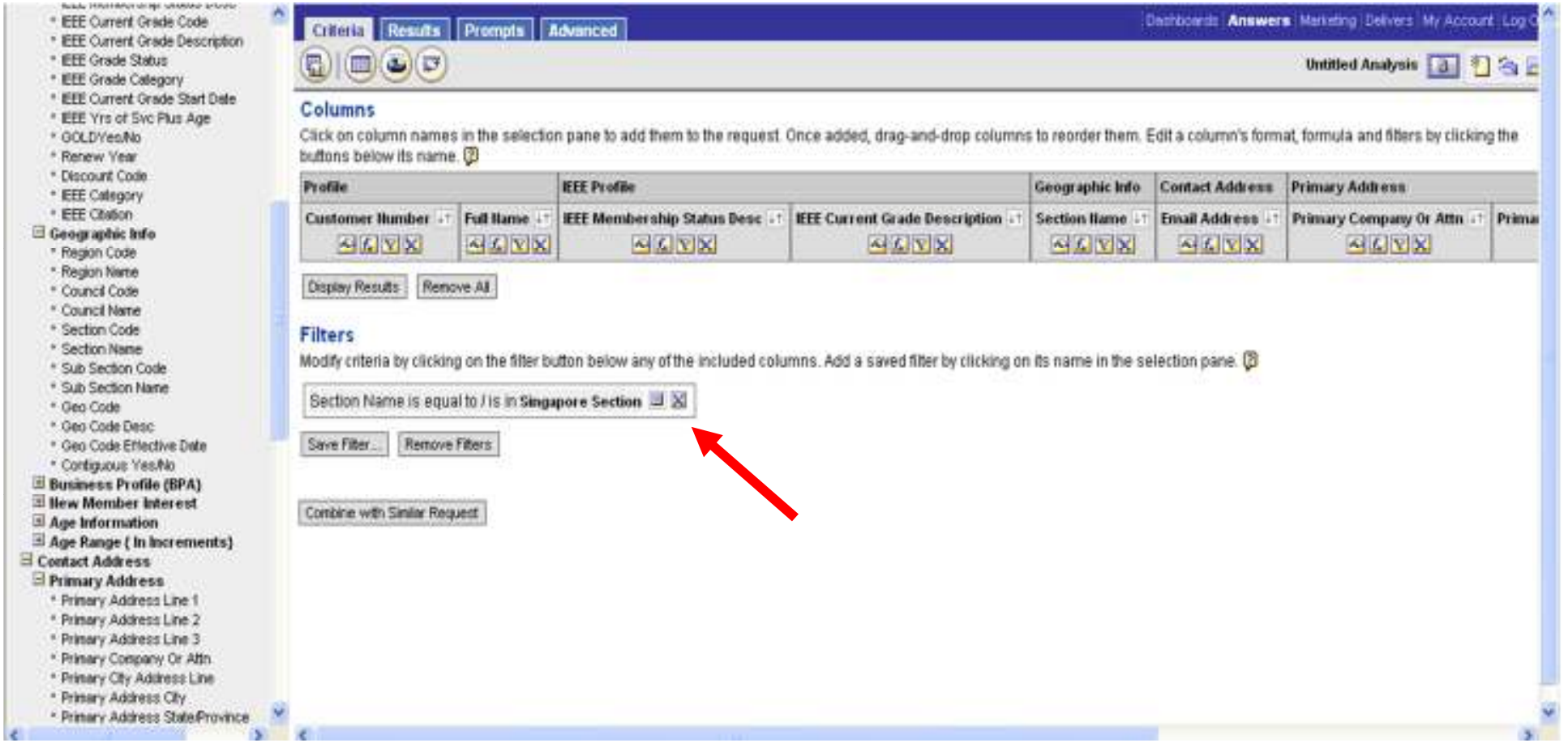
Step 11. Click <OK>



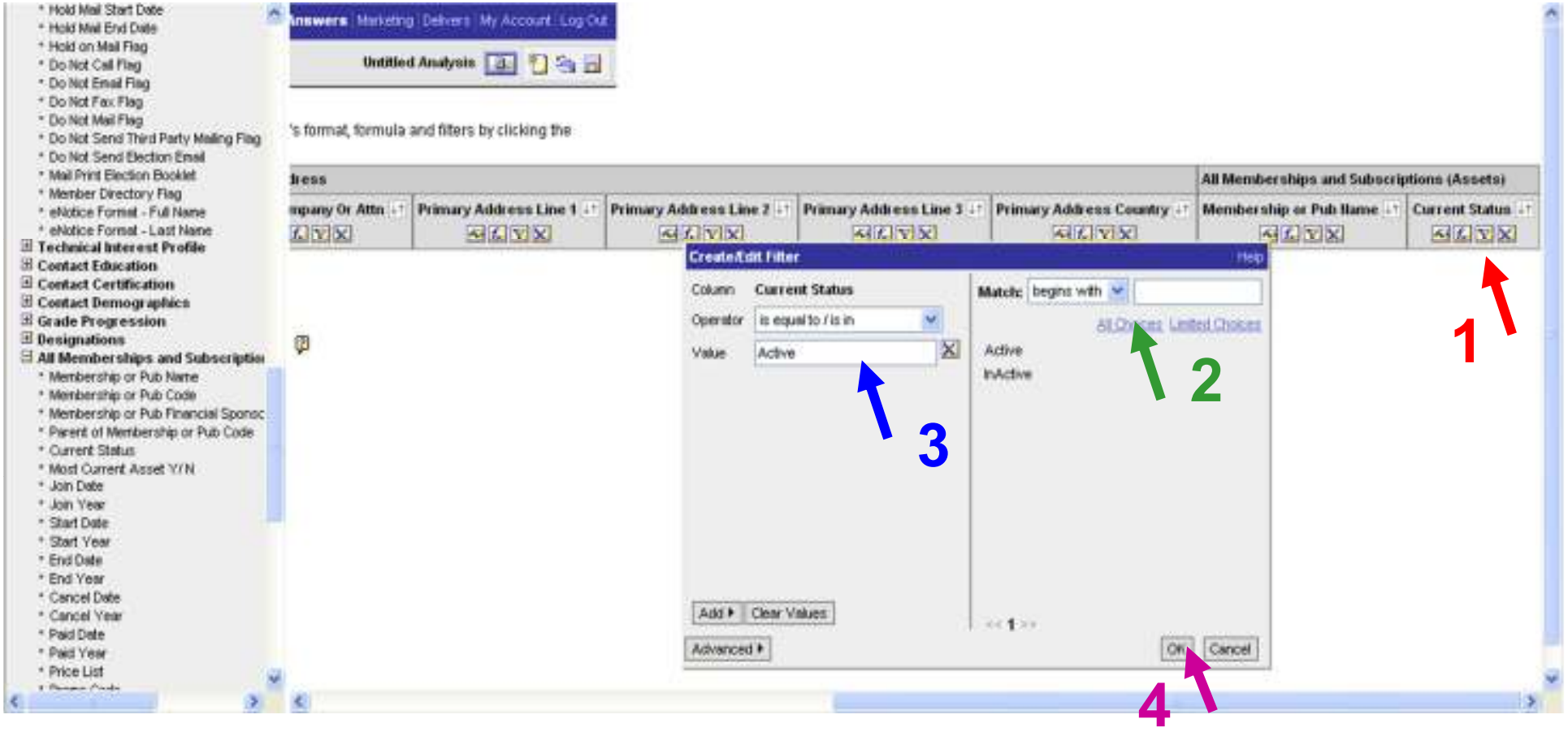
region 8 IEEE

IEEE
Advancing Technology for Humanity

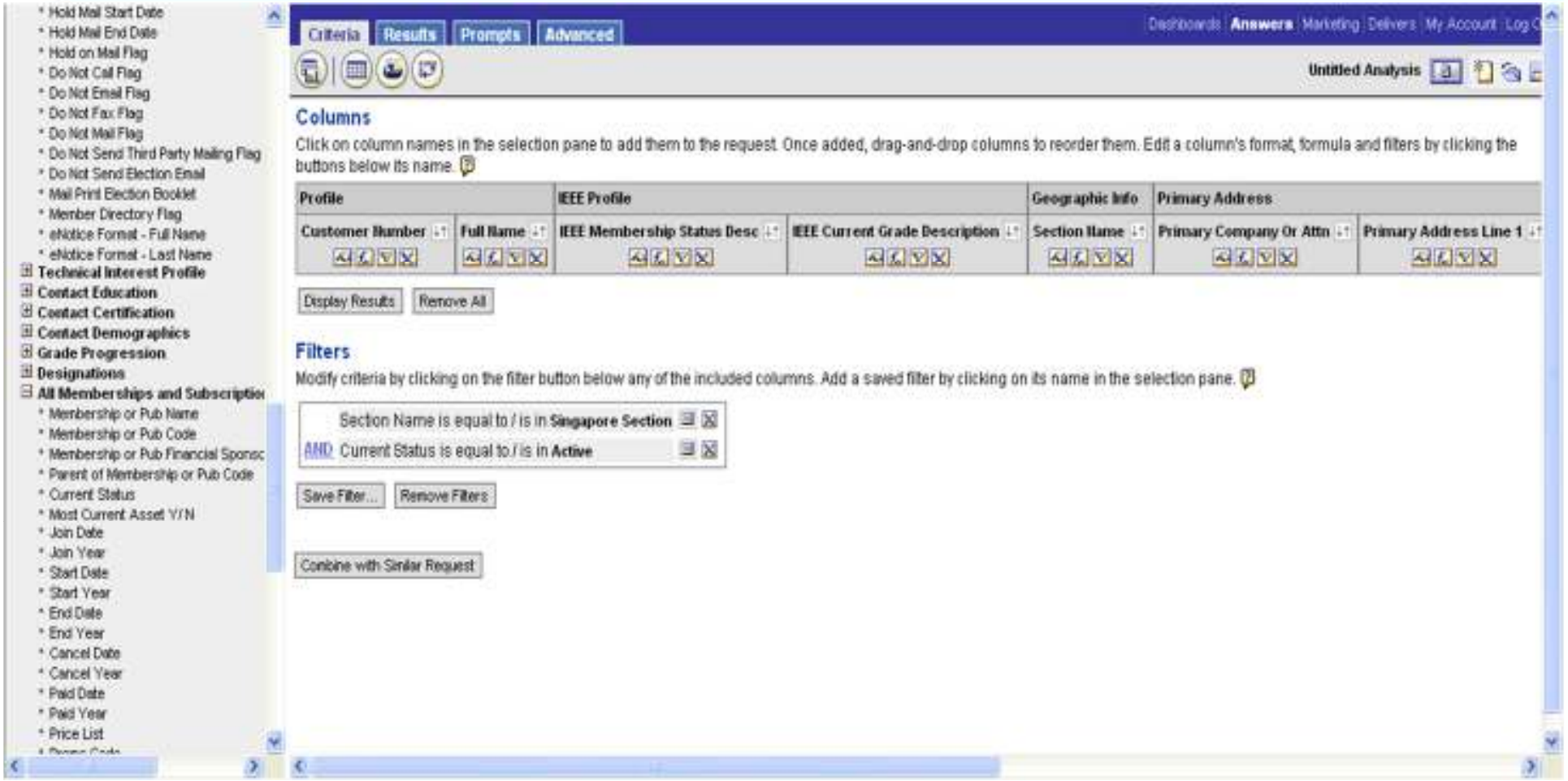
Appear in the Filter: Section Name is equal to / is in Singapore Section



Step 12. Follow Step 8 to Step 11 to filter for Active Member



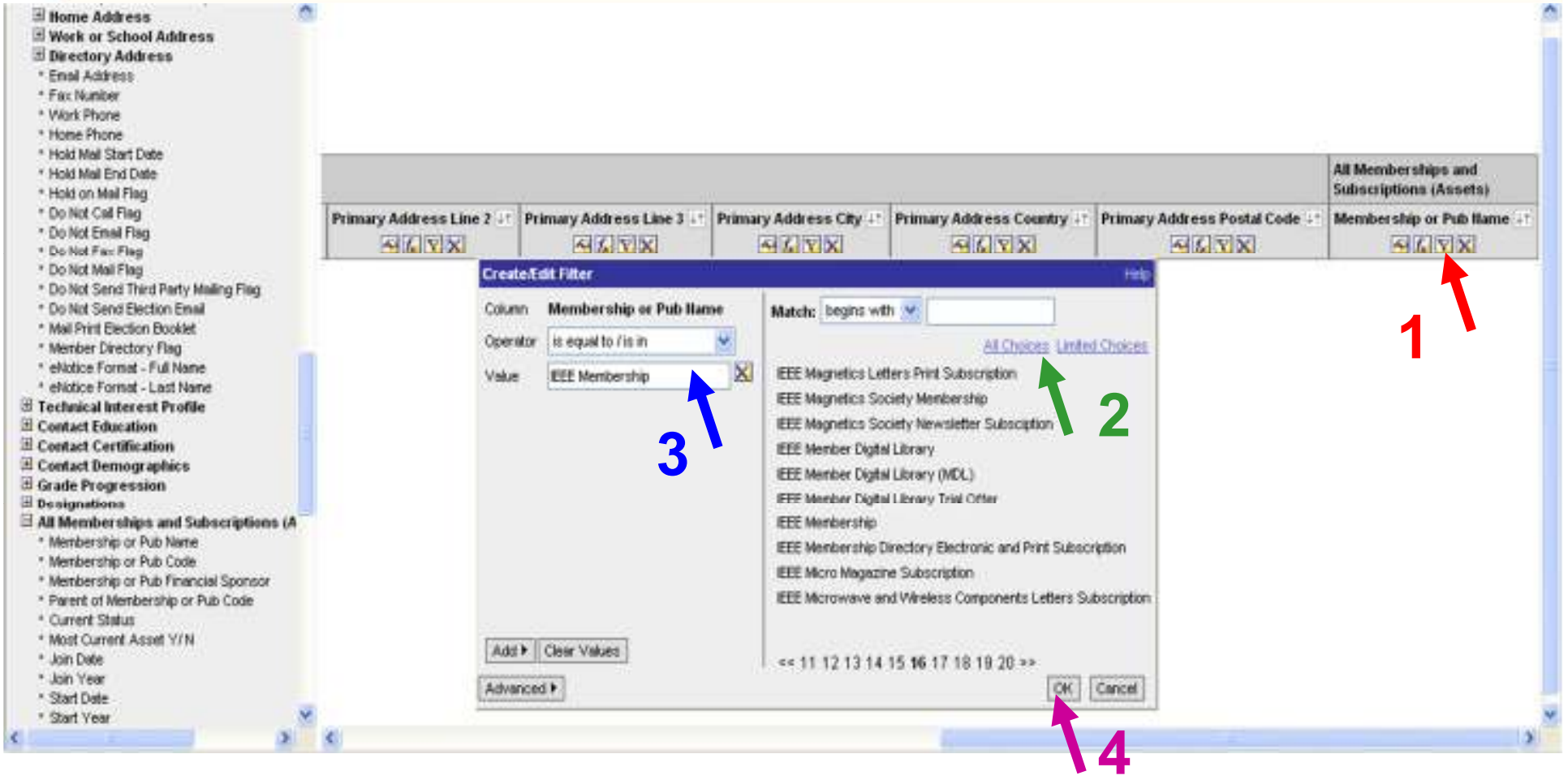
Appear in the Filter: Current Status is equal to / is in Active



region 8 IEEE

IEEE Advancing Technology for Humanity

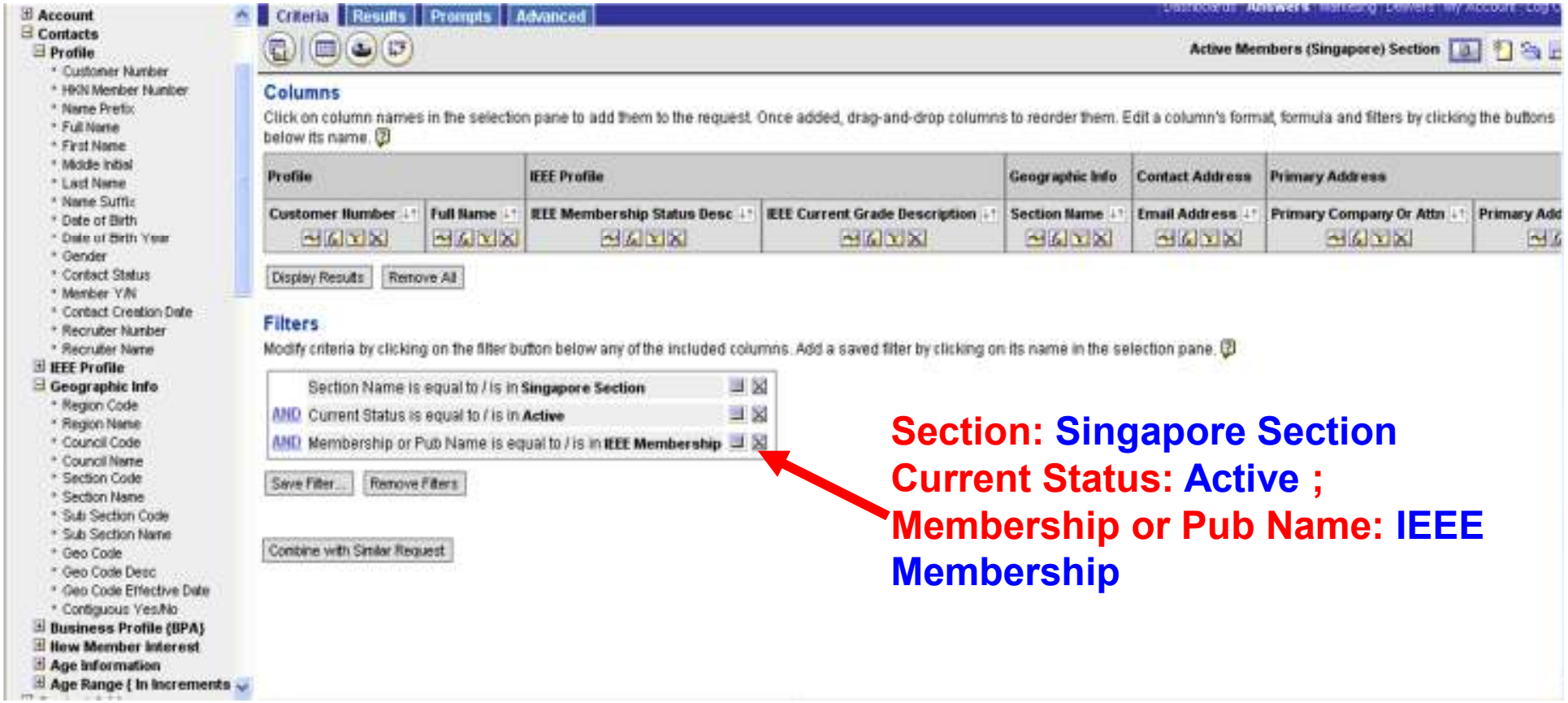
Step 13. Follow Step 8 to Step 11 to filter the IEEE Membership



region 8 IEEE

IEEE Advancing Technology for Humanity

Appear in the Filter: Membership or Pub Name is equal to / is in IEEE Membership

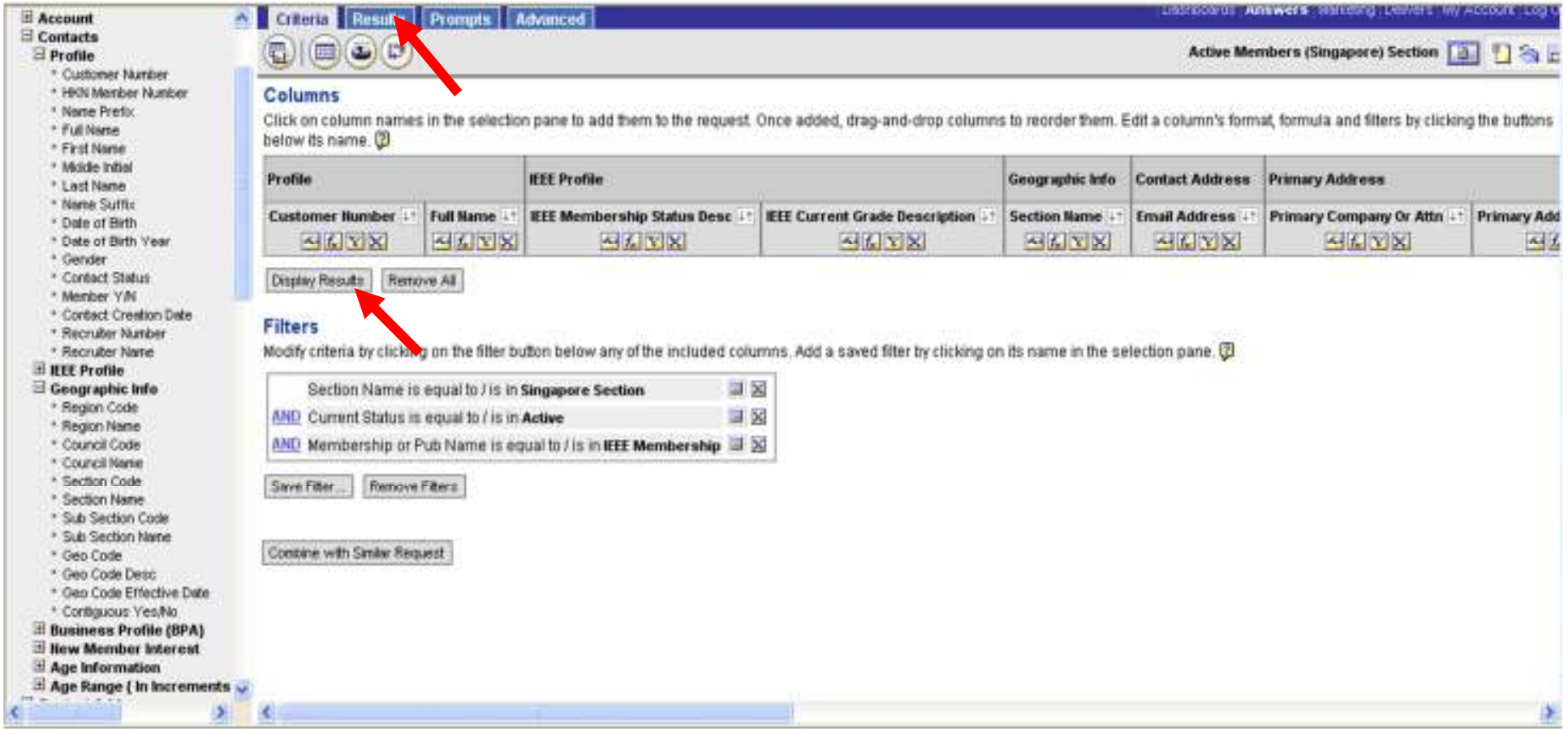


Section: Singapore Section
Current Status: Active ;
Membership or Pub Name: IEEE Membership

region 8 IEEE

IEEE
Advancing Technology for Humanity

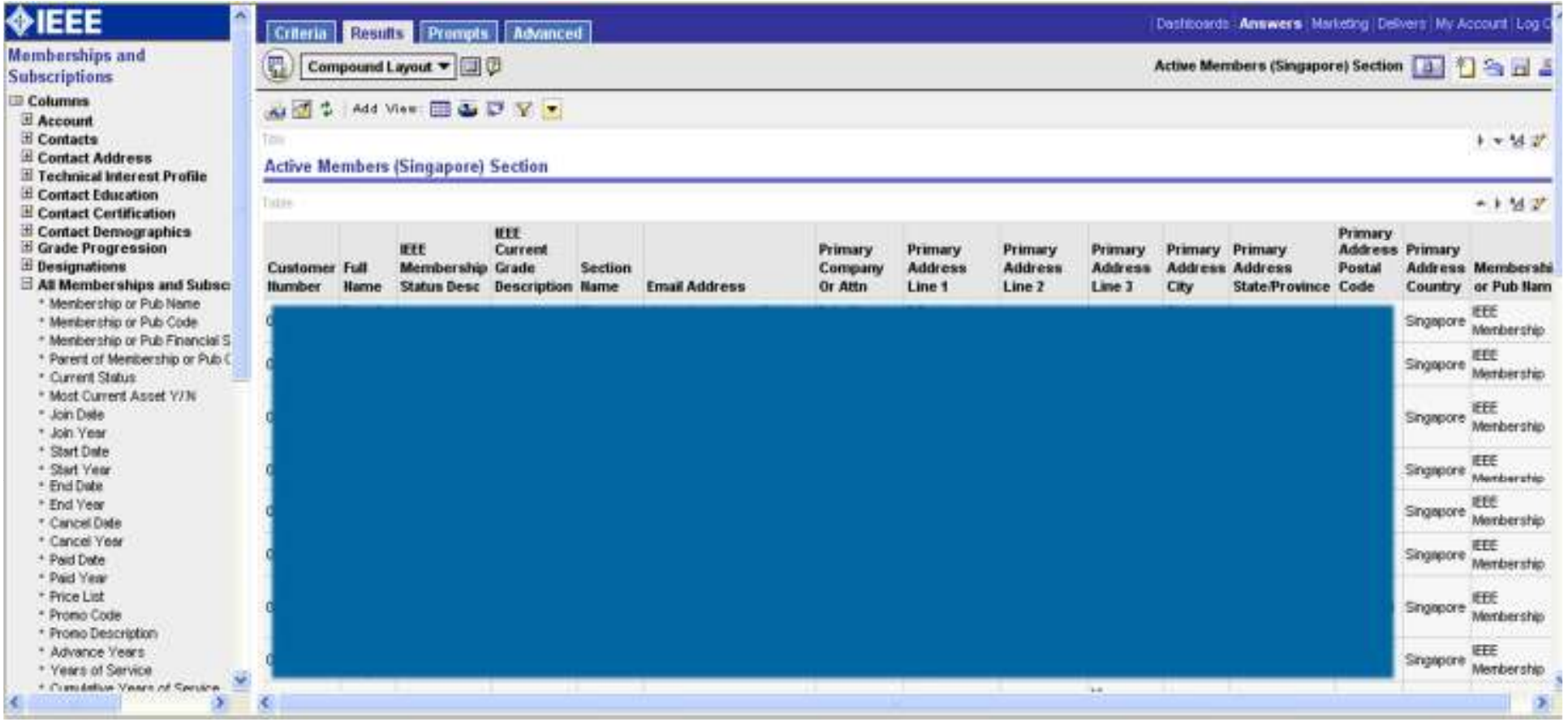
Step 14. Once you have completed entering the filters, click on <Results> You will have to wait for a few seconds while your list is being sorted.



region 8 IEEE

IEEE Advancing Technology for Humanity

The Results will show in a few Seconds.



region 8 IEEE

IEEE
Advancing Technology for Humanity

Step 15. Scroll down to the end, you will see a link "Download" Click on it and you will be able to download the file into Excel, Data or HTML format

region 8 IEEE

IEEE Advancing Technology for Humanity

List of Active XXX Society Members from XX Section

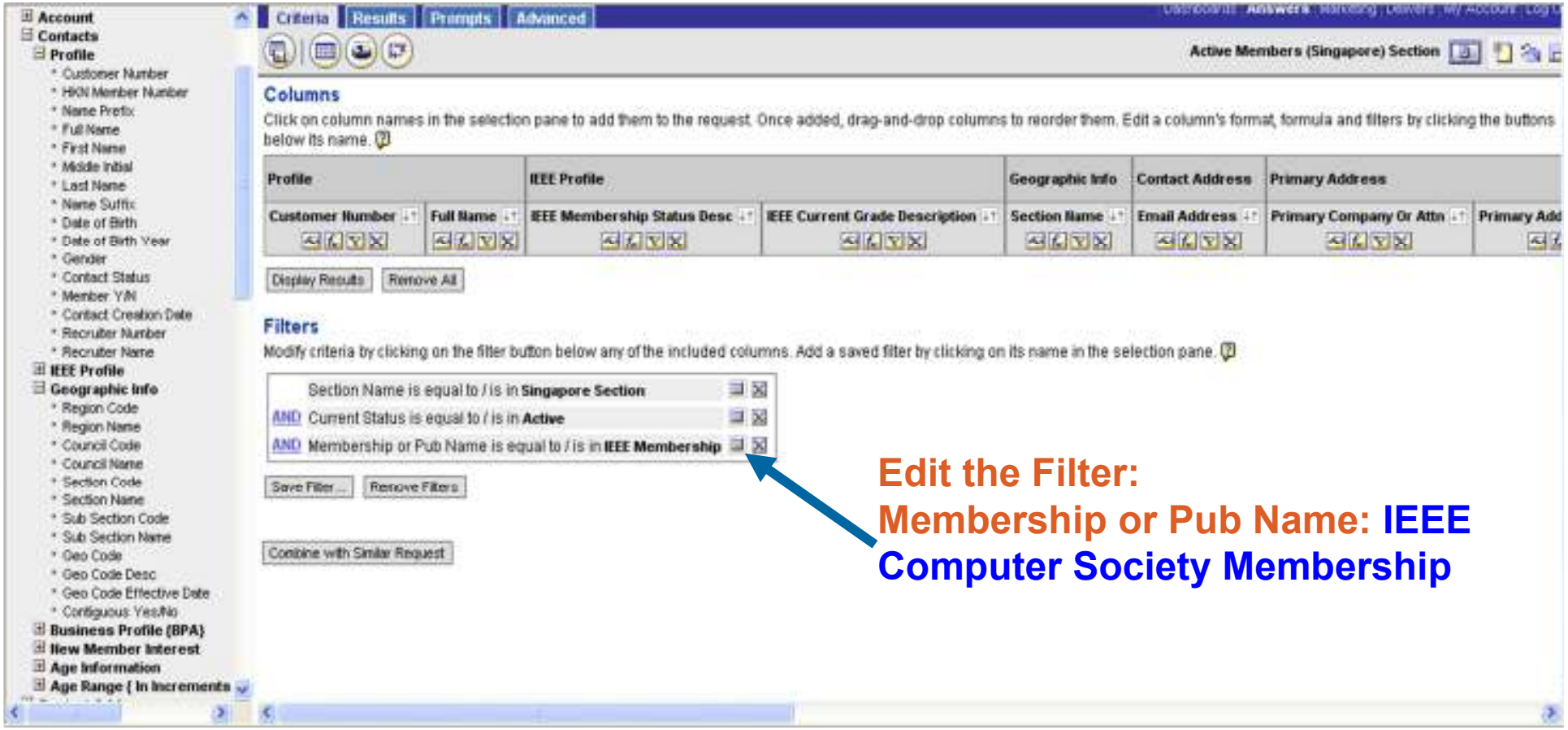
Criteria

- Section Name is equal to / is in XXX (name of Section)
- Current Status is equal to / in Active
- Membership or Pub Name is equal to / is in IEEE XXX Society

region 8 IEEE

IEEE Advancing Technology for Humanity

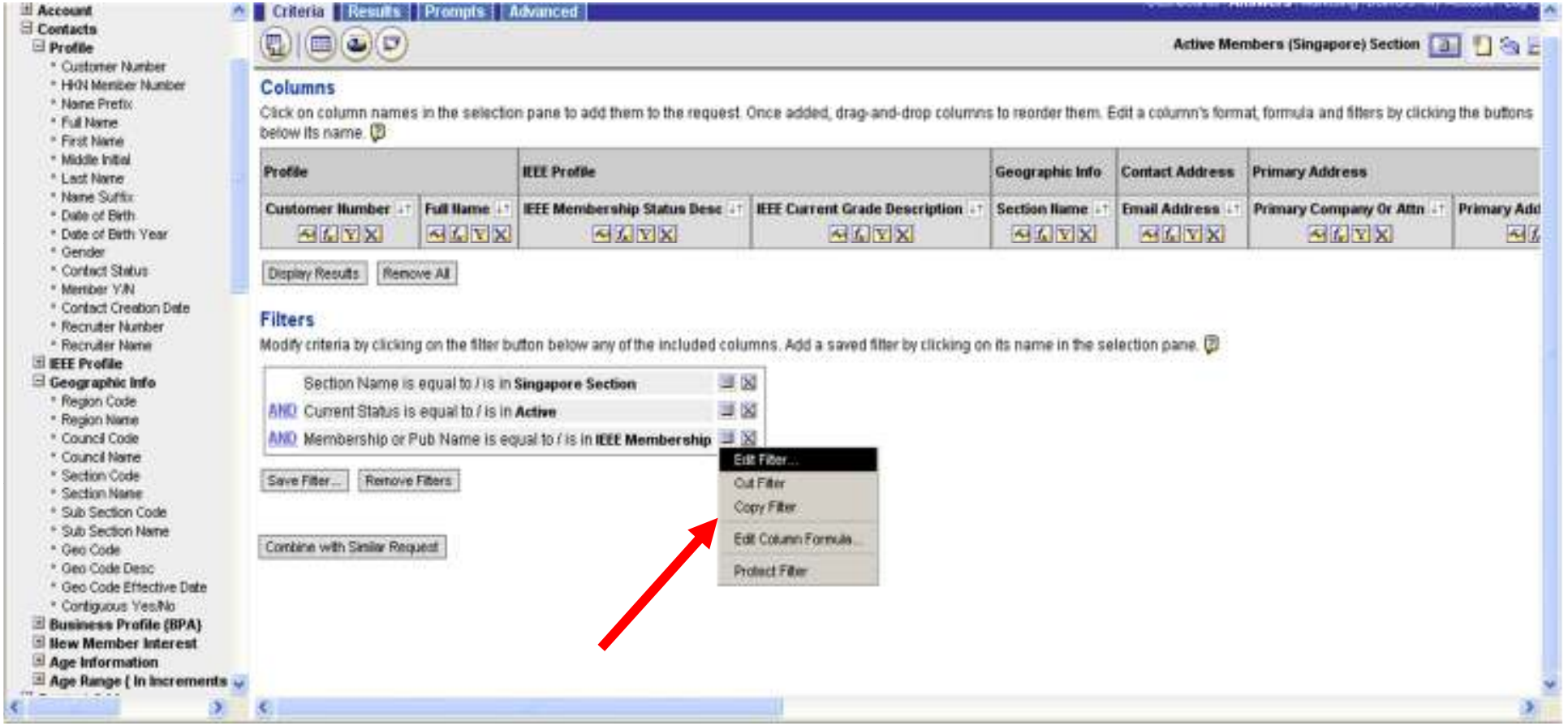
Example 2: List of Active Computer Society Members from Singapore Section



region 8 IEEE

IEEE Advancing Technology for Humanity

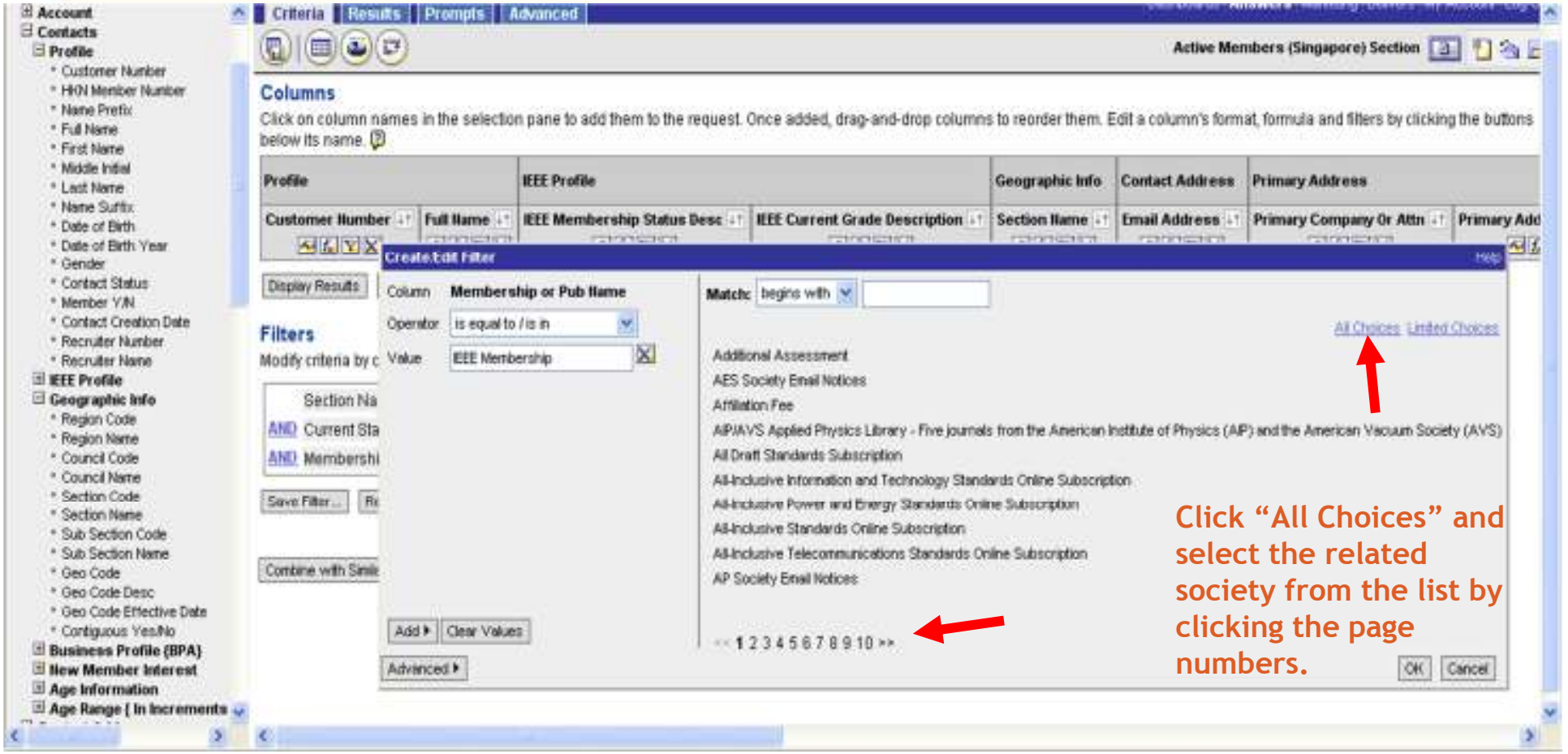
Example 2: List of Active Computer Society Members from Singapore Section



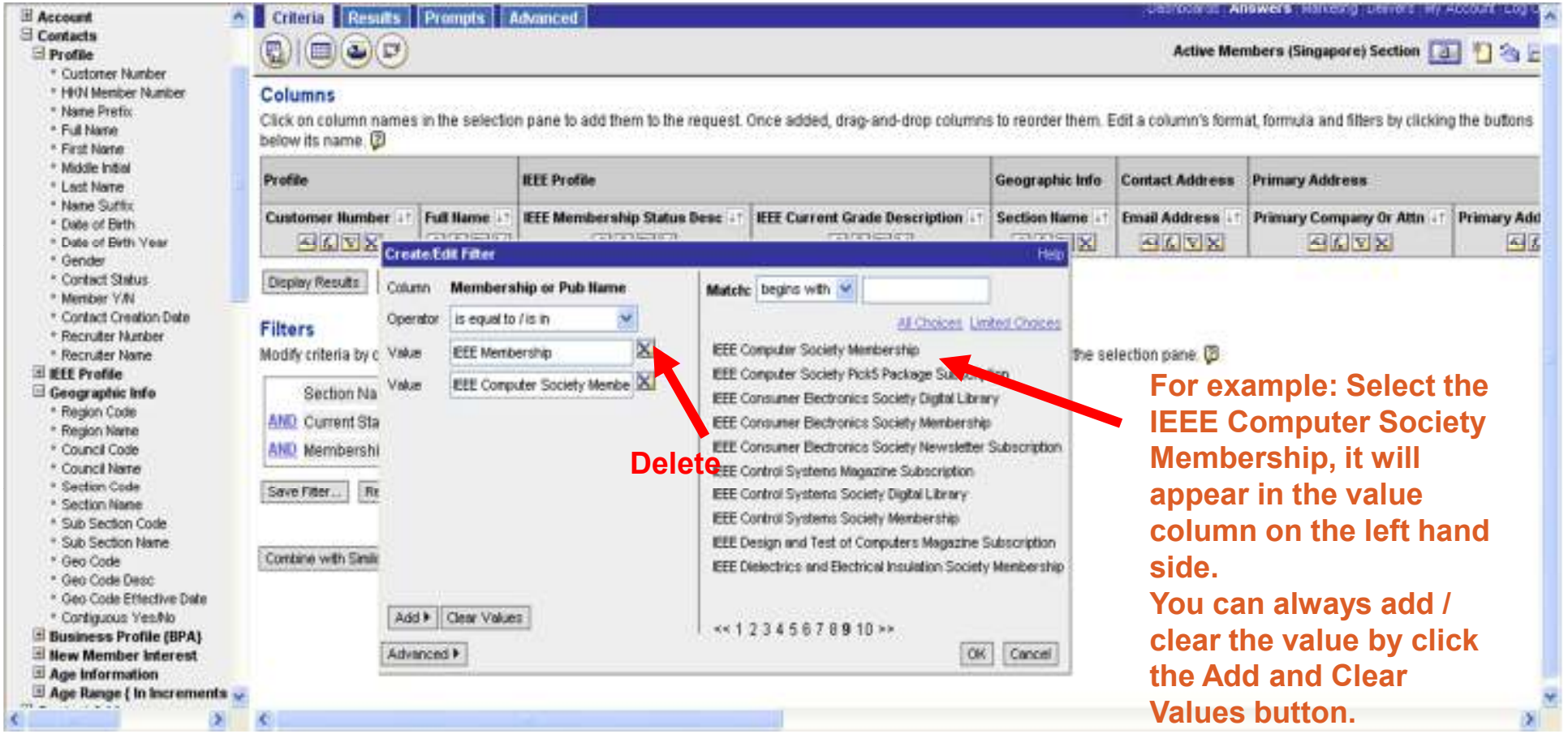
region 8 IEEE

IEEE Advancing Technology for Humanity

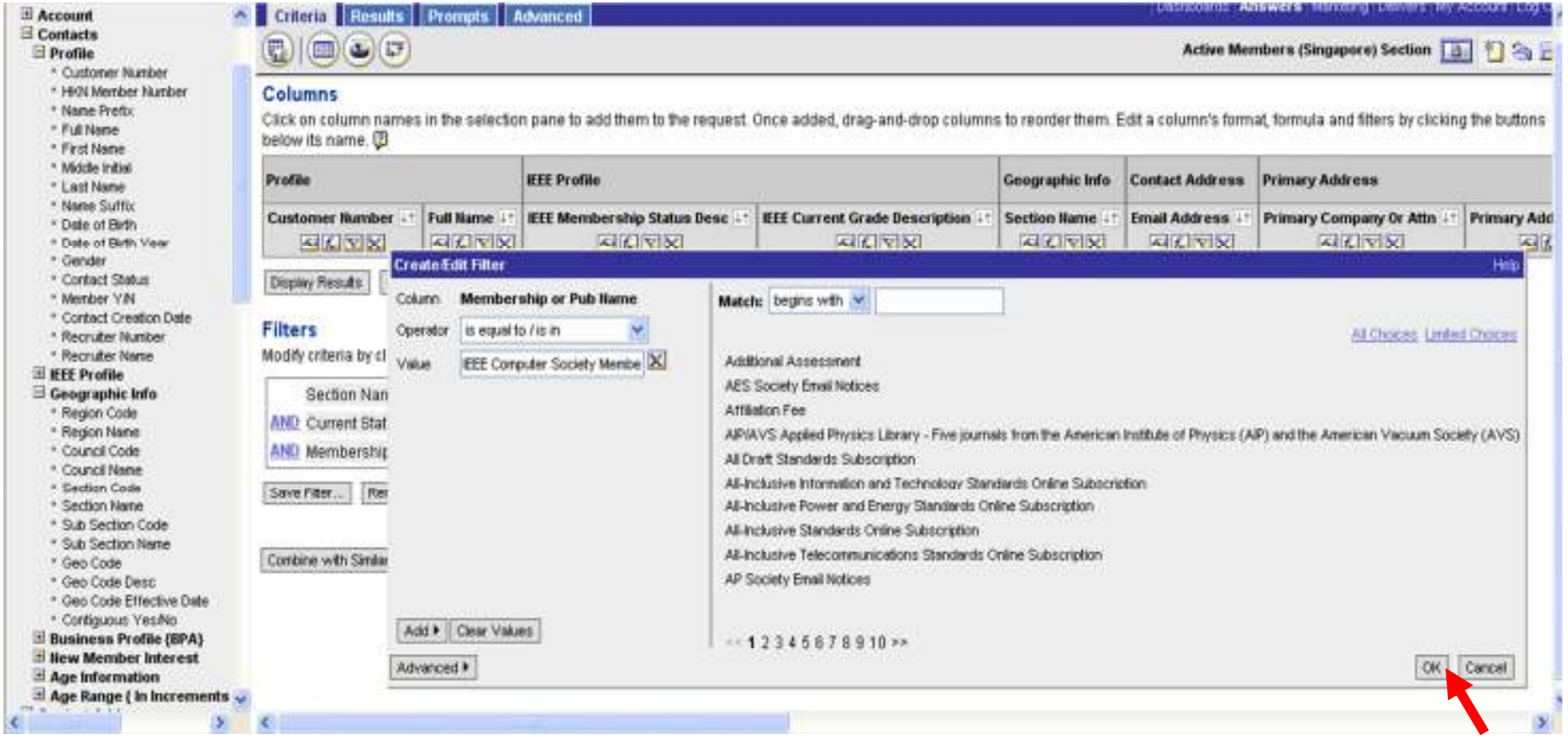
Example 2: List of Active Computer Society Members from Singapore Section



Example 2: List of Active Computer Society Members from Singapore Section



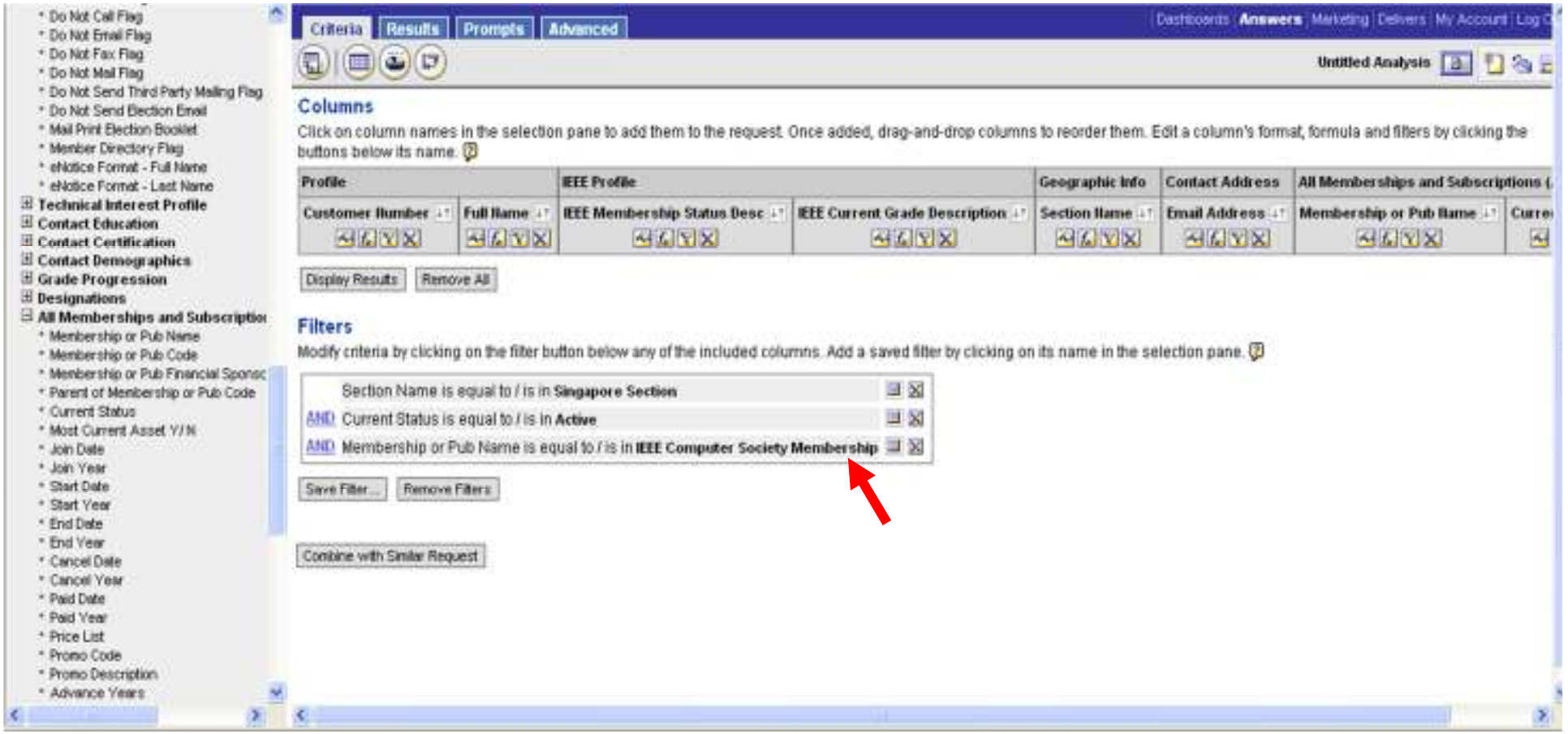
Example 2: List of Active Computer Society Members from Singapore Section



region 8 IEEE

IEEE Advancing Technology for Humanity

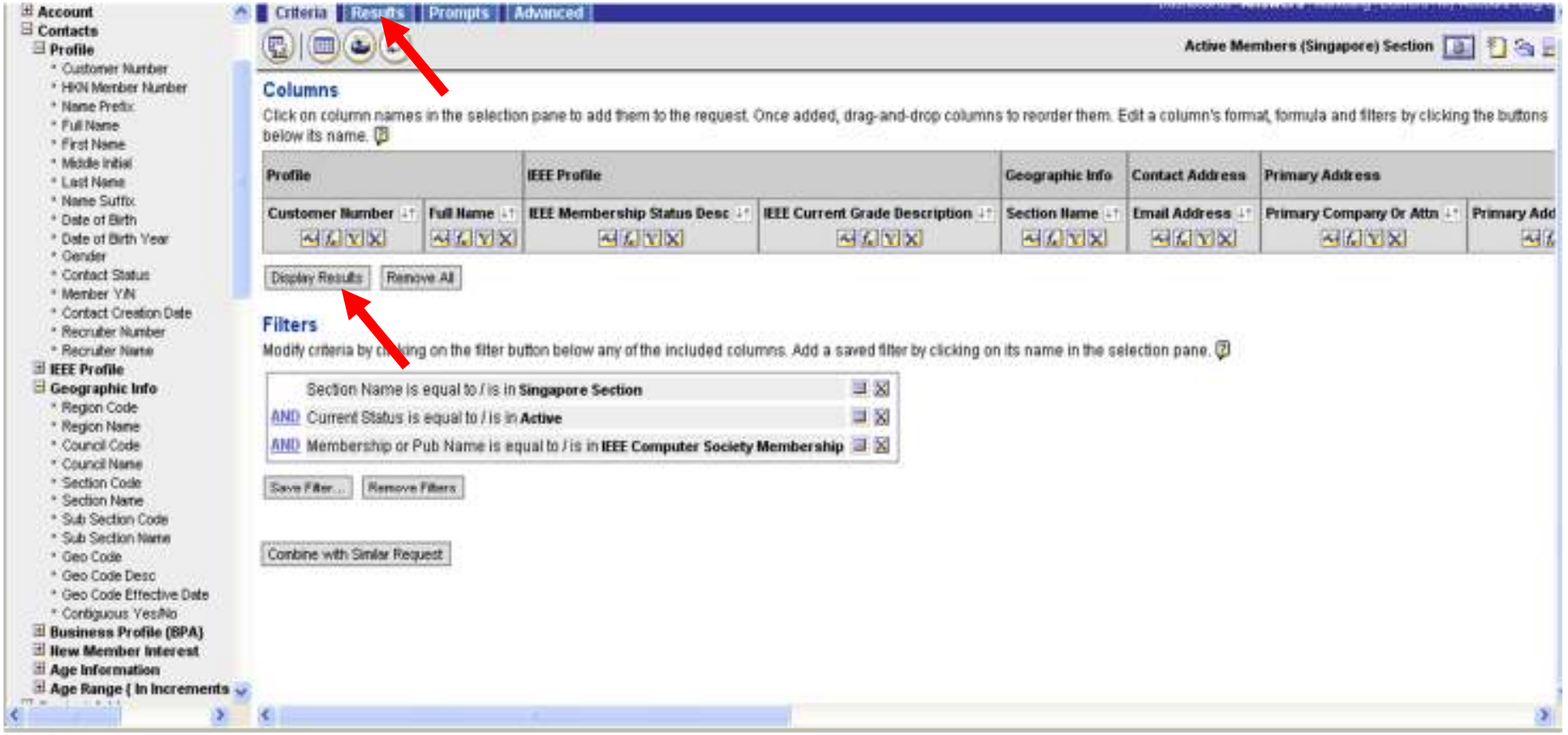
Example 2: List of Active Computer Society Members from Singapore Section



region 8 IEEE

IEEE Advancing Technology for Humanity

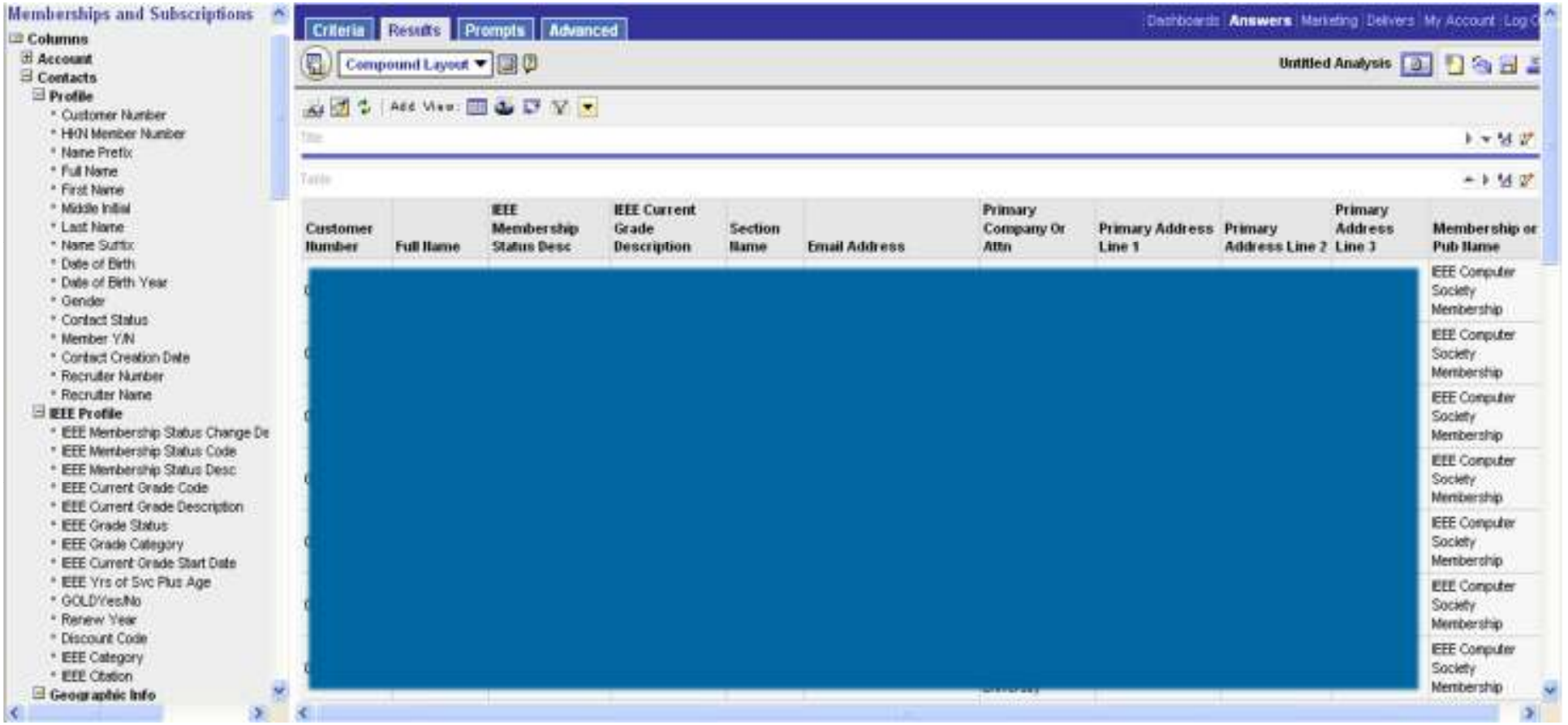
Example 2: List of Active Computer Society Members from Singapore Section



region 8 IEEE

IEEE Advancing Technology for Humanity

Example 2: List of Active Computer Society Members from Singapore Section



region 8 IEEE

IEEE Advancing Technology for Humanity

End of Appendix B

For more information contact me at r8webmaster@ieee.org

region 8 IEEE

IEEE Advancing Technology for Humanity