

## **Secretary**

**Jan Verveckken**

### **Goals**

To aid the IEEE Region 8 Committee in organizing meetings, as well as the documentation and archiving of all activities. Specific goals for this year are automating the creation of the Agenda book, as well as the Meeting registration, to decrease the learning curve and workload for future Meetings

### **Status**

First automation was implemented for the 110 Region 8 Meeting in Athens. For the large part of the reports and registrations, this went smooth. Some issues, especially concerning unawareness of IEEE-Gmail accounts, made it difficult to access the registration form. These were resolved on case by case basis. The Poster templates in google sheets created issues with most users. These were manually resolved. For future events, this process will be changed.

### **Outlook**

We look forward to organizing the next Region 8 Meeting, as well as streamlining the whole process, so that meetings can be prepared more in advance. 2017 Sydney Sections Congress but a big delay in the preparation of future IEEE Region 8 Meetings, of which we are expecting to recuperate by fall 2018. By May 2018, we expect to have final preparations for the fall meeting done, and initial preparations for the spring meeting of 2019.

### **Points of Concern**

The intense cooperation between treasurer and secretary in preparation of the meetings is necessary. Automated processes can only create benefits for all users, if all users are bound to use them.

### **Other Issues to report**