

# IEEE Sections Congress Successful Meetings – Successful Chapter



**Peter Magyar**  
*Germany Section*



# Successful Meetings

## Successful Chapter

### ■ Overview

- What is a Chapter – What is not a Chapter ?
- Successful meetings
  - Role of the Chapter Board
- Successful Meetings – Successful Chapters
  - Joint IAS/PELS/IES German Chapter
    - Organization
    - Structure
    - Meetings – Hosts – Partners - Members
  - Activity
    - Meeting Programs – Slideshows – List of Awards

# What is a Chapter ?

## ■ IEEE Definition

- A Chapter is the technical subunit of one or more IEEE Sections
- Chapters consist of Members from one or more IEEE Societies who share technical interests and geographical proximity
- Chapter activities may include guest speakers, technical excursions, workshops and seminars as well as social functions

# What is a Chapter ?

- IEEE definition (cont.)
  - Chapters provide Society members with valuable opportunities to network at local level enabling their personal and professional growth
  
- The Chapter is one of the most important fields of activities for IEEE Members

# What is not a Chapter ?

# What should the Chapter Chair do?

- Chapter is not
  - a property
  - an empire
  - a marketing department
  - job ladderof the Chapter Chair
  
- The Chapter Chair should serve the Chapter

# Successful Meetings

## Role of the Chapter Board

- ▣ Planning
- ▣ Contacting
- ▣ Organizing
- ▣ Development
- ▣ Renewal
- ▣ Continuing existence



# Successful Meetings

## Role of the Chapter Board

### ■ Planning

- Long time activity
  - Determining profile
- Annual meeting plan
  - Financial plan
  - Number of meetings
  - Timing
  - Choosing hosts
  - Character
    - Academic? Industrial? Mixed?

# Successful Meetings

## Role of the Chapter Board

- Contacting
  - Chapter webpage
  - Newsletter
  - Round mails
    - Address list
      - To be created
      - To be updated
  - Chapter Board meeting
    - Email is necessity / conference call is possibility
    - Live Board Meeting is the most effective one

# Successful Meetings

## Role of the Chapter Board

- Organizing
  - Meetings
    - Program (IEEE business, technical, social)
    - Venue, room, equipment, catering
    - Agenda, travel, driving plan, location plan
    - Speakers
      - Local speakers
      - Invited speakers (national, DL / RS)
  - Minutes, Reports, Web update
  - Awards

# Successful Meetings

## Role of the Chapter Board

### ■ Development

- Membership survey
- Membership evaluation (SM, F)
- Membership recruiting
  - Inviting students / SBs
  - Inviting non-members
  - Inviting Sister Chapters / national, international
- High level of Chapter activity results in high development rate of membership

# Successful Meetings

## Role of the Chapter Board

### ■ Renewal

- Changes in long range activity
- Board elections annually, bi- or tri-annually
  - Rotation, new board members, new power & style
  - Limited service period of Chapter Chair
  - “Give other people a chance”
- Promotion of
  - Students, SBs
  - Young talented members > future Chapter Officers

# Successful Meetings

## Role of the Chapter Board

- Continuing existence
  - Meeting activity
    - Keeping balance of activities, Awakening interest
    - High technical level, Attractive meeting venues
    - Increasing meeting attractiveness
      - Creating awards
      - Member recognitions
      - Celebrating anniversaries
  - Contacting
    - Societies, Sections, Region, Chapter Coordinators
    - Sister Chapters, National professional organizations

# Successful Meetings

## Role of the Chapter Board

- Planning
- Contacting
- Organizing
- Development
- Renewal
- Continuing existence



# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES Germany Section Chapter
  - Established on Dec 18, 1997
    - 1997 IAS, 1999 IAS/PELS, 2001 IAS/PELS/IES Chapter
  - Sister Chapters
    - PES Germany Chapter
    - IAS/PELS/PES Benelux Chapter
    - IES/IAS/PELS Denmark Chapter
    - PELS Swiss Chapter

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Profile / long time activity
    - Power electronics
    - Electrical drives, electrical machines
    - E & E manufacturing and technologies
    - Power & energy
  - Meetings
    - annually 2....4, average 3

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Meetings character
    - In general 1.5-day long
    - Mega-Meetings are 2.5....3.5 days long
    - Hosts: 40% academic / 60% industrial
    - Combined administrative - social - technical meeting & company tour
  - Meetings timing
    - March, May/June, October
    - Next year timing announced in the Autumn-Meeting  
<http://www.ewh.ieee.org/r8/germany/ias-pels>

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Meetings hosts
    - Single / double hosts in 1.5 day meetings
    - Mega meetings >2, highest No: 4 hosts
    - Academic / industrial: 50 - 50%  $\implies$  40 - 60%
  - Role of hosts
    - Providing
      - attractive venue
      - company tour possibility
      - financing receptions, social events, lunches

# Successful Meetings

## Successful Chapter

### ■ Joint IAS/PELS/IES German Chapter

#### – Character of hosts

- Large companies (Siemens, Bosch, Infineon, BBC, Philips, ...)
- High-tech centers & institutes (Airbus, DESY, CERN, companies' research centers, water pump power station, ...)
- Middle-size manufacturers
- University institutes
- Interest of hosts
  - Future hosts are queuing for getting host role of a meeting
  - Being host of a Chapter Meeting is a sign of excellence

# Successful Meetings

## Successful Chapter

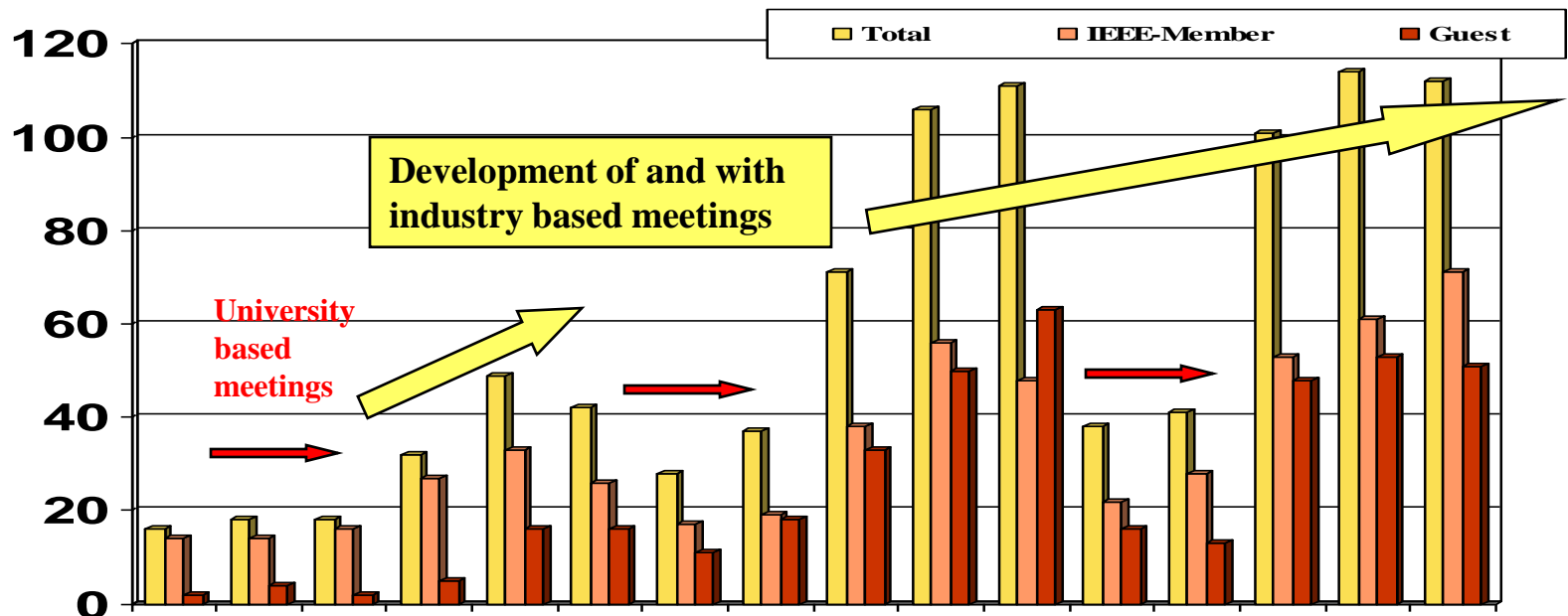
### ■ Joint IAS/PELS/IES German Chapter

#### – Members

- 1997-2001: ~80  $\implies$  ~160 (Joint Societies)
- 2002-2004: ~160  $\implies$  ~300 (development)
- 2005-2008: ~300  $\implies$  ~320 (saturation)
- No of meeting participants ~80, highest 115
- Students are welcome
- Guests (non-Members) are welcome
  - Regularly invited guests ~300
  - 50% of non-Member guests have become IEEE-Member

# Successful Meetings Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Meeting attendance 1998-2003



# Successful Meetings

## Successful Chapter

### ■ Joint IAS/PELS/IES German Chapter

#### – Chapter Board

- Chairman, Vice Chair, Secretary, Treasurer
- Public Relations Chair
- Membership Development Officer
- Professional Activities Chair
- Awards Chair
- Homepage Administrator <http://www.ewh.ieee.org/r8/germany/ias-pels>
- Meeting Local Chairman
- Composition
  - affiliated to industry 1/3, to academia 2/3

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Board Elections / Term of office
    - There is no automatism
    - Elections are biannually
    - Board members can be re-elected except Chairman
    - Chairman´s term of office is limited
      - Chairman is elected for 2-years term
      - Term is not continuable or repeatable
      - Principle: GIVE OTHER PEOPLE A CHANCE
    - Rotation of other positions is welcome and desirable

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Limited term of the Chair / Rotation
    - very beneficial because of
      - Chapter renewal
      - New officers – new faces – new style
      - New kind of program
      - Everybody has a chance to govern the Chapter
      - The Chapter does not become the “property” of a long-term serving Chair
      - Five chairmen have served since 1997
      - Next election will be held in Oct 2008

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Chapter Awards
    - Awards of Chapter Excellence
      - Best .... Officer Award
      - Best Host / Local Chair / Meeting Organizer Award
    - Performance Awards
      - Paper Awards
      - Anniversary Awards
      - Student Prize Awards
    - Award consist of
      - Diploma & present e.g. historical book about el. eng.
      - Cash or conference travel reimbursing for students

# Successful Meetings Successful Chapter

## Chapter Awards, Samples



# Successful Meetings

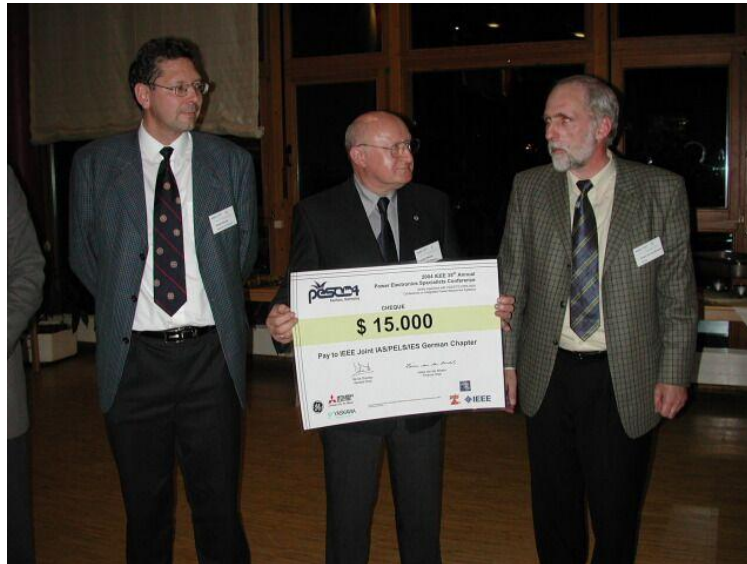
## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Chapter Finances
    - Sources
      - Sections & Societies subsidy (very little)
      - Meetings registration fee (if necessary)
        - Students            0 or 5...20 \$
        - Members            0 or 20...50 \$
        - Non-Members    0 or 50..100 \$
      - Company direct (~500 \$ cash) or indirect support (social events, meals, ~2-3 k\$)
    - Conference co-organization, 20% of surplus (15k\$)
    - Chapter has own bank account

# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - Chapter Finances
    - Conference co-organization, 20% of surplus (15k\$)



# Successful Meetings

## Successful Chapter

### ■ Joint IAS/PELS/IES German Chapter

#### – Chapter Meeting Program Samples

##### ■ Mega Meetings

– In Germany (Berlin)



– Abroad (Switzerland, Lausanne)



##### ■ Small Meetings

– Joint Meeting with the Benelux Chapter



– Joint Meeting with the PES Chapter and the  
Magdeburg Student Branch



■ Slide show



# Successful Meetings

## Successful Chapter

- Joint IAS/PELS/IES German Chapter
  - The Chapter has been recipient of following awards
    - 2001 IEEE PELS *Best Chapter Award*
    - 2002 IEEE IAS *Outstanding Large Joint Chapter Award*
    - 2003 IEEE R8 *The Chapter of the Year Award*
    - 2004 IEEE PELS *Continuous Outstanding Performance Award*
    - 2004 IEEE Germany Section *Outstanding Chapter Award*
    - 2005 IEEE IAS *Outstanding Performing Chapter Award*
    - 2007 IEEE PELS *Best Chapter Award*
    - 2007 IEEE IAS *Continuous Outstanding Performing Award*

**Thank you for your attention**

**Questions are welcome**

<http://www.ewh.ieee.org/r8/germany/ias-pels>