



**PART IV:  
Appendices**

**Enjoy!**

## Appendix A

### **SAC Mission Statement**

(last revised in Oct 2003, Puerto Rico)

To provide undergraduate and graduate students who have an interest in the Electrical, Electronics and Computer Engineering or related professions with opportunities for *educational, technical and professional development*, emphasizing the value of continuing IEEE membership.

### **SAC Vision Statement**

(last revised in Oct 2003, Puerto Rico)

Through the leadership of its volunteers and by providing the very best management structure geographically, SAC will enable the 21st century IEEE to be a *globally relevant* student organization in which *members and non-members* hold IEEE membership in the highest esteem.

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## Appendix B

# Call for R10SC 2006 Organizing Team



Region 10 Student Congress (R10SC) were successfully held in Singapore 2002 and Hong Kong 2004. R10 SAC calls for organizing committee for the next congress. Prior to submission, student branches should hold a meeting with their local Section. Student branch collaboration is strongly encouraged. The proposal should be concise, creative and informative. All proposals should be returned to R10 RSAC and RSR by 20<sup>th</sup> March 2005.

<b>General Information</b>			
<b>1) Section Information</b>			
<b>Section</b>			
<b>Chairperson</b>			
<b>2) Committee Information</b>			
<b>Proposed Congress Chair</b>			
<b>Name</b>			
<b>Student Branch (SB)</b>			
<b>Postal Address</b>			
<b>Contact Number</b>			
<b>Email Address</b>			
<b>IEEE Experience</b>			
<b>Other Remarks</b>			
<b>Proposed Committee</b>			
<b>Vice Chair</b>		<b>Email</b>	
<b>Secretary</b>		<b>Email</b>	
<b>Treasurer</b>		<b>Email</b>	
<b>Program Director</b>		<b>Email</b>	
<b>Manpower Director</b>		<b>Email</b>	
<b>Logistic Director</b>		<b>Email</b>	

<b>Publicity Director</b>		<b>Email</b>	
<b>IT Director</b>		<b>Email</b>	
<b>Recruitment Director</b>		<b>Email</b>	
<i>others (if any)</i>		<b>Email</b>	
<i>others (if any)</i>		<b>Email</b>	
<b>List of participating student branches</b>			
1			
2			
3			
4			

Include in the proposal

- a) Congress Theme
- b) Reasons for Application
- c) Desired Objectives
- d) Proposed Venue
- e) Proposed Budget
- f) Others, if any

All the best!

R10 Student Activities Committee (SAC)

## Appendix C

### **IEEE Region 10 Student Congress (R10SC)** **Application Form for Overseas Delegate**

Date of Application: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Underline Surname)

Gender: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Religion: \_\_\_\_\_ Food Preferences: \_\_\_\_\_

Student Long Term Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Branch: \_\_\_\_\_

Designation: \_\_\_\_\_

Council (if any) / Section: \_\_\_\_\_

Past Accomplishment: \_\_\_\_\_  
(Related to IEEE)

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Position to run for in the next IEEE Student Branch election. \_\_\_\_\_

Presentation Topic during Congress: \_\_\_\_\_

Send completed application to \_\_\_\_\_ as an attached file and forward to your Section and Council (India, Australia, Japan, New Zealand) by \_\_\_\_\_. (Please name the subject of the e-mail as "Application of R10SC: <YOUR NAME>, <YOUR SECTION>")

\_\_\_\_\_

## Appendix D

### IEEE Region 10 Student Congress (R10SC) Application Form for Local Delegate

Date of Application: \_\_\_\_\_

Name of Student:  
**(Underline Surname)** \_\_\_\_\_

Gender: \_\_\_\_\_

Religion: \_\_\_\_\_ Food Preferences: \_\_\_\_\_

Oral English abilities:  
\_\_\_\_\_

Student Address:  
\_\_\_\_\_  
\_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

University: \_\_\_\_\_

Curriculum: \_\_\_\_\_

Section: e.g. Hong Kong  
\_\_\_\_\_

Past Accomplishment (if any):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for Application:  
\_\_\_\_\_  
\_\_\_\_\_

Send completed application to \_\_\_\_\_ by \_\_\_\_\_, (Please name the subject of the e-mail as ' Local Application of R10SC: "YOUR NAME", "YOUR UNIVERSITY" ')

## Appendix E: R10SC post-congress report (SAMPLE)

### IEEE Region 10 Student Congress 2002 Singapore

The IEEE Region 10 Student Congress was held for the first time ever in Singapore from the 16<sup>th</sup> of July to the 20<sup>th</sup> of July 2002. This Congress was organized by the NUS IEEE Student Branch, and was co-organized by the NTU IEEE Student Branch. The main reason for the organization of this event was to provide a platform for the mutual exchange of ideas between the members of Region 10 student branches. It also served to bring forth a number of interesting suggestions to improve the membership and effectiveness of the student branches in universities. It was attended by 57 delegates from all over the region.

Preparatory work started since January 2002, and as organizers, we faced the daunting task of planning for an event of this scale and magnitude. There were many things to take into account



IEEE Region 10 Student Congress Organizing Committee  
(NUS Student Branch)

during the planning stage. The program of the 5-day congress had to be finalized, with appropriate and relevant activities sketched out. For each of these activities, there were logistical issues involved, and this required further planning. The logistics team had to also take care of preparing the accommodation for the delegates, and arranging for transport if necessary. Sponsorship had to be sourced out to make the registration fee reasonable for the delegates. Councilors had to be recruited to provide additional manpower, especially for team-building activities and also to act as host to the delegates. Materials for the congress had to be prepared, printed and

compiled and a Region 10 Student Congress website set up. Communication was also very important, and a liaison committee was set up for this purpose, to coordinate with the delegates and also with the relevant authorities for the various activities planned.

In accordance with Murphy's Law, things that can go wrong will go wrong, and some things did not go exactly as planned. For instance, one of the greatest difficulties we faced was in the area of accommodation. Initially we planned to host all the delegates within the NUS campus, in Prince George's Park, as that would be the most convenient venue. However, because the Congress was to be held so close to term time, we could not secure Prince George's Park for accommodation and had to source for other venues. Fortunately, we managed to get YMCA Metropolitan at quite good rates and this turned out to be a blessing in disguise as delegates now had to share rooms with each other, thus providing a platform for bonding. We faced other minor hiccups, but on the whole, things went rather smoothly, and we awaited the 16<sup>th</sup> of July with bated breath.

The delegates arrived on the 15<sup>th</sup> and 16<sup>th</sup> of July, and councilors were down at the airport on these two days to welcome the delegates, and to bring them to YMCA Metropolitan. The councilors also helped the delegates to check in, settle down, and tended to their needs. The delegates who arrived early were given some time to rest, but at 6 pm on the 16<sup>th</sup> of July, a short informal introductory session was conducted. The President of the NUS IEEE Student Branch,

Mr. Darrel Chong Sau Foong, gave his welcome address, after which the organizing committee was introduced, and the schedule for the four days was relayed to the delegates. Professor Dipti Srinivasan, advisor to the NUS IEEE Student Branch, then gave her welcome address. After that, the delegates were divided into groups for easier management, and we headed to Marina Bay for a dinner steamboat. It was during the dinner steamboat that we had first close contact with each other, and I believe numerous friendships started here.

On the 17<sup>th</sup> of July, the official congress opening ceremony was held from 9 am to 12.15 pm. The opening address was given by Dr Wallace S Read, IEEE Foundation Director. He talked about the IEEE in general and about the Ethics and Member Conduct Committee of the IEEE in particular. He stressed the importance of ethics in the engineering profession and urged the delegates to always respect ethics in their professions. Dr Read is a very entertaining speaker, and had the audience in raptures with his wit and humor. After the opening address, Prof. Marzuki B Khalid, the Region 10 Student Activities Committee Chairman gave the welcome address. He talked about the IEEE organization and its membership. He also talked about the responsibilities of the Student Activities Committee (SAC) and the challenges facing the IEEE in the new millennium. Prof Marzuki further elaborated about the roles of the various committee members in the student branches and the overall responsibilities of the student branches. Last but not least, Prof. Low Teck Seng, the Region 10 Director, was invited to give a keynote speech. He talked about the IEEE in relation to the engineering profession in the 21<sup>st</sup> century and also touched on the responsibilities of engineers in the 21<sup>st</sup> century. All the three talks were very entertaining and informative, but the thing that caused the greatest stir among the audience was the announcement that the IEEE was going to raise student membership fee.



Opening ceremony of the inaugural R10SC



Dr Wallace S. Read, giving his opening address



Prof. Marzuki B. Khalid, presenting his welcome address



Announcement about the increase in student membership fee

An IEEE training workshop was held in the afternoon of the 17th. The purpose of the workshop was to familiarize the delegates with IEEE and to make them aware of the opportunities for them in IEEE. The workshop started with Prof Marzuki talking about the opportunities in IEEE. This was followed by Ms Helene Fung, the Region 10 SAC Student Representative, who talked about the Student Awards, programs and funding provided by IEEE to its student members. Subsequently, Dr Saurav Dutta, from the Region 10 GOLD Committee, talked about the IEEE GOLD Program. The workshop was concluded by Prof. Lawrence Wong, the Region 10 Electronic Communication Chair, talking about the IEEE website and giving some tips for easy navigation through the site. This workshop led to a deeper understanding of the mechanics behind IEEE.

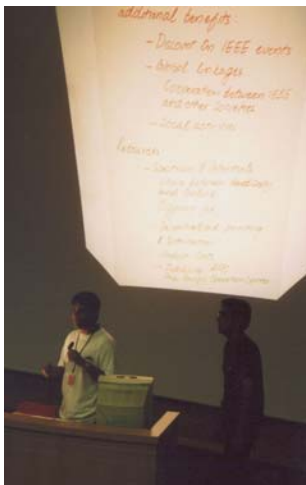
After the training workshop, the delegates from the different student branches were invited to give a presentation about the activities and achievements of their respective student branches.

These presentations were extremely informative. Many interesting ideas for holding of events and sponsorship of events organized by the student branches came up during the presentations. A delegate, Adrian Paes from New Zealand spoke about how they conducted mock interviews in his Student Branch – industrialists actually came down and conducted practice interviews for the undergraduates at no cost whatsoever. Another delegate talked about his student branch organizing a basic electronics technical workshop for the students. A



Organizing committee debrief after the day's events

A number of delegates were impressed with such ideas put forth during the presentations and were very enthusiastic about implementing these ideas in their own student branches. Despite taking up a substantial amount of time these exchange of ideas proved very fruitful and was one of the most well received activities of the congress.



Presentation by delegates about the activities carried out by their student branch

The presentation by the delegates was followed by a group discussion. The delegates were divided into 10 groups of 5, each having an IEEE Management Committee member attached. Even though the presentations ended by about 10pm, the delegates were more than enthusiastic to participate in the discussion. During the group discussion the delegates were asked to give their views on 3 aspects: their response to the presentations, the ideas mentioned which they wanted to implement, and how they would implement them. A group leader was appointed to conduct the discussion and a secretary noted the salient points of the discussion. General feedback however, was that the presentation was too long, and should be split into two different days, something which we were unable to do given our time constraints. Still, on the whole, the delegates and the NUS and NTU IEEE Student Branches felt contented having discovered the activities done by other student branches, and in the process, learnt some new and workable ideas. When the activities of the day have ended, the organizing committee would meet to debrief and evaluate the success/failure of the activity, and also to prepare for the

activities of the following day.

On the 18<sup>th</sup> of July, a Strategic Planning Workshop was conducted by Prof Marzuki, with the assistance of Ms Loreen Ozolins, a Region 10 Representative. Ms Ozolins conducted the lecture, explaining techniques for developing a strategic plan. After that, the delegates broke off into their groups for a strategic planning discussion, based on certain scenarios given. These discussions were facilitated by Prof Marzuki and Ms Ozolins. After the discussions, the various groups came together to give a presentation on the outcome of their discussions. During this presentation, many delegates voiced their reservations about the proposed increase of IEEE student membership fee, giving good and justifiable reasons. The discussion lasted beyond its allotted time as this was an issue close at heart to many of the IEEE students. Eventually, the delegates were encouraged to write a petition to the IEEE underlying their reasons for objecting to the proposed hike. I believe many students felt satisfied in knowing that there is an avenue for them to raise their concerns, and hopefully the increase in fees will not come into place.

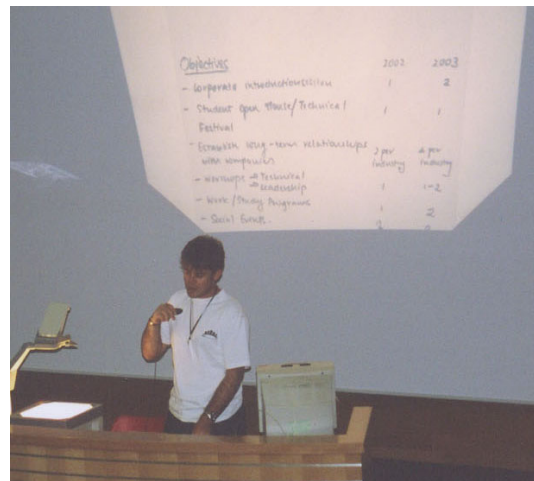


Listening intently to the Strategic Planning lecture



Group discussion on Strategic Planning

After the engaging discussion, the delegates had a more relaxed time with the team building games. The delegates were broken down into five groups and were brought to four different stations. For example, in the obstacle course station, the delegates were blindfolded and formed into a line, with only the leader not blindfolded. Therefore they had to learn to trust each other as they were brought through the obstacle course. Other games such as Spider Web and Balancing Act involved team coordination and cooperation. Depending on how well they do at each station, the teams will collect points, and finally proceed to the final station, which is the Egg Protection station. At this station, the teams will be allowed to buy certain materials depending on the amount of points they have collected, and these materials are to be used to construct an egg protection unit. Again, teamwork was stressed, as the teams had to decide what they wanted to buy with the limited amount of points they have, and they also had to construct the egg protection unit within a certain time limit. The eggs were then dropped from the third storey of a building, but thanks to the engineering ingenuity of the delegates, only three out of ten eggs were broken. The delegates enjoyed these games tremendously and said that these games had helped them to get to know their fellow delegates better.



Presenting the outcome of their discussion



Delegates rushing to design a protection unit to protect their eggs



Leading the blind!



Dropping the eggs from the third storey



More obstacles



Hooray! An unbroken egg



The Balancing Act: Players have to guide a cup bottle of water using strings tied at their waists.

In the evening, the delegates were taken on a sightseeing trip and they were treated to a taste of local cuisine. Those with extra energy were allowed to take the night of to experience the sights and sounds of Singapore, under the guidance of the councilors.

The final day of the Congress started off with a Leadership Training workshop conducted by Ms Loreen Ozolins. She talked about leadership, teambuilding and conflict management among other things. She also talked about the attributes of a good leader and went on to explain how a good team can be built by a leader. Then she talked about the different ways in which conflicts may arise and talked about a few ways of conflict management. As the delegates were comprised

mainly of leaders from their respective student branches, Ms Ozolins talk proved to be very useful to them.

The delegates were then taken on Industrial visits to Cisco Systems and A\* Star Institute of Microelectronics. At Cisco, the latest technologies and products developed by Cisco were showcased for the delegates. At 'A\* Star', a video of the wafer fabrication process at the Institute was filmed. The delegates were also taken to the wafer fabrication lab to witness the wafer fabrication process 'live'. The industrial visits were very impressive, and gave the delegates an insight into the engineering life in Singapore.



Leadership Workshop by Ms Loreen Ozolins

The Congress was concluded with an Appreciation Dinner at the NUS Guild House on the third night. The Opening Keynote Speech was given by Prof. Jacob Phang Chee Hong. Prof. Phang is an eminent NUS professor who is the Director of International Relations and Professor at the Center for Integrated Circuit Failure Analysis and Reliability. He talked about entrepreneurship and what it takes to be a successful entrepreneur. The Closing Keynote speech was given by Dr. Finian Tan Seng Chin. Dr Tan was formerly a Partner in the leading Silicon Valley Venture Capital firm, Draper Fisher Jurvetson eplanet. He is presently the Managing Director and Head of Singapore and Malaysia Coverage of Credit Suisse First Boston. He talked about Venture Capitalists and what characteristics they look for in prospective clients. Both speeches were highly informative especially for the aspiring engineer.



Prof Jacob Phang giving his talk on entrepreneurship



Dr. Finian Tan talking about venture capitalism



Recipient of the Region 10 Larry's Award

The Region 10 Larry's Award was given out after the speeches. This was followed by an entertaining performance by an Acapella group. Dinner was served, a seven-course meal enjoyed by all present. There was also a screening of the i-Light venture 2002 – a pioneer IEEE Community expedition to Hainan in December.

Darrel, the Chairman of the organizing committee of the Student Congress gave a vote of thanks at the end of the dinner to conclude the Congress. He mentioned that the Congress would not have been possible without the help of the entire Management Committee. The entire



Acapella group performance



Chairman of the Region Organizing Committee, Mr. Darrel Chong Sau Foong, giving his concluding remarks

organizing committee then joined Darrel on stage to propose a toast. This sent out a wave of enthusiasm among all the delegate groups as each of the groups, one –by-one responded by repeating the cheer. Photo-taking sessions followed. The Appreciation Dinner marked the end of the Congress in a way the delegates would always remember.



Toast proposed by the Region 10 Student Congress Organizing 10 Student Congress Committee

All in all, the congress was a large success, and given that this was the first time it was done in Region 10, it is even more remarkable that there were so few hitches to the program. Having said that some areas could still be improved, for example increasing buffer time for each activity. Nevertheless, the general mood was one of joy and contentment for both delegates and organizers. It was a fruitful and educational trip for the delegates, and a great learning experience for the organizers. To top it up, many new friendships were created. It was sad on the morning of the 20<sup>th</sup> when it was time to leave. Gifts were exchanged, souvenirs presented and the organizing committee promised to come out with a CD encapsulating the memories of the first Region 10 Student Congress. We then left for our respective homes, in the hope that this experience will broaden our horizons, and bring vibrant changes to our respective IEEE student branches.

### Reported by:

Ooi Nick Sern, Brandon,  
Assistant Secretary,  
R10SC 2002 Organizing Committee

## Appendix F: Delegate post-congress report (SAMPLE)

### Outcomes of the IEEE Region 10 Student Congress 2002 Penelope Lever

#### 1 Introduction

The region ten IEEE student congress brought together representatives from student branches from all over the Asia-Pacific region. It was held in Singapore from the 16-20th July. The theme of the congress was "building the bridge", the aim was to foster communication and understanding of the cultural differences between the different branches.

The introductory session started with general talks on the future of the engineering profession and ethics. These talks were given by Professor Low Teck Seng and Dr Wallace Read. Then the region's student activities committee chairman Professor Marzuki Khalid talked on the problems facing region ten, and what resources are available to student branches that we may not have known about. Later the student activities committee student representative Helene Fung, a GOLD committee representative Dr Sourav Dutta and the electronic communications chairperson Professor Lawrence Wong all gave talks on their various areas of expertise. The next session were presentations from each branch showcasing good events. This was followed by discussion sessions, strategic planning, teambuilding and leadership training workshops. The congress concluded with some industry visits and a formal dinner where the keynote speakers talked on entrepreneurship and venture capital.

What did come out during the congress was that the student dues for next year will double. This is due to the costs of sending out the magazines and low membership retention rates. The subsidized membership dues after graduation will be reduced. There was a petition signed and several suggestions for alternatives. These are reduced benefits (online magazines, pay extra for paper copy) and dues tailored to average starting salaries.

All the congress presentations, discussion summaries and background information will be on a CD being mailed to me in a few weeks. Here I will present the major points and some of the ideas that I thought were applicable to the ANU branch. Overall the congress was a good source of ideas and information on possible student events.

#### 2 Problems in Region 10

- Continuity  
Student branches tend to run well for a few years then fall into decline. There are 29 branches with less than 10 members.
  - Inactive branches  
This follows on from the first, many branches although have some members aren't running any events or recruiting because of lack of volunteers. (This is us!)
  - Retention  
While there are many student members the number continuing on as members after graduation. In region ten there is only a 44% retention rate, compared to 63% in all IEEE sections. This has been declining over the past four years.
  - Value  
Many students don't see the value in joining. Especially true for the first and second year students, that aren't thinking past the next exam. However to fix the first point these are the students we need to attract.
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### 3 Ideas for events and fundraising

These are ideas for future events, not necessarily things that we can act on now. Events need to be regular to keep the membership active and enthusiastic.

#### 3.1 Fundraising

- **Book Fair**  
Organize a book sale at the beginning of the year for the sale of second hand text books. This was successfully run at my undergraduate university by the student association. The organizers take a cut or charge a fee, the rest of the money goes back to the student. Unsold books are simply returned. It works because students selling don't have to worry about advertising and buying students have all the books in the same place at the same time. First in first served for the bargains.
- **Selling stuff**  
Past exam papers with solved solutions, running tutorials, cramming sessions before exams (with snacks).
- **Uni Club**  
I'm not sure how this works at ANU but sometimes if a club is registered with the university it can get funding from the student union.
- **Social events**  
Many social events can be made into fundraising. Have to be careful of alcohol laws. BBQs often work with a cover charge then pay for sausages but beer is free.
- **First time members**  
NZ south representative thought that her section did actually get reimbursed from HQ for giving the first time memberships free. Need to check on this.

#### 3.2 Professional Development

The popular events for the undergraduate students seem to be those that focus on careers and industry experience. Postgraduates will participate more in the seminars already organized through technical sections. However that means we need to organize the mailing lists so they are on these mailing lists. Events organized by IEEE need to walk a balance between being open to all and providing benefit for IEEE members. For most events having a significant discount for members is sufficient.

- **Job application skills**  
The Careers Centre at ANU already offers several seminars on writing job application letters, CVs and interview skills. They have some sessions relating just to science students. We could arrange either a seminar series or a one-day or afternoon workshop for engineers.
  - **Mock Interviews**  
This was an event held at Auckland University. They organized Industry representatives to have mock job interviews with students. The representatives then give feedback to the student on how they can improve their interview. It was a one-day event, with lunch provided. The students registered and paid a fee for attending. The industry guys just got free lunch. However they also get to interview many students and a few job offers were made.
  - **Careers Expo**  
This is probably too ambitious for Canberra as there isn't all that much industry here. However it is possible that one could organize a trip up to an event organized in Sydney.
  - **Seminars**
-

Of course the good old seminar. At ANU the campus is so divided that I think we could start with speakers from around campus, talking on what happens in various research schools and departments. If they are advertised heavily with the senior students then it could be a good starter. Then look further afield. A good tip was to get hold of an alumni list. Speakers that are only a few years out of university are well liked as the students can relate to them.

- Industry Visits  
Limited in Canberra but still many possibilities - Defense, government, Fyshwick Science Park, Stromlo, Tidbinbilla, any CSIRO research interesting?
- Tutorials and Mentoring programs

### 3.3 Competitions

- Paper writing contest  
There are IEEE wide paper contests, one undergraduate and a postgraduate. Applications need to go to the region by January. Honours students have just done their projects so we should be able to get some papers out of them. Region prize is US\$200-300. Other sections run a section paper contest sponsored by industry. Either a monetary prize or one section had the prize of a studentship in a company. The winners of this contest then get forwarded to the region.
- Speech contest  
There used to be an Aus/NZ wide speech contest, as a friend of mine won the Canterbury version and got a trip to Sydney. May have been IEE?
- Section prizes  
The student branch can enter into competitions like the best website competition. Outstanding branch, student volunteer and branch counselor. Just good to be aware of sources of US\$.

### 3.4 Social

BBQ's, pub nights, games, sports, movie nights, pizza,...

### 3.5 Links with other groups and unis

- GOLD  
I think it is important to create links with the GOLD group. Social events where undergraduates, postgraduates and working engineers can mix. The suggestion of a monthly pub night went down well with the postgrads I've talked to. Note that PARSAs has just started a get-together of science postgraduate students at Uni bar. First one this week, they are suggesting a fortnightly event with snacks sponsored by PARSAs.
- Aus-NZ  
Several suggestions were made of Australasian wide events. Technical student conference, maybe combined with careers expo? Visits between unis. Combined committee to co-ordinate ideas (via email). The region student activities representative comes from University of Western Australia and was interested in starting a mentoring program where established branches help out little branches. She was considering ACT as a good test case.
- Region  
Email lists will be established, a discussion board on a central website was suggested. More student congresses. Hong Kong section want to set up a student exchange type program where students visit other sections in the summer holidays and visit industry and do workshops. More info on the CD.

## 4 Ideas for attracting and keeping organizers

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- **Committee**  
NZ south branch has had good success with offering free membership to those on the committee. Making committee meetings more fun is also important. (Pizza and beer)
- **First years**  
It is important to get first and second years involved, as they will keep the branch running. Also having a contact person for each year is a good way of keeping the lines of communication open to all the students. So there should be a representative in each year on the committee (formalized in constitution). This includes postgraduate, in ANU case even maybe one from each side of campus.
- **Recruitment**  
Anyone aware of the Member-get-a-member and Student-get-a-student programs? Members that sign up several other members get discounts or vouchers on their own membership.

## **5 News**

### **5.1 Website**

This is one of the most important advertising and recruitment tools. Needs to include postings of events, contact information and links to IEEE sites.

### **5.2 Newsletter**

A monthly newsletter is important to remind people constantly about events and give everyone a sense that things really do happen. I'm suggesting creating a subscriber list through the IEEE IT department and having a monthly email newsletter.

## **6. Information I need from you to start things**

- Old bank account?
  - Old website
  - Old email address for branch
  - Contacts for student members at ANU
  - Contacts of willing faculty helpers - Andres Ceuvas, Matthew James.
  - Ideas for speakers
  - Ideas for site visits
  - Ideas for supportive industry
  - First year members, NSW is offering free so we must too, at least to those who know about this (RSISE)
  - Money
-