ExCom Meeting Minutes – March 2007

Summary of meeting held 7 March at Cogswell College in Sunnyvale, CA.

Attendance: 24 – (see attached attendance list)

Section Vice Chair Ram Sivaraman called the meeting to Order at 6:05 pm.

<u>Agenda</u>

1. Approval of the Agenda for this meeting:
    The Agenda was revised to discussion of two upcoming CAS Chapter events and a presentation on the Chapter Formation and Development Committee by Paul Wesling. Having no further action to amend or modify, the Agenda was approved as revised.

2. Approval of the Meeting Minutes for February 2007:
    Having no action to amend or modify, the Minutes for the February 2007 ExCom meeting were approved as submitted.

3. Chapter Reports This Meeting:
    Ram reported that Section Secretary, Allen Earman, was not able to get in touch with the Santa Clara University Student Chapter and UC, Santa Cruz was not on the original list for March. So, neither of these student chapters will present. Ram also noted that the Power Electronics Chapter would be discussed later in the meeting.
    Will Lumpkins noted that he attended a meeting at the San Jose State Student Chapter and remarked that they would be presenting at the April ExCom meeting and that they were unaware they were to present. Allen Earman noted that he has been sending out reminders approximately one week in advance of the ExCom meetings. No notice has been yet sent to the chapters presenting in April other than the original schedule sent by Tom Coughlin at the beginning of the year.
    Fred Jones reported that he was not ready to present for PE/IAS Chapter. So, this presentation will be postponed until the next meeting in April.

    Richard Lira presented the Chapter Report for the Microwave Theory & Techniques Chapter. Richard reported that this is the Fifty-first year for the SCV MTT Chapter. The current membership is 581. The Chapter held 8 meetings in 2006 and have planned 7 meetings for 2007. The meetings are held at Intel. Typical meeting attendance is 35 – 110 attendees. The chapter is planning a short-course for 5 May at the Stanford Linear Accelerator. The current Chapter Bank Balance is $6501.59. Richard also presented the detailed plan and budget for the May Short-Course.

    It was MOVED by Lee Colby, SECONDED by Ken Doniger to approve the May Short-Course planned by the MTT Chapter. Dan Oprica noted that the MTT Chapter is oldest chapter in SCV and also has the highest ratio of Senior Members. The MOTION was Approved unanimously.

    Will Lumpkins questioned the need for the Section to approve events held by SCV Chapters. It was explained that if a chapter were to lose more money running an event than they have in their bank balance, the Section would be liable for the payment of funds. Will commented that he had recently attended an IEEE leadership conference

and that there are no regulations specifying that a section must approve chapter events if the chapter is not asking the section for financial support.

Ken Doniger presented the Chapter Report for the Engineering in Medicine and Biology Chapter. Ken reported that the EMBS Chapter currently has a Bank Balance of $8000 and held 9 meetings in 2006, all at Stanford University. The Chapter is planning to hold 9 meetings again in 2007. Paul Wesling commented that there is a lot of work going on in the area of Computational Bio-Infomatics. He asked whether this belonged in the area of EMBS or another chapter. Ken said he would look into the subject. Ken noted the the Chapter typically has about 30 – 40 attendees at each meeting. Paul noted that another EMBS Chapter is forming in the San Francisco Section.

Dan Oprica asked if there was a new Section Contact List. Allen noted that he had compiled the list and that Paul had already published it in the eGRID. However, Allen noted that he did no have all the contacts for the student chapters and has not been able to get accurate, up-to-date lists of student chapter officers.

Howard Sun from the CAS Chapter described the upcoming events the Chapter is planning. One is a Seminar to be held on 19 May at Cadence.
It was MOVED by Ken, SECONDED by Allen to approve the CAS Chapter event. The MOTION was approved unanimously.
The other is a Tutorial featuring an IEEE Distinguished Lecturer. The Chapter will need to cover the lodging, auto, and meals expense for the Lecturer. CAS has estimated this expense at $500. Howard asked that the Section support part of this expense - $300. Will Lumpkins commented that he is the Distinguished Lecturer Coordinator for CAS Society and that the Society only sets a limit on the total travel cost, not how it is spent. Howard stated that the Society had told him that it would only cover the travel expense and not local expenses as described above.
It was MOVED by Roxsana Hadjizedeh, SECONDED by Fred Jones, to approve the CAS event and provide the requested amount of $300 for local expenses for the Distinguished Lecturer. There was much discussion on how the funds should be provided to the CAS Chapter. Some members suggested that the funds only be provided in the case that the Chapter lost money on the event. Others suggested that the Chapter borrow the funds, to be repaid if the Chapter did not lose money. Ram suggested that since it was only $300, the Section could provide the funds as a Grant to the Chapter. Will Lumpkins commented that he just looked on the CAS Society Webpage it only stated a total limit for Lecturer travel expenses and asked Howard to forward him the confirmation e-mail from the Society stating that only the airfare would be covered. Paul noted that different societies cover different expenses. Fred noted that PE Society only covered airfare. Dan Oprica noted that SSC Society covered everything except transportation expense to/from airport.

The MOTION was Approved unanimously.

4. Acting Chair Report (Ram):
    1) Chapter Formation and Development Committee:
    Paul Wesling presented his proposal (attached) for the structure and tasks for the committee. Each year, the Section Chair would check to see if the committee was operating in good manner. If not, the Section Chair would ask d the outgoing Section Chair to take over as Committee Chair. Paul proposed that committee have a budget of a couple of thousand dollars. If the committee goes well for several years, then the Section could update the Bylaws and make the committee a Standing Committee of the

Section. If the Section saw no further need for the committee, then it would simply cease operations. Some of the near-term tasks would include a Mentoring programs for experienced chapter officers to work with new chapters. There are several current chapters that could use support and the committee would get involved to help these chapters. Longer-term, the committee could establish Best Chapter Awards and possibly a few others. The committee also could establish a "Best Practices" set of guidelines. The committee also could support IEEE membership development in the SCV.

John McBain commented that the committee should have a set of approved and understood goals. Rich Lira asked regarding the criteria to start a new chapter – such as the number of people interested in starting a chapter. Dan Oprica commented that he thought focus should be on combining struggling chapters with healthy chapters. There are several chapters struggling for survival. He further noted that it is better to have a few meetings with good attendance than to have meetings with only a few attendees. Paul noted that this is not the view of the Committee described in his proposal. Allen commented that he agreed with Dan in that there are so many chapters currently competing for attendees. He also noted that several chapters have all but ceased operations. Should these be revived even if there is little current interest in them? Thirdly, he noted that with the number of troubled chapters, this could require very much effort on the part of the committee to assist these chapters. Paul claimed that the apparent lack of interest is really lack of leadership. Paul also noted that too meetings is not a problem as the subject interests do not overlap. John commented that new chapters and new officers would need to learn the basics of starting or building a chapter such as how to start a Webpage. Will Lumpkins noted that in other Sections set aside funds for chapter development and hold leadership training for new officers. Will also noted that the Region has funds for Chapter development. Allen noted that we have been offering the New Officer Training every January for several years. Dan noted that other chapters should exist in the area that do not. Jonathan David noted that there are some areas of technology in the area that are not covered by existing IEEE Societies. Perhaps we should be looking at these. Howard suggested that we should consider having New Officer Training more than once a year. Ken Doniger commented that this is large scope proposed for the committee. We should choose a piece that we can manage at present. He also supported the idea of combining some chapters. John also noted that if the chapters are combined and they develop well, they can be split off at some point in the future. Allen also noted that the past chair for the Antennas & Propagation Chapter stated that he could not find members who wanted to be officers and therefore, they did not hold chapter elections at the end of 2006. Ram suggested that the committee meet with people from the toubled chapters to find out the issues they are facing.

It was MOVED by John McBain, SECONDED by Roxsana, that the Committee be formed with a small budget, move forward with established goals and report back at the next ExCom meeting. Ram volunteered to Chair the Committee. Acting Chair Ram Sivaraman appointed the committee: Ram Sivaraman, John McBain, David Craven, Ken Doniger, Marcelo Siero, Allen Earman.
The MOTION was Approved unanimously.

2) Interactions with Other Groups:
Paul Wesling described the Summer Engineering Technology Program for Junior High Students. This is put on every year during the summer. This year it will at three locations. It is funded by grants – they do not need funds form the Section. This seems like a natural fit for our K-12 effort. This program is run by Jay Pinson. Lee noted that

these students are selected by their math and science teachers. Paul noted that if we sponsor this, we will be listed as sponsor on the promotional material. Allen noted that there was an action from last month for Lee to provide an update. Will stated that we will need a MOU to support this. Lee provided the update information regarding the number of sessions and topics – a very comprehensive list. Lee suggested that we support this and provide several volunteers to talk at the sessions.

Jonathan MOVED, SECONDED by Ken, that we approve the co-sponsorship and get an MOU to review at the next ExCom meeting. Will noted that the MOU does not require full section vote if no money is involved – the Section Chair can approve. The MOTION was Approved unanimously.

3) SVTI Educational Courses Relationship:

Kris Verma described the proposed SCV Section-Silicon Valley Technical Institute relationship. Kris described the SVTI and its mission with a short presentation. Kris proposed that IEEE promote the SVTI schedule and would receive compensation based on attendees. Kris noted that many of these seminars have been presented many times previously. Paul commented that he had asked SVTI to advertise in the eGRID. The Section could vet the courses.

Will Lumpkins questioned the IEEE regulations regarding cooperation with a for-profit organization, but expressed his support if IEEE agrees. Roger Hoyt expressed concern about putting the IEEE name on these courses. Kris reminded the ExCom that this requires no funding by the Section. Roger commented that he saw no problem with SVTI advertising in the GRID, but that the oversight of the course materials and instructors by IEEE could become quite involved. Jonathan noted that we had a similar relationship with Stanford awhile back so that IEEE members could receive a discount on short-courses.

The discussion was tabled until the next ExCom pending Will receiving a response from IEEE Legal.

Dan Donahoe, CPMT Chair, presented the detailed plan and budget for the 33rd IEMT/APM (International Electronics Manufacturing Technology/Advanced Packaging Materials) conference the Chapter is sponsoring in Fall 2007. This conference will 50% jointly sponsored by the CPMT Society with the Chapter. They expect 150 – 250 attendees. Total receipts expected are $90,500, costs of $76,565, leaving ~$14,000 surplus. Will Lumpkins asked if this was arranged with another group and if an MOU was in place. Dan explained that this is a joint event with the parent CPMT Society and that the MOU currently is being reviewed by the Society. Paul noted that CPMT Society has already approved the Hotel Contract.

It was MOVED by Ken, SECONDED by Richard Lira, that the CPMT sponsorship for IEMT/APM be approved. Will further asked who owned the copyright for the conference and Dan explained that it was owned by the CPMT Society. The MOTION was Approved unanimously.

4) Event Registration Services:

Paul reviewed his summary of the Event Registration systems available. PayPal is commonly used. Cvent does not publish their rates on their webpage. SVEC used Brown Paper Tickets for the Engineers Week Banquet. There also is IEEE Conference Services – operated by IEEE. (See the attached summary.) The IEEE service is competitive in pricing, but does not provide immediate notification of bounced charges. Also, payment is made into the chapter's Concentration Banking Account.

Paul recommends that each chapter evaluate their needs and select the service that best fits these needs – may also vary depending on the type of event: meeting, seminar, conference, etc.

Allen asked if the summary included options for IEEE member discount pricing and post-event attendee lists. Paul noted that all allowed multiple price structures and also that all of these services can provide the attendee lists.

Paul noted that some of these are difficult to set up. He would be willing to show people how to set these up, or could do it for you and charge your chapter.

5) SFBAC Banquet:
Fred reminded the ExCom that the SFBAC Banquet would be held at the San Mateo Marriott on 31 March 2007. Currently there are 125 sign-ups. Space is available for 150. Paul has extra application forms if someone wants to sign up.

✆David Saperstein addressed the ExCom and stated that he would have to step down as Section Webmaster due to competing requirements for his time. He will be available to assist the new Webmaster to get up to speed on the details.

The Section needs to find a replacement as soon as possible. Ram noted that we would be willing to pay an honorarium to the new Webmaster.

Fred asked Allen to resend the Chapter Health Scorecard to the ExCom. Allen stated he would like to update it with new information before sending it out.

6) Science Fairs:
Ken Doniger reported that there are two upcoming Science Fairs in March – one on the 14th and one on the 17th. Traditionally, we award three $50 prizes in each. Ken needs to collect the checks for these. Anyone who wishes to attend should talk with Ken. Ken noted that at the Santa Clara Fair, IEEE would not be the regular judges, but Special Judges, since we will be awarding our own prizes.

John McBain noted that the Product Safety Engineering Chapter has for a number of years been sponsoring their own Science Fair prizes and do so again this year. Also, PSE has increased the dollar amount of the prizes this year.

7) Charles Lord Zigbee Tutorial:
Charles Lord was asked if he could move the date for his tutorial in the Bay Area. He got back saying that he would prefer to keep the original date.

8) Ralph Wyndrum Petition:
Ram reported that Ralph Wyndrum had sent out a petition for running for IEEE President Elect and Ram will circulate this through e-mail.

5. Vice-Chair Report (Ram):

Ram reported that ALL chapters had submitted their L-50 information to him and the Section L-50 report was submitted complete. Ram said he still needs to send to the Hardcopies to IEEE. Allen asked that Ram send him the updated year-end chapter balances for the Chapter Health Scorecard revision.

Ram also report that he an Roxsana are working on the one-year extension of the Section budget so the budget will extend through the year 2008 to prevent last minute rushing to generate a budget for the current year.

Ram further noted that every time we submit the L-50 we are supposed to submit a budget and we have not done this since we did not have a budget at the time of L-50 submission.

6. Secretary's Report (Allen):

   Allen asked if everyone had signed the attendee list for the meeting and if anyone else wanted to sign the sympathy card for the Family of Joe Roybal.

7. Treasurer Report (Roxsana):

   No additional report.

8. Committee Reports:
   - SVEC Representative – Dan Oprica.
     - Dan thanked Fred Jones for all the support he provided and thanked the Section for the Scholarship donation this year. Dan noted that IEEE always seems to get tables at the edge, not in the middle. Dan suggested that next year the Section become a sponsor of SVEC at the lowest level.
     - Ken reported that he ran into Carolyn Koenig and she was surprised that she was no longer the IEEE SVEC representative. Fred noted that he had seen her only at one of the meetings last year.
   - GRID Editor – Paul Wesling – No report.
   - PACE Chair – Jonathan David – Jonathan reported the PACE meeting the previous night. PACE meeting in April will be on getting your voice heard in Washington DC. One chapter has signed up to work with PACE on the Profession Development Workshop for 13th October. Jonathan is still looking for other chapters to contribute tracks for the workshop.
   - GOLD Chair – Not present.
   - Nominations and Awards Chair – Dan Oprica
     - Dan reported that he will propose Altera for the Company of the Year award again this year. Dan made 3 nominations last year, but only one was accepted. Region 6 changed the criteria after Dan had submitted his nominations.
     - Jonathan David nominated Cadence for the Friend of IEEE Award. Dan will send the form to Jonathan.
   - Finance Chair – Roxsana Hadjizadeh – No report.
   - SAC Chair – David Craven
     - Tim O'Konski reported that he and David have been working on the Student Chapter status. They have talked with San Jose State and Stanford so far. They are interested in the Section helping with their membership. Tim also noted that they have contacted a faculty member at Santa Clara Univ.
     - Will Lumpkins reported that he is involved with the CE society going to universities to solicit interest in starting a CE student chapter. He also found that Cogswell College is interested in starting an IEEE student chapter and he is working on that.
   - Program Chair – Ram Sivaraman – No report.
   - Membership Chair – Slava Mach
     - Slava reported that this Saturday there will be the next Member Development Webinar. However, it will begin at 10AM EST – or, 7AM PST.
   - Educational Activities Chair – Will Lumpkins
     - Will reported that he is working on the Make-Fair with Stanford Univ. for the CE Society. He has an MOU in place. If the Section would like to be involved, they can have someone in the CE sponsored booth.

- K-12 – Lee Colby – No report.
- Webmaster – David Saperstein – No report.
- Senior Member Advancement – Mark Hooper
  - Mark would like to nominate Dr. Mark Lachman for Senior Member.
  - Another member contacted SCV on his own. The committee does not think he is yet qualified for Senior membership.
  - IF we agree that others on the list are eligible, then he will contact them and follow up on the applications.
- IEEE Engineering Milestone Coordinator – Dick Ahrons – No report.
- Audit Committee – Slava Mach – No report.

9. Other Business:
- Dan Oprica reported that the SSC Chapter 10th Anniversary .party will be held 22 March.

The Meeting was ADJOURNED at 8:39 pm.

Santa Clara Valley Section Excom– March 2007

AR LIST from March ExCom Meeting

Item	Action	Responsible	Due	Status
03-01	Obtain an MOU for the Jay Pinson Summer Engineering Tech arrangement and bring to next ExCom.	Lee	4/4/07	OPEN
03-02	Obtain ruling from IEEE Legal for SVTI sponsorship.	Will Lumpkins	4/4/07	OPEN
03-03	Provide Allen with Event Summary results for inclusion in Minutes.	Paul Wesling	3/20/07	CLOSED
03-04	Send updates Chapter Health Scorecard to Chapter Dev. Comm. members.	Allen	4/4/07	CLOSED
03-05	Send comments on Senior Member selections to Mark Hooper for follow up.	ALL	3/31/07	OPEN
03-06	Circulate Ralph Wyndrum petition.	Ram	3/15/07	OPEN
03-07	Send Friend of IEEE corporate award nomination information to Jonathan David.	Dan Oprica	3/31/07	OPEN

Outstanding AR's from Previous meetings

Item	Action	Responsible	Due	Status
02-02	Contact Prof. Ed Katz regarding the formation of a Joint IMS-R&AS Chapter	David Rivkin	3/07/07	OPEN
02-03	Contact the Stanford Univ Student Chapter to find out about the Mentor Program and if SCV can help.	David Craven	2/09/07	OPEN
02-04	Check with COMSOC chapter regarding working with Charles Lord on Zigbee Tutorial.	Mukal Chauhan	3/07/07	OPEN
02-05	Add discussion of Polytronic '08 Conference to April ExCom Agenda.	Tom	3/31/07	OPEN
02-08	Propose a 12 month Budget extension into 2008 as part of our 2007 Section Budget.	Ram	3/07/07	OPEN
01-03	Craft an advertisement to solicit people to help with the formation of the Robotics & Automation Chapter for Dr. Katz	Paul Wesling	2/07/07	OPEN
01-05	Firm plans by the end of March for a Section Talk meeting.	Ram, Jonathan	3/31/07	OPEN
01-06	Revise table comparing Event Registration Services to include IEEE fee discounts and availability of attendee lists	Paul	2/07/07	OPEN
01-08	Demand IEEE-HQ provide new L-50 forms in a timely manner.	Ram	1/15/07	OPEN

SCV Section Meeting Attendee Sign-in List

Date: 7 March 2007

Name	Chapter Affiliation	Senior Member	Fellow	E-mail
Slava Mach	Nano Council	X		s.mach[at]ieee.org
Kris Verma	Nano Council	X		kris[at]svtii.com
Min Hua	LEOS			minhua[at]ieee.org
Ken Doniger	EMBS			k.doniger[at]ieee.org
Will Lumpkins	CES	X		xillia[at]ieee.org
Richard Lira	MTT			Richard_lira[at]ieee.org
Dan Oprica	SSC			opricad[at]ieee.org
Howard Sun	CAS			Hjsun_1[at]yahoo.com
Allen Earman	SCV Sect	X		aearman[at]novalux.com
Mark Hooper	SSC	X		Mh5[at]ieee.org
Tim O'Konski				timo[at]ieee.org
Paul Wesling	SCV GRID		X	p.wesling[at]ieee.org
Bin Hu	ComSoc	X		hubenjamin[at]ieee.org
John McBain	PSES			johnmcbain[at]ieee.org
Philippe Jansen	EDS			Philippe.jansen[at]ieee.org
Jonathan David	PACE	X		j.david[at]ieee.org
Roxsana Hadjizedeh	SCV Treasurer	X		roxsana[at]ieee.org
Fred Jones	PES/IAS	X		f.jones[at]ieee.org
David Saperstein	SCV Web			dbrsap[at]aol.com
Roger Hoyt	MAG		X	r.hoyt[at]ieee.org
Dan Donahoe	CPMT	X		donahoe[at]ieee.org
Bill Lam	SPS			bill.lam[at]ieee.org
Madan Ankapura	SPS			ankapura[at]ieee.org
Ram Sivaraman	SCV Vice-Chair			ramsivaraman[at]ieee.org

Analysis of Event Registration Services for SCV Chapters

Santa Clara Valley Section, IEEE — Brian Berg/Paul Wesling Rev. D 1/4/07

Service ===>	PayPal & Excel	Cvent	EventBrite	Acteva	DoubleKnot	Yahoo! Groups
Website	www.paypal.com	www.cvent.com	www.eventbrite.com	www.activa.com	www.doubleknot.com	
Used by	CPMT Chapter (eg, www.cpmt.org/scv/meetings/cpmt0611.html)		SVEC (Si Valley Engng Council): http://svec2006openhouse.eventbrite.com/	Nanotechnology Chapter: http://www.acteva.com/booking.cfm?bevaid=1	Control Systems Chapter: see www.doubleknot.com/Registration/CalendarDetail.asp?ActivityKey=66708&OrgKey=861	
Contact:	Paul Wesling		Elise Engelhardt,	Nick Massetti, chair	Paul Wesling, GRID Editor	
Services:	Ask registrants to pay through PayPal; confirming email goes to Chapter Treasurer; volunteer uses Excel to track dinner/event registrants; set up laptop at registration for "pay at door" people		Free event registration (with discrete ads), extra cost for ad-free. Creates attendee lists, etc; uses PayPal			
Capabilities	Minimal, but the cost is quite low; requires a volunteer to make the list of attendees (in Excel)		Accept all major credit cards online; Manage attendee lists, track sales	accepts VISA, MasterCard, American Express and Discover; has phone and fax registration options.	Can set up Member lists, Newsletters, files; set up class/event description; multi-page nested registration forms with conditional branching; totals up the choices; can either pay with credit card, or can opt to "Pay at Door" and bring a check. It can handle events as large as conferences.	
Cost of Services (annual)	Free		Free (with unobtrusive ads)		$150/year for the Section (master account), then $50/year for each Chapter	
Credit-card fees	PayPal fees are low -- need to find out exact numbers		About half the cost of Acteva; same as PayPal			
Per-transaction fee						
Reconciling of funds	funds are transferred (swept) from PayPal to Chapter checking account		Same as for PayPal		All credit card net amounts go to the Section account; Section treasurer issues a check to the Chapter for the funds collected	
Ads?	No		yes; discrete			
Comments:			Elise loves it			

Who will help with inputs and Analysis:

Event-Registration Services for the Section's Chapters -- **SUMMARY**

(updated periodically – last update: March 7, 2007)

For full analysis and more explanation, download: **www.e-grid.net/docs/0703-scv-events.pdf**

See details on next pages

123SignUp
Rather expensive:
$35 reg'n cost: 3.5% up to $1 = $1.23; plus 2.5% for MC/Visa = $0.75; so total is **$1.97, or 5.6%**. (more, for AmEx)
$100 reg'n cost: $1.50 + 2% = $1.50 + $2.00 = 3.50; for MC/VISA = $2.50, so total is **$6, or 6%** (more, for AmEx)

PayPal and Excel
Cheapest, but most work for volunteer:
$35 reg'n cost: 2.9% + $0.30 = $1.01 + .30 = $1.31 plus 0% for MC/VISA/AmEx, so total is **$1.31, or 3.7%**
$100 reg'n cost: 2.9% + $0.30 = $2.90 + .30 = $3.20 plus 0% for MC/VISA/AmEx, so total is **$3.20, or 3.2%**
(Chapter needs a separate checking account)

EventBrite
Moderate; **can have pay-at-door,** but that's expensive:
$35 reg'n cost: 2.5% (.99 min) = $0.88 or $0.99 = $0.99 plus 2.5% + $.30 for MC/VISA/AmEx = $0.88 + .30 = $1.08, so total is $0.99 + $1.08 = **$2.07, or 5.9%**   (pay-at-door: $0.99, or 2.8%)
$100 reg'n cost: 2.5% = $2.50 or .99 = $2.50 plus 2.5% + $.30 for MC/VISA/AmEx = 2.50 + .30 = $2.80, so total is $2.50 + $2.80 = **$5.30, or 5.3%** (pay-at-door: $2.50, or 2.5%)

DoubleKnot
Could be **quite low, if pay-at-door is option** (reg'n list can be edited):
$35 reg'n cost: **no charge for "pay at door/send check"**; 2.5% + $1.00 for MC/VISA = .88 + 1.00 = $1.88, so total is
 $1.88 (5.4%);   3.5% + $1 for AmEx = $1.23 + $1 = $2.23, so total is **$2.23 (6.4%)**
$100 reg'n cost: **no charge for "pay at door/send check"**; 2.5% + $1.00 for MC/VISA = $2.50 + 1.00 = $3.50, so total is
$3.50 (3.5%);   3.5% + $1 for AmEx = $3.50 + $1 = $4.50, so total is **$5.50 (5.5%)**
Section pays $200/year to cover the service; we have it through 2007.
(Check is mailed; Chapter doesn't need separate checking acct, can use Concentration Banking)

BrownPaperTicket
Inexpensive, but must use VISA/MC/AmEx (**no pay-at-door option**):
$35 reg'n cost: 2.5% + .99 = $0.88 + $0.99 = $1.87 (for MC/VISA/AmEx); so total is **$1.87, or 5.3%** (no option for pay-at-door – need to handle these separately)
$100 reg'n cost: 2.5% + $0.99 = $2.50 + 0.99 = $3.49 (for MC/VISA/AmEx);, so total is **$3.49, or 3.5%** (no option for pay-at-door – need to handle these separately)
(Check is mailed; Chapter doesn't need separate checking acct, can use Concentration Banking)

NOTE: Please do your own homework – I might not have correctly read all the fine print! If you find different conclusions, please let me know!
 Paul Wesling, p.wesling[at]ieee.org

Analysis of needs/opportunities for Event Registration
Brian Berg/Paul Wesling, Jan 3, 2007 (updated 3/7/2007)

1. See analysis spreadsheet and Summary of Costs sheet

SURVEY:

1. What capabilities does your Chapter need/desire?

  - What sorts of events (meetings only; occasional seminars; etc)

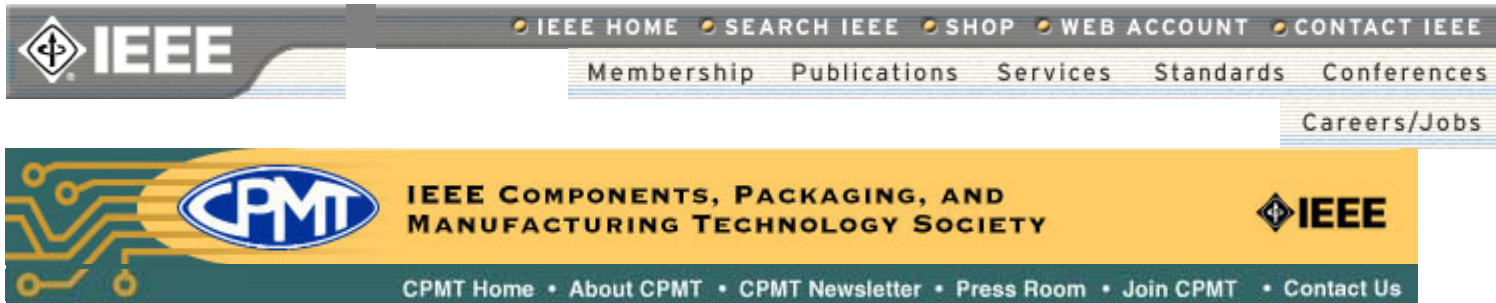 - Are you fine, as-is (ie, wouldn't use this)

2. How much are you willing to pay (eg, $50/year; nothing; etc)

3. A pricier, integrated solution (DoubleKnot, Activa), or one the incorporates PayPal (basic Excel, EventBrite)?

4. Other considerations:

5. Who can help us analyze:

IEEE COMPONENTS, PACKAGING, AND MANUFACTURING TECHNOLOGY SOCIETY

◈IEEE

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IEEE/CPMT Dinner Meeting, in the Santa Clara Valley:

"Optoelectronics Technology: New and Exciting Markets in Consumer and Entertainment" -- Michael Lebby, President and CEO, Optoelectronics Industry Development Association (OIDA)

Wednesday, January 10, 2007

- Seated dinner served at 6:30 ($25 if reserved before January 7; $30 after & at door; vegetarian available)

  PayPal **ADD TO CART** **$25 -- Register & prepay for dinner** in one step from your PayPal account or Credit/Debit Card!

- Presentation (no cost) at 7:30.

Ramada Inn

- 1217 Wildwood Ave (Fwy 101 frontage road, between Lawrence Expressway and Great America Parkway), Sunnyvale, (800) 888-3899 -- see map.

PLEASE RESERVE IN ADVANCE --

- For dinner and/or meeting: by **email** to Janis Karklins
- Please reserve for "presentation-only", even if not attending the dinner.

Silicon Valley Engineering Council Open House at Ultratech

Nov 14, 2006 from 06:00 PM to 09:00 PM
San Jose

This event has ended!

Register Now

Ticket Type	Sales End	Price	Quantity
Free Registration	Ended	Free	N/A
			Register Now

Event Details
You are cordially invited to the Silicon Valley Engineering Council Annual Open House - Thursday, November 14, 2006, 6:00-9:00 p.m.

The SVEC wants to welcome you to our complementary Annual Open House event! Please pass this invitation along to engineers you think may be interested. All are welcome.

Join us at the Ultratech for a complimentary light buffet and an evening of exciting information and engineering camaraderie. Colleagues, friends and spouses are invited to enjoy the festivities.

Welcome Reception: 6:00pm-7:00pm
SVEC Open House: 7:00pm-9:00pm
Welcoming Remarks and Acknowledgements:
Barbara Roberts, President, Silicon Valley Engineering Council

• Experience SVEC Educational Outreach Programs
- Discover "E" (Engineering)
- Call for Nominations for Scholarships
• Announcement of 2007 Silicon Valley Engineering Hall of Fame Inductees
• Prepare for National Engineers Week 2006, February 18-24, 2007
- SVEC Engineers Week Banquet -- Friday, February 22, 2007 at Westin Hotel, Santa Clara
- Join other societies in promoting the Engineers Week activities

Date and Location
Date
Nov 14, 2006

Time
6:00 pm - 9:00 pm

Location
Ultratech
2880 Junction Ave, Between Montague & Zanker.
San Jose, 95134

Map
Google | Yahoo | Mapquest

Add to my Outlook Calendar

Invite Friends and Colleagues

Hosted By
Silicon Valley Engineering Council

View other events hosted by Silicon Valley Engineering Council

Contact the Organizer

IEEE SF Bay Area Nanotechnology Council

IEEE

SAN FRANCISCO BAY AREA
NANOTECHNOLOGY COUNCIL

IEEE SFBA Nanotechnology "Imagine the Possibilities" Fall Event

Location:
SEMI World Headquarters
3081 Zanker Rd.
San Jose, CA 95134

Date:
Tuesday, Nov. 21, 2006
12:00 PM - 5:00 PM

Details To Order Form +

Novel features of this Symposium include:
• Pre-publication briefs of university graduate research topics in nanotechnology.
• Challenge to the attendees to contribute imagined potential applications and opportunities that may transcend the present scope of the presented work.
• Ample opportunity for networking with the graduates and other attendees.

Walk in registration will be an additional $5 in cash or check ONLY (no credit cards)

Not Available for Booking
This activity has already ended.

DoubleKnot Event Registration page

has multi-screen registration sequence, and option of accepting payment or using pay-at-door; creates registration/paid list (output in Excel file)

San Francisco Bay Area Council, IEEE

Control Systems Tutorials (at WESCON) -
The latest date for registration date has passed.

Description:	Control Systems Tutorials (at WESCON) -
Start Date/Time:	4/13/2005 **End Date/Time:** 4/13/2005
Register By Date:	4/12/2005
Late fee:	After 4/1/2005 a late fee of $50.00 will apply.
Further Information	click here
Contact E-mail:	ma.turner@ieee.org
Cost:	$125.00

Details: The Santa Clara Valley Chapter of the Control Systems Society welcomes you to our full day of tutorials. Choose one, two, or all three:

- **General Concepts of Motor Control** (8:30-11 AM)
- **Understanding Robot Manipulators** (11:30-2 PM, includes lunch)
- **Control System Design: A Review** (2:30 - 5 PM)
- All three (8:30 AM - 5 PM, includes lunch)

For details on each Tutorial, see the Control Systems Chapter website.

On the next screen you will enter the names of all attendees you are registering, before proceeding. Then, for each attendee, you will select which Tutorial(s) that person will attend.

All Sessions are at the Santa Clara Convention Center, Room 203.

Activity Location:	Map: 5001 Great America Pkwy, Room 203, Santa Clara, CA USA
Cancellation Policy:	A 10% penalty applies if registration is cancelled after 4/8/2005

If you have a question, comment or suggestions, please E-mail: Paul Wesling

123SignUp.com

Events

Features	Description and Benefit
Types of Events & Attendees	Events may consist of **multiple activities, sessions or tracks** (golf outing, presentation, seminars, dinner). Attendees can select each activity independently (attending main presentation does not require signing up for dinner). Limit number of registrations by activity. **Contact information** may be gathered from registrant, significant other and guests. This information may be used create badges. Create **event questionnaire** to gather event specific information such as dietary requirements or travel information **Simple business rules** may added to one or more activities: selection of an activity is required to register for an event (must select the main paid activity to select a free dinner) **Multiple registrant types** (sister organization members, students). Each registrant type may bring **significant other and guests.** **Any number of custom fields** may be used to obtain information from primary registrants.
Event Creation Wizard	**Easy event set up.** Simple forms, stepwise access and online help allow events to be set up within minutes. No HTML knowledge is required. Event **description**, **calendar** and **registration** pages in attractive HTML formats are created automatically and instantly. Convenient features such as **map** and **add to my calendar** are automatically embedded in event description page. Create **event questionnaire**. Event can be published immediately to start accepting **secure** online registrations. Create **multiple time bands** to support pricing based on time bands (early bird and regular registration fees)
Event Calendar	When an event is created, it is automatically added to the Events Calendar. Choice of calendar views: Daily, Monthly, Yearly or List

Smart Event Pricing	Flexible event pricing:
	- Separate fee different time bands: Early bird, regular and late registration periods - For each time band, different fee for each activity or session - For each time band, different fee for each registrant type - For each registrant type, separate fee for significant other and guests - For each attendee, separate fee for each activity Fee is administered based on an **honor system**.
Event Questionnaire and Survey	Attendee's **preference** information (e.g., non-smoker, vegetarian) may be collected for resource planning or analysis. Housing and travel information can be collected using this feature.
Online Attendee Directory	Optional.
	Optional.

Onsite Event Management

Features	Description and Benefit
Self-update of Badges by Trainees	
	Elimination/reduction of badge corrections at event registration desk. Attendees can be reminded to approve their badges online. Attendees view badge by clicking on link in email, and update badge in browser window.
Badges	
	Standard badge format **Print when needed**. Badges may be printed the night before the event. Late event registrations may be printed a few hours or even minutes before the event. Update **badges one at a time.** Badge information may be downloaded into Excel file for offline printing on any stock. **Matching your event's or organization's look-and-feel**. Badges may be printed on pre-printed or plain Avery label stock.
Attendee Information	
	Print attendee list by activity. List of dinner guest separate from list of seminar attendees.

	Print payment information by registrants.	

Reporting/Data Analysis

Features	Package	Description and Benefit
Real Time Reports to Manage Your Event		
	Professional	**Easy access to up-to-the-minute** event registration, attendee, contact or other information. **Mailing labels** for event attendees**.** **Daily credit card collection reports** to match with your bank deposits. Detailed **event finance reports.**
Exporting Data		
	Professional	**Export data for special analysis or migration easily**. Each report can be extracted into a comma-separated file on your computer. The data can be analyzed and visualized using Excel or other applications.

Access to Administrative Console

Features	Package	Description and Benefit
Administrator Account		
	Professional	Control Center allows **easy event setup, administration and report downloads.** Access to Control Center is controlled through login ID and password-based authentication. **Up to Two** usernames and associated passwords.
Levels of Administrative Access		
	Professional	**Multi-level** access control.

Event and Organization Website Integration

Features	Package	Description and Benefit
URL for		

websites	Professional	The followings may be embedded any where in your website: • Event calendar • Event description page • Event registration page Access to **event description** page on your web site from online registration pages.

No Hidden Fees!

- No setup fees
- No monthly fees
- No merchant account fees
- No per event fees
- No support fees

Simplified Pricing

Our value-based pricing model is optimized to reduce your costs and couldn't be simpler. You may optionally use 123Signup merchant at no additional cost [except credit-card fee]. See details below.

Package	Your Event	Pricing
Professional	You are managing a free event	$1.00
	Your event registration fee is less than $100 per person	3.5% with a minimum of $1.00
	Your event registration fee is more than $100 per person	$1.50 plus 2% not to exceed $6
Premier	Your large, multi-day event requires an additional range of customized services	A flexible fee structure based on your specific needs. Call us for a custom quote.

The **Professional** Package includes the most popular event marketing and registration features for a wide range of events plus optional payment processing services.

The **Premier** Package includes all these features, plus an additional selection of customized services to cover the most demanding event registration, management and marketing requirements.

Payment Processing Services
We also enable fast, secure online payment by attendees via their credit card. There are two options: Use our merchant account or yours.

You pay a 2.5% (Visa and MasterCard) or 4% (American Express) fee for each credit card transaction

EventBrite

Eventbrite Service Fees

Fee (% of Ticket Price)	Minimum Fee	Maximum Fee
2.5%	$0.99	$9.95

No setup and no monthly fees.
Fees are charged only when you make a sale.
There are no fees for free events.
At your option, fees can be paid by the attendee or included in your ticket price.

Why do we use PayPal?

PayPal eBay

Many of our customers and partners have asked why we offer our service featuring PayPal, an eBay company, as the exclusive payments processor.

Simply stated, we believe PayPal has created the safest, easiest-to-use, and most cost effective platform for businesses and individuals to send and receive money.

Why should you rely on PayPal for your transactions? Here are a few points about PayPal:

   * PayPal offers one of the safest platforms for online commerce, with fraud rates at a fraction of those of typical e-commerce offerings.
   * PayPal offers ease and flexibility; accepting all major credit cards (Visa, Mastercard, Discover, and American Express), as well as all major debit cards, electronic checks ("e-check" or ACH), and direct transfers.
   * PayPal offers low merchant rates with no set up or recurring costs.

Here are some quick facts on the popularity of PayPal:

   * PayPal completes over 1.5 million transactions per day with over 100 million accounts in 56 countries worldwide.
   * PayPal is processing over $100 million in payments per day and will transact over $45 billion in total payments in 2006 alone.
   * PayPal, and its parent company, eBay (NASD: EBAY), are both profitable, and leaders in ecommerce.

We have chosen to build our business on PayPal because PayPal offers the safest, easiest-to-use, and most cost-effective payment processing service. Along with the over 100 million users, we hope you can share our confidence as well.