

Bill's Basics: A minimal action solution to running a pretty good chapter

2008 SFBAC Officer Training Session

February 23, 2008

Bill DeHope

OEB Membership/Publicity Chair

- Who does what (*Hu's on first?*)
- Before the meeting (*"I love it when a plan comes together"*)
- Meeting essentials (*but don't forget why you're there*)
- The capture, care, and feeding of guest speakers

My #1 Advice for Chapters: Be Regular

- Have regular meetings (irregularity is bad)
 - your members will love you
 - your chapter won't die
 - don't let the patient die on YOUR shift !
- Plan! Have a yearly calendar (*some Sections require it*)
 - “Failing to Plan = Planning to Fail”
 - By Golly, now's a good time to do it
 - Handy-dandy planning chart coming right up
 - Minimum: L-10, 2 meetings & L-31's, L-50 input, election
- Let your Section know what you need
 - coffee pots, cookies, pizza..
 - money is not the problem (we have more money than time)
 - view \$\$\$ as a tool to help you serve your members!



Ingredients for a Basic Chapter (Bare Survival Guide)

You have 12 months to...

- File an L-10 (*Officer Reporting Form*)
- Hold two meetings (e.g. 1 before & 1 after summer)
- File two L-31's (*Meeting Report Form*)
- Hold an election for new officers
- Report Expenses & Revenues (for your Section's L-50)
- There's even help at <http://www.ieee.org>
 1. click on **Volunteers** (horizontal tab across the top)
 2. click on **Regional Activities** under Boards and Organizations (left column of links)
 3. click on **Section/Chapter Support** (left column of links)
 4. note the L10 & L31 forms are all there
- The trick is planning your meetings
 - Play it safe: plan 2 before summer and 2 after
 - If you miss one (or both) you'll still survive
 - What follows is an "odd month" plan with January & July "off"

Basic Local Chapter Officer Duties

typical officer progression/rotation

- **Treasurer**
 - pay the bills, maintain the checkbook & finances
 - communicates performance-to-budget to other officers
 - track assets (cash-on-hand, computer eqpt, coffee pot...)
 - responsible for preparing next-year's budget
 - provides yearly financial report to your Section for L-50
- **Secretary**
 - tracks meeting attendance, submits L-31
 - maintains "minutes", Speakers List of past & potential speakers
 - maintains a member/guest database (SAMIEEE, past attendees)
 - assists VC in publicity; venue reservations
- **Vice Chair/Speaker Coordinator (VC)**
 - invites, coordinates, and introduces technical speakers
 - back-up Chair (when Chair is absent, whether physically or...)
- **Chair**
 - responsible for a chapter meeting all IEEE requirements
 - calls & chairs meetings (sgt@arms) sets agendas, appoints committees
 - nags everyone to keep to **The Plan** (the Yearly Calendar)
 - announces and runs a yearly election
 - the conduit to, and representative of, the Section

Sample Local Chapter Yearly Calendar

(minimal-action plan; note events happen serially)

- Mid-January: Chapter ExCom Kickoff mtg/plan 1st meeting
Chair submits L-10 Officer Report
Treasurer submits last year's L-50 input to section
- Early February: VC submits Grid announcement for March mtg
- Mid-March: 1st Technical Meeting
Plan 2nd meeting
- Early April: VC submits Grid announcement for May mtg
- Mid-May: 2nd Technical Meeting
Plan 3rd meeting
- Early August: VC submits Grid announcement for September mtg
- Mid-September: 3rd (penultimate) Technical Meeting
Call for nominations
Plan 4th meeting
- Early October: VC submits Grid announcement for November mtg
- Mid-November: 4th (final) Technical Meeting
Hold election
Approve a budget/plan for new year

Local Chapter Extra Credit !!!

(Thrive, don't just Survive)

- Shoot for monthly meetings (parallel processing required!)
- Chair hosts a backyard BBQ for the Excom
- Chair thanks the Excom with a nice year-end dinner
- Have a summer fling/outing—fun for all
- Host a short course in the Spring or Fall
- Host a joint meeting with a less-active chapter
- Participate in and promote community service
 - science fairs, scholarships, Engineer Week visits, etc.
 - help out your PACE & GOLD entities, college branches
- Support your Section/Council with added volunteers
 - help your Section Chair with Section responsibilities
 - recruit new volunteers for your Chapter
 - promote your chapter's Chair to a Section officer position (don't recycle)

The key to a successful chapter are its meetings!

Technical Meeting Basics

- Pick a speaker (*Excom planning task*)
- Invite a speaker/set a date
- Find a location
- Publicize (get an audience)
- Meet
- File L-31

details to follow...

Technical Meetings: Basic Questions with no wrong answers

- Excom Planning Meetings
 - *before the TM? (*least action*)
 - after the TM? (*esp. if TM is a dinner mtg.*)
 - separate from the TM? (*for the well-oiled chapter*)
 - electronically? (*Recommended only if you have a prioritized list of speakers*)
- Food
 - *nothing? (*least action; partic. for young chapters*)
 - snacks? (*marginally more work, limits venues?*)
 - dinner? (*for the well-oiled chapter; price break for IEEE members*)
- When?
 - 6 pm (“right after work”; natural time for dinner meetings)
 - *7 pm (permits a burger stop beforehand; lighter traffic)
 - Noontime (weird, but works for “close-knit” chapters)
 - Be aware of seasonal issues (popular conferences, holidays, summer, etc)
- Where?
 - *corporate locales, local restaurants, *colleges, libraries
 - ease-of-commute, nearness to commuter hubs, central location
 - avoid getting in a rut; choose 1 meeting per year outside of your box
 - Everyone loves an on-site tour (provide good directions)

Choosing a speaker

- The main purpose of Excom chapter planning meetings!
- Use recommended (tried-and-true) speakers
 - scope out other local meetings!
 - ask previous speakers
 - ask your members (remember $n_{members} \gg n_{officers}$)
- An IEEE “Distinguished Lecturer” (*recall \$ is not a problem?*)
- A colleague or manager of an Excom member
- A competitor of an Excom member
- An Excom member (best to keep this ace up your sleeve)
- A previous speaker (but at least 3-year spacing)
- Be aware of local conferences to minimize/eliminate travel expense
- A local “applications engineer” (use with caution)
- Trade lists with another chapter; hold a joint meeting
- Everyone loves a tour! Pick the organization; find a speaker therein!
- Knowledge trumps entertainment
- Knowledgeable speakers don’t all have PhD’s

Inviting the Speaker

- Typically the Vice-Chair's job
- Introduce yourself by your IEEE title (YOU are impressive!)
- Explain the time commitment
- Be sensitive (psychologically) to his first response
 - Inadequacy: emphasize we want a basic review-level talk
 - Importance: massage ego; emphasize value to him; drop names
- Negotiate the date
 - your coordinator needs to be given some “latitude” to do this
- Explain the ground rules: no advertising, be professional
- Get bio and abstract for publicity
 - If resume is weak or non-existent, ask some basic questions
 - Try to get the abstract “in his own words” to avoid surprises
 - Are there any special requirements? (Equipment, dietary, etc.)
- Follow-up
 - to meet Grid deadlines
 - go ensure all systems “go” week before meeting

How one chapter divides the labor between Secretary & Speaker Coordinator (60-day cycle; 4-meeting/year plan)

When	What	Who
Tech Mtg (TM)	Attend meeting. Distribute minutes to board members. Get <u>everyone</u> to sign attendance sheet. Take notes.	Secy
Tech Mtg (TM)	Attend meeting. Introduce speaker. Field questions. Thank speaker at conclusion.	VP
TM + 1 dy	Submit on-line L-31.	Secy
TM + 1 dy	Compose thank-you to speaker. Get input/approval of other board members as required.	VP
TM +3 dy	Mail out thank-you letter to speaker.	VP
TM + 5	Update mailing labels with new names of meeting's attendees. Write up minutes of previous meeting. Get input/approval of other board members as required.	Secy
TM' - 57	Arrange for next speaker. Request abstract and biography.	VP
TM' - 48	Obtain & edit abstract & bio for a general technical audience, not just specialists in the field. Forward to Secy.	VP
TM' - 45	Electronically submit article to IEEE Grid magazine editor Paul Wesling <editor@e-grid.net> and post in chapter webpage.	Secy
TM' - 15	Prepare a flier (with map) for next meeting. Print out updated mailing label list. (Avery #5165 labels work good for this.) Fold fliers and stuff, seal, and stamp envelopes. Mail out flier.	Secy
TM' - 7	Post fliers widely!	All
TM' - 1	Prepare a verbal introduction of speaker for the upcoming meeting.	VP
TM' - 1	Prepare an attendance sheet and copies of previous minutes for the upcoming meeting.	Secy

“Best Practices” Agenda for a Chapter Meeting

<u>Who</u>	<u>What</u>	<u>How long</u>
Excom	Eats (coffee, snacks, dinner)	10-45 mins
Chair	Host recognition & logistics	2 minutes
Section rep.	IEEE pitch & Excom recognition	3 minutes
Chair	Basic biz (news, networking*, etc)	5 minutes
VC	Speaker intro.	3 minutes
Guest	Technical presentation	45 minutes
VC	Leads applause, fields questions	~10 minutes
VC	Presents Thank-you Gift	2 minutes
Chair	Adjourns meeting	1 minute
All	Informal networking	10 minutes

**Gotta' job/Wanna' job (might need kick-starting by someone from the Consultants Network)*

Introducing us! The IEEE Pitch in Two Flavors

- A brief 2-slide intro (to follow) for use when time is short
 - late starts
 - lots of announcements (banquets, PACE needs/events, college activities, other chapter talks of mutual interest, ...)
 - Your “Gotta’ job/Wanna’ job” networking sessions run long
 - election day!
- An expanded 11-slide intro for use when time allows
 - at least once a year
 - let attendees know why they should be members
 - this can be run “in the background” before the “meeting” starts
- But remember why folks came—speaker intro. should begin within 20 minutes of start time.

Extended IEEE introduction slide #1

Introduction to the IEEE...

Institute of Electrical & Electronics Engineers
(<http://www.ieee.org>)

- World's largest (~360,000) technical professional society
- Our charter:
 - “Scientific advancement and diffusion of knowledge”*
 - “Advancement of the profession”*
 - “Use skills to enhance the quality of life for all people”*
- Our strengths:
 - Peer-reviewed proceedings, practical publications, newsletters*
 - International conferences & workshops with proceedings*
 - 42 active technical Societies & Councils*
 - Active local Chapters; grassroots involvement of membership*
 - Professional support; personal networking opportunities*
 - Member services (e.g. bargain life insurance)*

Extended IEEE introduction slide #2

Refereed Publications of IEEE...

Trans. on Advanced Packaging
Trans. on Antennas & Propagation
Trans. on Applied Superconductivity
Trans. on Automatic Control
Trans. on Biomedical Engineering
Trans. on Broadcasting
Trans. on Circuits and Systems
 I: Fundamental Theory & App's
 II: Analog & Digital Sig. Processing
Trans. on Circuits and Systems for Video
 Technology
Trans. on Communications
Communications Lett.
Trans. on Computer-Aided Design of
 Integrated Circuits and Systems
Trans. on Components and Packaging
 Technologies
Trans. on Control Systems Technology
Trans. on Education
Trans. on Electronics Pk'g Mfg
Trans. on Electron Devices
Electron Device Lett.
Trans. on Electromagnetic Compatibility
Trans. on Energy Conversion
Trans. on Engineering Management
Trans. on Evolutionary Computation
Trans. on Fuzzy Systems
Trans. on Geoscience & Remote Sensing

Trans. on Image Processing
Trans. on Industry Applications
Trans. on Industrial Electronics
Trans. on Information Theory
Trans. on Info Technology in Biomedicine
Trans. on Instrumentation &
 Measurement
J. of Lightwave Technology
J. on Selected Areas in Communications
J. on Selected Topics in Quantum
 Electronics
Trans. on Magnetics
Trans. on Mechatronics
Trans. on Medical Imaging
J. of Microelectromechanical Systems
Microwave and Guided Wave Lett.
Trans. on Microwave Theory and
 Techniques
Trans. on Multimedia
Trans. on Neural Networks
Trans. on Nuclear Science
Trans. on Oceanic Engineering
Photonics Technology Lett.
Trans. on Plasma Science
Trans. on Power Delivery
Trans. on Power Electronics
Trans. on Power Systems

Proceedings of the IEEE
Trans. on Professional Communication
J. of Quantum Electronics
Trans. on Rehabilitation Engineering
Trans. on Robotics and Automation
Trans. on Signal Processing
Trans. on Speech & Audio Processing
Signal Processing Lett.
Trans. on Systems, Man, & Cybernetics
 Part A: Systems and Humans
 Part B: Cybernetics
 Part C: Applications and Reviews
Trans. on Semiconductor Manufacturing
J. of Solid-State Circuits
Trans. on VLSI Systems
Trans. on Vehicular Technology
Computer Society Publications
 Trans. on Computers
 Trans. on Knowledge & Data
 Engineering
 Trans. on Parallel & Dist'd Systems
 Trans. on Pattern Analysis & Machine
 Intelligence
 Trans. on Software Engineering
 Trans. on Visualization & Computer
 Graphics

Extended IEEE introduction slide #3

IEEE Conferences...

Intl Conf on Computers and Devices for Communication (CODEC)
Intl Conf on Asian Green Electronics (AGEC)
Intl Conf on Intelligent Sensing and Information Processing
1st Consumer Comm's and Networking Conf (CCNC)
17th Intl Conf on VLSI Design
9th Joint Magnetism and Magnetic Materials – INTERMAG
Intl Symposium on Nanoelectronic Circuits & Giga-Scale Systems (ISNCG)
7th Intl Topical Workshop on Contemporary Photonic Technologies (CPT)
Intl Conf on Mobile Data Management (MDM)
1st European Workshop on Wireless Sensor Networks
17th Intl Conf on Micro ElectroMechanical Systems (MEMS)
Symposium on Applications and the Internet (SAINT)
Sensors for Industry Conf (SIcon)
Annual Reliability and Maintainability Symposium (RAMS)
Asia and South Pacific Design Automation Conf ASP-DAC
Intl Workshop on Electronic Design, Test & App's (DELTA)
ACM/Intl Workshop on Timing Issues in the Specification & Synthesis of Digital Systems (TAU)
2nd Nefertiti Winter School in Microwave Photonics
6th Intl Conf Advanced Communication Technology (ICACT)
IEEE/IAS PCIC Electrical Safety Workshop
Intl Workshop on System-level Interconnect Prediction (SLIP)
10th Intl Symposium on High Performance Computer Architecture (HPCA)
Intl Solid-State Circuits Conf -ISSCC
Nanoscale Devices and System Integration (CNDSI)
Design, Automation & Test in Europe (DATE)

Intl Zurich Seminar on Communications (IZS)
Annual Symposium on VLSI (ISVLSI)
Conf on Optical Fiber Communication - OFC
Applied Power Electronics Conf and Exposition - APEC
BAST Workshop: Pacific Northwest Test
Modern Prob's of Radio Engineering, Telecommunications, and Computer Science (TCSET)
Euroregional Workshop on Thin Silicon Devices
17th Conf on Software Engineering Education and Training INFOCOM
Pacific Rim Intl Symp on Dependable Computing (PRDC)
Aerospace Conf
NanoTech
5th Latin American Test Workshop - LATW
13th Annual Wireless and Optical Communications Conf
IEEE/CPMT 20th Semiconductor Thermal Measurement & Management Symposium (SEMI-THERM)
Intl Symposium on Performance Analysis of Systems & Software (ISPASS)
5th European Workshop on Ultimate Integration of Silicon
Intl Conf on Pervasive Computing and Communications (PERCOM)
36th Southeastern Symposium on Systems Theory (SSST)
Intl Workshop on Junction Technology (IWJT)
National Radio Science Conf (NRSC)
ITG Workshop on Smart Antennas
2nd Annual IEEE/ACM Intl Symposium on Code Generation and Optimization (CGO)...

...Plus 359 more!

Extended IEEE introduction slide #4

The 42 Technical Societies of IEEE...

Aerospace and Electronic Systems Society
Antennas and Propagation Society
Broadcast Technology Society
Circuits and Systems Society
Communications Society
Components Packaging, and Manufacturing
Technology Society
Computer Society
Consumer Electronics Society
Control Systems Society
Council on SuperConductivity
Dielectrics and Electrical Insulation Society
Education Society
Electromagnetic Compatibility Society
Electron Devices Society
Engineering Management Society
Engineering in Medicine and Biology Society
Geoscience & Remote Sensing Society
Industrial Electronics Society
Industry Applications Society
Information Theory Society
Intelligent Transportation Systems *Council*

Instrumentation and Measurement Society
Lasers & Electro-Optics Society
Magnetics Society
Microwave Theory and Techniques Society
Nanotechnology *Council*
Neural Networks Society
Nuclear and Plasma Sciences Society
Oceanic Engineering Society
Power Electronics Society
Power Engineering Society
Product Safety Engineering Society
Professional Communication Society
Reliability Society
Robotics & Automation Society
Sensors *Council*
Signal Processing Society
Society on Social Implications of Technology
Solid-State Circuits Society
Systems, Man, and Cybernetics Society
Ultrasonics, Ferroelectrics, and Frequency
Control Society
Vehicular Technology Society

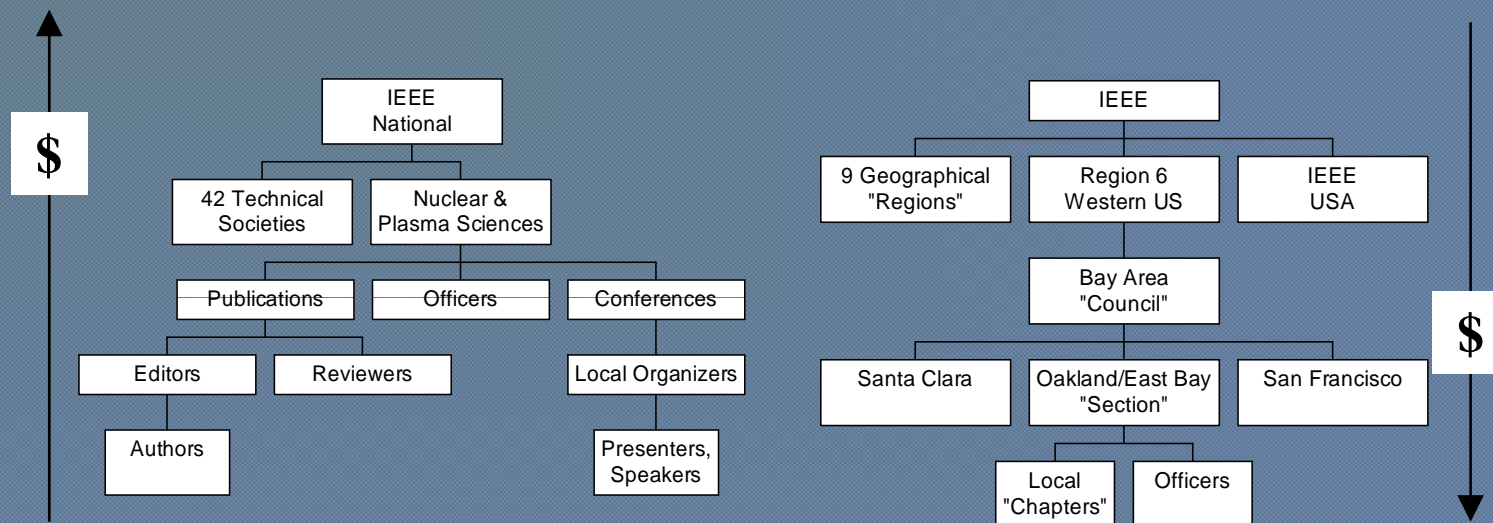
Extended IEEE introduction slide #5

The Nuclear & Plasma Sciences Society (NPSS) A personal favorite!...

- One of the smaller societies (~6000 members)
- Publish *Trans. on Plasma Science*, *Trans. on Nuclear Science*
- Host *ICOPS*, *NSS/MIC*, *PAC*
- Typical research fields represented
 - fusion technology
 - semiconductor processing; plasma-assisted CVD
 - charged particle acceleration; beam transport
 - pulsed power technology and applications
 - physical electronics: solid-state, vacuum, and plasma devices
 - nuclear diagnostics and instrumentation
 - radiation effects
 - medical imaging
 - nuclear power; reactor instrumentation and controls
 - computational electromagnetics
- Many members have physics backgrounds

Extended IEEE introduction slide #6

Understanding IEEE Organization...



Viewed “Technically”

The Technical Activities Board

Viewed Geographically

The Regional Activities Board

Extended IEEE introduction slide #7

IEEE / OEB / NPSS



Our Technical meetings

- ~ Every other month
- No “memberships” required
- Announcements in IEEE Grid Magazine
- Grid on-line: *<http://www.e-grid.net>*
- Announced via chapter mailings
- Please sign our attendance sheet

Extended IEEE introduction slide #8

Recent OEB-NPSS Technical Talks ...

- James Morgan, *LLNL*, **A Physicist in Arms Control**
- Jasmina L. Vujic, *UCB*, **Nuclear Power for the 21st Century**
- Bill DeHope, *LLNL*, **Advances in Flash Radiography**
- Jasmina L. Vujic, *UCB*, **Nuclear Energy: Beyond Today**
- Paul M. Grant, *EPRI*, **The Coming Age of Superconductivity**
- Glen Dahlbacka, *LBNL*, **The Chabot Space and Science Center**
- Monica Blank, *CPI*, **Characteristics and App's of Gyrodevices**
- David Price, *Physics Intl*, **The Decade Quad X-ray Simulator**
- Bill Moses, *LBNL*, **Nuclear Detectors for Cancer Imaging**

Extended IEEE introduction slide #9

Why join IEEE?...

- Member \$ benefits (e.g. group life insurance rates)
- Discounts on books, publications, conferences
- Career benefits; professional advancement
 - You'll be *perceived* as a stand-out
 - You *will* rise "above the crowd"
- Many employers cover dues (*Ask!*) so, why not?
- Be a giver, not a taker
- It's the *right* thing to do
- It's the *professional* thing to do
- Ethics strengthening & support
- Member friendships, camaraderie, personal networking

Extended IEEE introduction slide #10

Joining IEEE is easy!

<http://www.ieee.org>

Extended IEEE introduction slide #11

Introducing our Local Chapter Officers...

- *2007 Chair*
- *2007 Vice Chair*
- *2007 Secretary*
- *2007 Treasurer*

Introducing our speaker...

Quickie IEEE introduction slide #1

IEEE Welcomes You!



Institute of Electrical & Electronics Engineers
(<http://www.ieee.org>)

- World's largest technical professional society
- Our charter:
 - Scientific advancement and diffusion of knowledge*
 - Advancement of the profession*
 - Use skills to enhance the quality of life for all people*

Nuclear & Plasma Sciences Society (NPSS)

- Publish *Trans. on Plasma Science, Trans. on Nuclear Science*
- Host *ICOPS, NSS/MIC, PAC*

Oakland/East Bay Chapter...

Please sign our attendance sheet...

Quickie IEEE introduction slide #2

IEEE / OEB / NPSS



Our Technical meetings

- ~ Every other month
- No “memberships” required
- Announcements in IEEE Grid Magazine
- Grid on-line: *<http://www.e-grid.net>*
- Announced via chapter mailings
- Please sign our attendance sheet

Introducing our speaker...

Attention Chairmen: Don't forget an election!

- Announce election and request nominations at penultimate technical meeting
 - sample announcement follows
- Get buy-in from existing Excom officers in advance
 - Look for “fresh blood” to bring into rotation
 - Consider “moving up” to a Section officer
- Hold the election
 - at the final technical meeting of the year
 - sample ballot attached
 - tally votes; announce winners to IEEE via L-10

Election announcement: penultimate meeting *an example....*

Nominations for the 2008 Executive Officers of the

*Oakland/East Bay Chapter of the
Nuclear & Plasma Sciences Society*

Can be sent to

Bill DeHope, Nominating Committee

University of California

Lawrence Livermore National Laboratory

7000 East Ave. L-153

Livermore, CA 94550

w.dehope@ieee.org

Election ballot: final meeting of the year

IEEE Nuclear & Plasma Sciences Society

Oakland/East Bay Chapter

Executive Committee Ballot 2008

Chairman:
Joe Mauger

Vice Chairman/Speaker Coordinator:
Tony Lavietes

Secretary:
Paul Banchemo

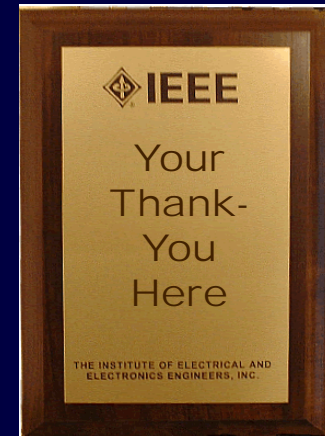
Treasurer:
Ed Lampo

Introducing the speaker (at last?)

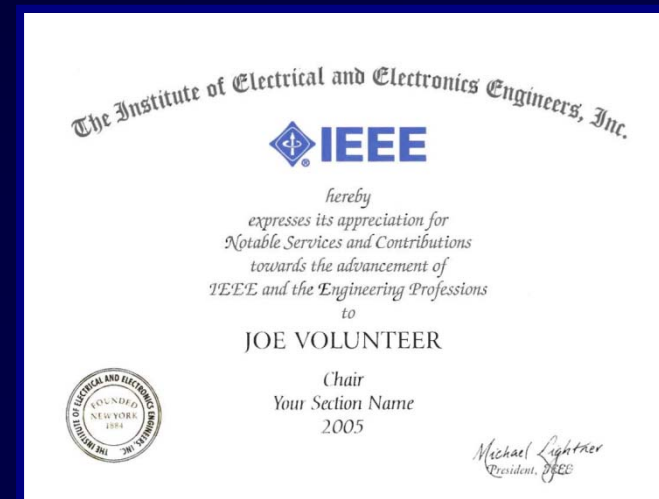
- Practice pronouncing his name well in advance
- Make his introduction “flow”
 - don’t read the abstract
 - except to impress your audience with something esoteric
 - It’s nice to bring up something personal or shared—but no roasting
- Be Warm! Make him feel good about being here. He’s nervous too—more than you!
 - cover his credentials quickly
 - cover his present work deliberately
- Err on the side of charity if he violates the professionalism rules
 - “recall what we discussed about not advertising”
- Handle questions like a conference session chair
 - don’t let someone harangue your guest
 - come to your guest’s rescue if necessary
 - “take this offline in the interests of time”
 - give everyone a chance to interact but watch the clock—“one last question”

Thanking the speaker...

- Make sure his meal is free!
- Plaques—provide time for engraving
- Simple certificates are also nice...particularly if framed
- IEEE giveaway goodies (best to get your Excom's collective wisdom here)
- Some examples...



Custom engraved pens—a SF section idea





The Institute of Electrical & Electronics Engineers

Takes pleasure in presenting this certificate to

Dr. Michael D. Wright

For recognition of your contributions to the

Nuclear & Plasma Sciences Society

In appreciation of your presentation

*Medical X-Ray Imaging With Amorphous
Silicon Technology*

Presented 12 May 1998

William J. DeHope, Chairman
IEEE/NPSS Oakland/East Bay Chapter

**The Thanks
shouldn't
end with the
meeting...
remember a
follow-up
letter.**

date

Lawrence Berkeley National Laboratory
Mail Stop: 80-101
Berkeley, CA 94720

Dear Dr. Feinberg

On behalf of the Nuclear and Plasma Society of the IEEE, let me thank you for your timely and informative presentation last Wednesday evening to our society's local chapter meeting. Your talk on LBL's Advanced Light Source was extremely well received.

I'm sure I speak for all present when I express my appreciation for your explanation of both the accelerator and wiggler/undulator basics as well as the overview of current and planned experiments with this unique radiation source. Your talk was timely, well-organized, interesting, and at an approachable level to both specialists and novitiates. And, of course, your tour of the ALS facility will be remembered by all for a long time to come as the actual hardware was displayed and further discussed. My only regret was that the unseasonably hostile weather kept so many of our expected audience away. They missed an exceptional presentation and tour!

It is the selfless contributions of people like yourself that ensures our Society remains truly professional in nature and dedicated to the advancement and diffusion of nuclear and plasma physics.

Your time and efforts in preparation as well as presentation and tour are appreciated. Thank you.

Regards,

William J. DeHope
Vice Chairman and Speaker Coordinator
IEEE Nuclear and Plasma Society
Oakland/East Bay Chapter

2008 SFBAC Officer Training Workshop (DeHope)

In Conclusion...

- Know the minimum IEEE chapter requirements
 - Although it's good to strive to do better than barely surviving
- Have a plan...Work the plan—Be Regular!
- The key chapter building block is the Technical Meeting
 - Plan, Invite, Publicize...before the meeting
 - Don't forget the IEEE pitch, Thanks, & a yearly election
 - Properly Introduce your speaker!
- There's help available
 - Your section's officers
 - they have experience, ideas (maybe) and money (really, they do now!)
 - IEEE website; and regional and national personnel
 - Me! Bill DeHope
(925) 424-6413
email: dehope1@lnl.gov



"That's all Folks!"

The IEEE Code of Ethics

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree to:

1. Accept responsibility in making engineering decisions consistent with the safety, health and welfare of the public, and to disclose promptly factors that might endanger the public or the environment.
2. Avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.
3. Be honest and realistic in stating claims or estimates based on available data.
4. Reject bribery in all its forms.
5. Improve the understanding of technology, its appropriate application, and potential consequences.
6. Maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations.
7. Seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others.
8. Treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin.
9. Avoid injuring others, their property, reputation, or employment by false or malicious action.
10. Assist colleagues and co-workers in their professional development and to support them in following this code of ethics.