PAOC Report to IEEE Region 3 Committee
April 2013

Congratulations to the recipients of Region 3 Professional Development Awards

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Come to the Professional Activities for Sections session Friday (4/7) morning 10:15-11:45 to hear them describe their most popular Professional Activities event of 2012.

IEEE-USA 2013 Annual meeting and the inaugural [2013 IEEE Conference on Technologies for Sustainability](#) – Engineering and the Environment (SusTech)

This event will be held at the [DoubleTree by Hilton Portland](#), OR, August 1-4, 2013.

Registration is expected to open about April 15. Early registration rate $495 (tentative) to be available until about May 20. The Hotel room rate will be $139.00 or less, single occupancy. (rates and dates tentative).

Details at: http://ieeeusa.org/calendar/conferences/annualmeeting/2013/default.asp

Region 3 has funds from IEEE-USA sufficient to provide a $506.24 travel expense subsidy for 21 Professional Activities (PACE) Delegates. Forms and rules for requesting these subsidies will be distributed by e-mail to Section Chairs and Professional Activities Committee Chairs shortly after meeting registration opens. Priority will be given to:

1. Section Professional Activities Committee Chairs (OR Professional Activities Vice Chairs, when the Chair is not attending) who have never attended an IEEE-USA Annual Meeting.
2. Professional Activities Vice Chairs who have never attended an IEEE-USA Annual Meeting, when the Professional Activities Chair is also attending (without a Region subsidy).
3. A Section representative when no other Section member is attending.
4. All other cases.

In each category, preference will be given to individuals from Sections that certify that 25% or more of their 2013 budget is already spent (or committed to Professional Development Activities that have an approved Region Funding Request) and that because of this, without a Region subsidy the delegate will be financially unable to attend.

Professional Development Video Challenge

Sections are invited to submit a short video (<= 5 minutes) that documents one or more Professional Development Activities held in 2013. These videos will compete for cash prizes payable to the IEEE members comprising the video creation team (5 or fewer). If there are

multiple entries in the Region one or two (# TBD) will be chosen to forward into the national competition. First Place wins $500, Second Place $200 (prize split into equal amounts for each production team member). Please let the PAOC Chair know of the intent to submit a video as soon as possible. The deadline for final video submission is TBD but is expected to be sometime in June. Submission will be made via the IEEE-USA YouTube site. This video challenge replaces the Poster Competition conducted at previous IEEE-USA Annual Meetings.

Region Professional Development Project Funds

There is $5,500 available for Region 3 funding of Section Professional Development Activities. Projects must be preapproved through a Professional Development Project Funding Request. The guideline for project funding is that Region 3 will provide funds up to $500, matching Section funds spent on expenses not covered by participant fees or other funding. A key factor in evaluating requests is the value provided to IEEE member's and the number of members that will participate. Proposals must include a well defined plan that details the activity(s) that will be held and the number of member participants with an indication of the benefit they will receive. The project's budget must be comprehensive showing by broad category all expenses and all sources of funding.

Submit a Section Project Funding Request Form early (at least 15 days before the first event) to the PAOC Chair (be sure to read the instructions page in the workbook). November 1 is the latest date to submit a proposal for activities occurring in 2013. The Final Project Report is due within 20 days after the last event. Each event comprising the project must also be reported in the vTools L-31 Meeting Report online reporting system.

2013 Professional Development Activities Grants

IEEE-USA has budgeted money in 2013, available as a Section Funds matching Grant of up to $1,500. There are a limited number of these grants available and they will be awarded on a first come, first served basis. The grant application form will be available from the Regions 3 PAOC Chair or the IEEE-USA PACE Committee Chair later in April but it will be similar to the Section Project Funding Request Form. The request must be submitted through the PACE Region Representative (Region 3 PAoC Chair) a minimum of three weeks before the planned activities begin and will be evaluated by the IEEE-USA PACE Committee. If approved, the Grant Funds will be paid to the sponsoring Section upon grant approval directly by IEEE-USA.

Member Professional Engagement (MPE) Initiative

MPE, started in 2012, has been extended into 2013. The objectives of this program were to engage more members in Professional Development Activities and to promote the use of vTools for meeting reporting. A Section earns a $200 award for holding 3 or more Professional Meetings with an aggregate attendance of more than 100 participants. Only meeting reported using the vTools L-31 Meeting Report online reporting system. Sections receiving a $200 award in 2012 are eligible for a second award if re-qualifying based solely on meetings held in 2013. Sections not receiving an award in 2012 can build on 2012 activity with meetings held in 2013. The MPE award fund has a cap on the awards that can be given. Awards are made on a first come, first awarded basis. Sections (Professional Activities Committee Chair or Section Chair) must apply for an award if qualifying in in 2013. The application should be by email to montague@ieee.org and needs to list the meetings that meet the MPE

requirements (date, short description, number of members participating, total participation) and confirm that the meetings are in fact reported in vTools. IEEE-USA will pay awards shortly after the end of each calendar quarter; applications received 10 days before the end of the quarter will be included in the Region's quarterly report to IEEE-USA of qualifying Sections.

Recent activities

1/18 IEEE-USA PACE teleconference
2/22-24 IEEE-USA PACE Committee meeting, Dallas, TX
3/4-22 PACE committee task force working sessions
4/1 IEEE-USA PACE teleconference

Respectfully,

John Montague
IEEE Region 3 Professional Activities Operations Committee (PAOC) and PACE Chair