

# 2013 IEEE-USA Annual meeting Region 3 Breakout

Friday 8/2/13 5:45-6:45 PM



**John Montague, IEEE LSM  
IEEE Region 3 PAOC & PACE Chair**

# Agenda

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- Administrative info – expense reports
- R3 Recipients of IEEE-USA Awards
- Hallmarks of Vital Sections
- Professional Activities
  - Student Activities
  - Employment Assistance
  - Professional Activities Projects
    - Professional Development Activities funding
      - R3 Section Professional Development Projects
      - Chapter Professional Activities funds
      - Member Professional Engagement (MPE) program
      - 2013 IEEE-USA Professional Development Grants

# Agenda

2 of 2

- Smart Tech (Metropolitan Area Workshops)
- 2014 Objectives
- Q&A

# 2012 IEEE-USA Awards

## Robert S. Walleigh Distinguished Contributions to Engineering Professionalism Award

*Description of Award* – To honor members of the engineering profession for long-term dedicated effort and outstanding accomplishments in advancing the aims of IEEE professional activities in the United States

**2012 Award Recipient:** Harold Goldberg (Region 1 & 3)

**Citation:** For long-term leadership in the transformation of IEEE-USA and professional activities

## Citation of Honor

*Description of Award* - To honor individuals who have made exemplary contributions toward achieving the aims of professional activities in the United States.

**2012 Award Recipient:** Edward L. Kirchner (Region 3)

**Citation:** For leadership in employment and career services

# 2012 IEEE-USA Awards

## Regional Professional Leadership Award

*Description of Award* - To recognize those members in the Regions for their outstanding leadership efforts in advancing the professional aims of IEEE in the United States within their Regional entities

**2012 Award Recipient:** James M. (Jim) Anderson (Region 3)

**Citation:** For presenting numerous seminars on professional development to Region 3 members

**2012 Award Recipient:** Charles R. Husbands (Region 3)

**Citation:** For development of the Small Radio Telescope Project at the Daytona Museum of Arts and Sciences

**2012 Award Recipient:** David C. Schoggen (Region 3)

**Citation:** For presenting professional development seminars throughout Mississippi

# Expenses

- !!! Sign attendance sheet for this meeting !!!
- **IEEE-USA 2013 Annual meeting expense**
  - Use IEEE 2013 expense report form (copy provided with funding subsidy grant email)
  - If funded by Section, file your expense report and receipts **only** with your Section Treasurer, no later than 8/14
  - If you were granted a Region 3 travel subsidy ensure that your Section Treasurer certifies to me (at [montague@ieee.org](mailto:montague@ieee.org)) that your expense report is complete, approved, and paid or ready for payment no later than 8/24

# Hallmarks of Vital Sections

- *Update Section website monthly*
- *Annual Awards program*
- *Conduct annual social event section members & families*
- *Conduct joint events with other professional organizations*
- *Conduct events with students*
  - *include students/young members in all Section activities*
- *Personal Contact with members via telephone, email, welcome and congratulatory notes (IEEE note cards)*
  - *Leadership succession plans*
    - *Encourages volunteers, feeds N&A process*
- *Section self assessment*
  - *establish annual goals and deliverables*
- *Get member feedback via Section survey*
  - *a good online activity*

# Hallmarks of Vital Sections (cont.)

**Committees (NOT ONE PERSON -- Chair, VC, additional members)**

Membership Development

Professional Activities

Student Activities

Industrial Relations

Government Policy & Relations

Employment Network

Women In eNginering

Life Member

Consultant Network



# Professional Activities

- PACE vs. “Professional Activities”  
IEEE Member space expanding beyond just Engineers
- Technical vs. Professional Activities  
**Technical** – event focus in on the primary technical competencies of the majority of members participating  
**Professional** – member development (technical, business, regulatory, personal), and if technical the content is designed to broaden the members’ awareness and perspective. May have membership development as a secondary objective.
- All Section/Chapter/Branch activities are  
Professional or Technical or Social or Administrative

# Student Activities

- Student professional activities are Professional Activities that should be promoted by the Section Student Activities Coordinator and the Section Professional Activities Committee
- Student Career Development Activities
  - Student Professional Awareness Conferences, S-PACs
  - Student Professional Awareness Ventures, S-PAVe
  - Student Professional Awareness Workshop, S-PAW
- Student Activities Contacts:
  - Region 3 S-PAC Coordinator:  
Mary Lynn Smith [mary\\_lynn\\_smith@ieee.org](mailto:mary_lynn_smith@ieee.org)
  - IEEE-USA Contact:  
Sandra Kim, [sandra.kim@ieee.org](mailto:sandra.kim@ieee.org)

# Student Career Development Activities

<b>Student Professional Awareness Conferences (S-PAC)</b>	<b>Student Professional Awareness Ventures (S-PAVe)</b>
<ul style="list-style-type: none"> <li>❖ <b>Structured events</b></li> <li>❖ <b>Discussion of topics from the professional development categories by experienced engineers</b></li> <li>❖ <b>Involve presentation(s) and panel sessions.</b></li> <li>❖ <b>The keynote speaker from the S-PAC national speaker database is funded by the IEEE-USA S-PAC.</b></li> <li>❖ <b>Are typically half a day, and involve two or three speakers.</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <b>Projects or activities</b></li> <li>❖ <b>To develop an awareness of engineering professionalism</b></li> <li>❖ <b>Generally focused on one professional development category</b></li> <li>❖ <b>Do not have to have a conference format.</b></li> <li>❖ <b>Can span days, weeks, or months but should not exceed one school term (semester or quarter)</b></li> </ul> <p style="text-align: center;"><b>Examples</b></p> <ul style="list-style-type: none"> <li>❖ <b>In house training on running a meeting</b></li> <li>❖ <b>Resume evaluation service and interview skills</b></li> <li>❖ <b>Develop computer package giving basic ideas on how to set up a company.</b></li> </ul>

**All are organized by IEEE Student Branches**

## Professional Awareness Topics

### Career Development

Make the most of your career choices, career fairs and internships; Fare well in informational and formal interviews; Craft and customize your resume, curriculum vita, and cover letter for different career pathways; Be better informed for your job search and negotiations; Establish and maintain professional connections and a circle of mentors; and Prepare for professional registration, certifications, as well as advanced degrees.

### Professional Integrity

Practice ethics in a work environment that is constantly influenced by realities of globalization, financial motivation, and information overload; Generate or customize a framework or set of principles for ethical conduct across differing conflicts and scenarios; and Balance professional integrity against corporate loyalty and other personal interests.

### Personal Skills

Develop skills that are necessary to effectively run a meeting and manage a committee; Apply the best practices for time management and priority setting of tasks; Better manage your online persona and learn how it can assist or affect your career; and Plan your finances and investments.

### Engineers and Public Policy

How a legislation is drafted, introduced, and debated in Congress; The major policy issues and contentions of current interest, and why you should care; and The role engineers play in informing and shaping public policy and how to get involved.

## Professional Awareness Topics

### Leadership in Professional Organizations

A professional society—such as IEEE—can help you in your professional and personal growth; and Staying involved with a professional organization is a value to you and your profession.

### The Practice of Innovation

Capitalize on your professional training and creativity to become an innovator; Learn from the success and failure of others; and Incorporate elements and practices of other cultures and professions (such as arts, humanities, media, and sociology).

### The Art of Communication

Master the art of storytelling; Deliver better presentations; Improve written communication; Leverage social, traditional, and other media effectively; and Use these skills to help improve the public understanding of engineering and its impact.

### Humanitarian Grand Challenge

Play a role in reducing poverty and hunger, improving infrastructure, and addressing environmental and economic challenges; and Become a global citizen and an ambassador for the engineering profession.

## How can your Section help the Student Branches host an S-PAC?

- Provide a list of possible local speakers to the Student Branch.
- Provide a list of Section member willing to participate in panel discussions, resume writing, and/or practice interviews.
- Provide a list of local companies that may be willing to help defray the cost or provide door prizes.
- Inform Student Branches how to apply for funds from the section to help defray the cost or provide door prizes.

## How can you personally help the Student Branches host an S-PAC?

- Be willing to be a local speaker or participate in a panel discussion
- Be willing to help with Student Professional Awareness Ventures (S-PAVe). An example would be to help students write resumes and practice interview skills.
- If you are a member of HKN, you can help us pair existing student branches of IEEE and HKN to sponsor a joint S-PAC or S-PAVe.
- Help connect your company and the student branches to provide sponsorships for S-PACs

Let your Section's Student Branch Coordinator, your student branches, and your Region 3 S-PAC Coordinator know that you are available to help.

# 2013 Student Leadership Training Sessions

Memphis TN 9/7/13

Richmond, VA 9/21/13

Atlanta, GA 9/28/13

Ft. Lauderdale, FL 10/12/13

Columbia, SC 11/9/13

<http://www.ieeeusa.org/volunteers/committees/SPAC/>

**Mary Lynn Smith**  
**Region 3 S-PAC Coordinator**  
**marylynn.smith@viasat.com**

**Looking for motivated students interested in being support coordinators.**



# Region 3 Employment Assistance Web Site

**IEEE** About IEEE | Join IEEE | Search IEEE | IEEE Home

**IEEE Region 3 Employment Assistance**

Welcome to the IEEE Region 3 Employment Assistance Project.

This web site has been developed to bring together into one location the best sources of career planning, current job openings and information about companies that may be hiring. The site has been organized to promote job searching at both the local and national levels.

A key feature of the site is the availability of company contact information. The [Company Database Request](#) will provide information that can be used to find potential companies and make that first important contact.

The success of this site depends on input from IEEE members in Region 3. Please [submit](#) your Employment Assistance links and help us continue to improve this important member resource.

A brochure has been created that lists all of the IEEE Career and Employment Benefits. Please [download](#) and share with your fellow members.

**Employment News** [More...](#)

- [Your city: How To Make \\$6,752/Year...](#)  
Sponsored Link: Fri Oct 01 2010 07:45:00 GMT-0400 (Eastern Daylight Time)
- [Office Staffing & Temp Agencies in the US - Industry Risk Rating Report - new market report and analysis...](#)  
PR Inside: Fri Oct 01 2010 07:45:00 GMT-0400 (Eastern Daylight Time)
- [Italy's unemployment rate drops to 8.2% in Aug 2010...](#)  
ADP News sub: Fri Oct 01 2010 07:41:00 GMT-0400 (Eastern Daylight Time)
- [Labour market recession worsening: recovery delayed until 2013...](#)  
Merco Press: Fri Oct 01 2010 07:39:00 GMT-0400 (Eastern Daylight Time)
- [Minimum wage report: The facts...](#)  
En the Web: Fri Oct 01 2010 07:37:00 GMT-0400 (Eastern Daylight Time)
- [Workers fear job losses as Newcastle clothing firms totter on edge of collapse...](#)  
Daily News South Africa: Fri Oct 01 2010 07:37:00 GMT-0400 (Eastern Daylight Time)
- [Euro zone jobless rate remains at 10%...](#)  
Irish Independent: Fri Oct 01 2010 07:36:00 GMT-0400 (Eastern Daylight Time)
- [Pay cut and four-day weeks for Vision+Media staff...](#)  
The Drum: Fri Oct 01 2010 07:34:00 GMT-0400 (Eastern Daylight Time)

[News powered by Moreover Technologies](#)

**Make Your Next Hire An IEEE Member**  
» Search Now

- Employment Strategy
- Region 3 Specific Data
- Company Data Base

[www.ieee.org/r3jobs](http://www.ieee.org/r3jobs)

# Region 3 Employment Assistance Web Site

- Established in 2003 to fulfill a need not met by IEEE
  - Focus is on providing quick information to help members understand what to do when faced with career change
  - Top-up approach with local information unique to Region 3 and then links to IEEE-USA and IEEE
  - Access to electronic information and a real Region 3 team of people
  - Provides access to lists of companies in Region 3
  - Thousands of customers have been served
  - Site refresh coming for early 2014. What can we do better ?

# Professional Activities Projects

- Sections are expected to use their own funds to support Professional Activities, supplemented by participant fees and external supporter contributions.
- R3 support for Special Professional Activities
  - Professional Development Seminars
  - Professional Development Projects
  - Employment Workshops
  - Student Professional Activities Conferences (S-PAC), Ventures (S-PAV), and Workshops (S-PAW)
- Some regular (monthly) Section meetings should have a Professional Activities focus

# R3 Professional Activities funds

Allocations from IEEE-USA (2013 amounts)

- PACE Delegate Travel \$6,522.12
- Professional Development \$16,436.04
  - 25% max allowed for Annual Meeting Travel
  - 75% or more for Professional Development Activities

# Guidelines for PACE Project funding

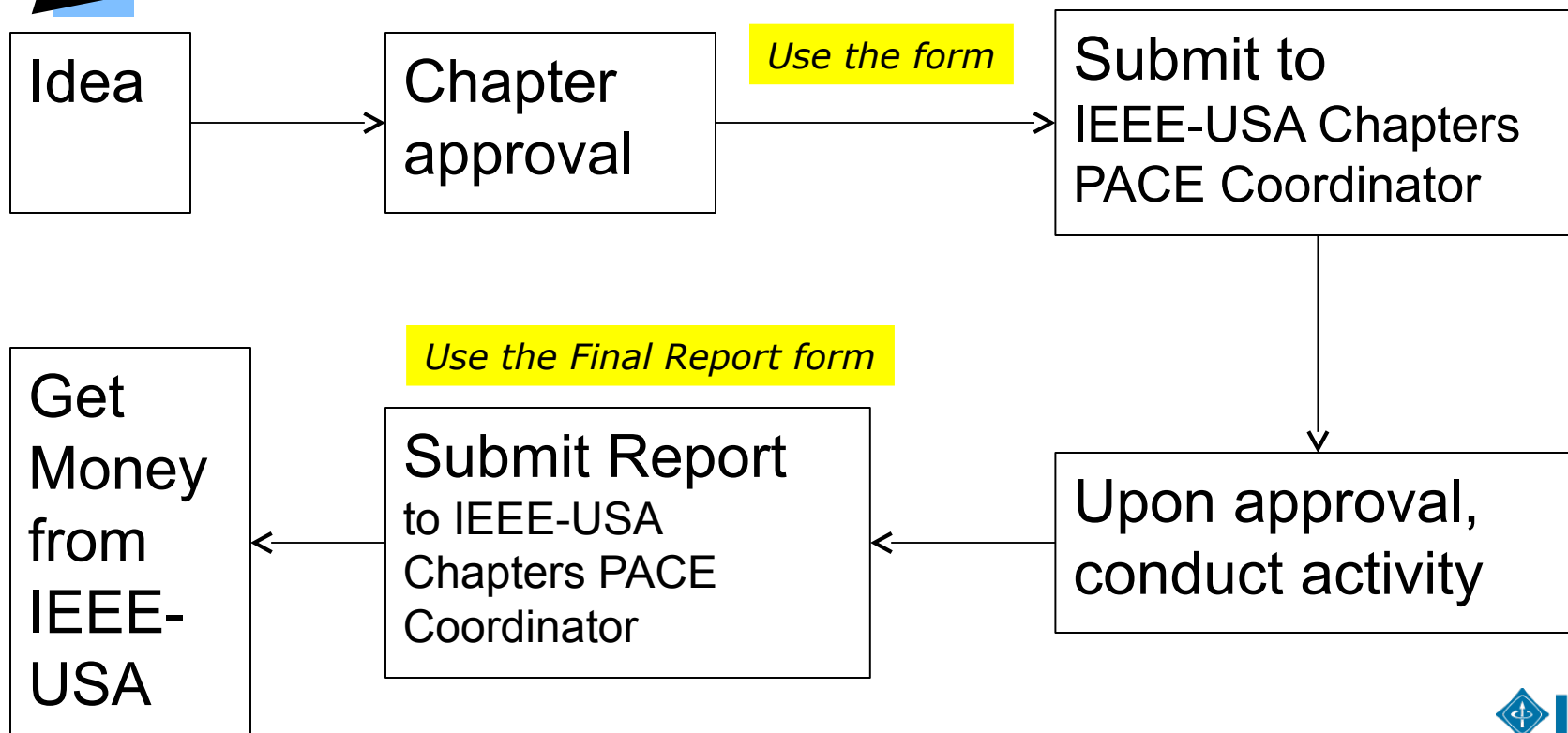
- Seek outside support
  - Local Industry (facilities, copies, refreshments)
  - Universities (facilities)
- Participant fees (increases ownership)
- Section funding  $\geq 50\%$  of remainder
- Region funding guidelines:
  - provide just distribution across Sections
  - First Come First Served
  - R3 funds  $\leq$  Section funds
    - \$500.00 max (unless more than 20 IEEE members benefit)
    - Special circumstances documented in Professional Activities Funding Request to justify exceptions to \$500 limit
  - R3 Funding request  $> 30$  days before event

# Chapter Professional Activities

## What is the process?



- 'matching' funds
- Review w/ Regional Coordinator



# Chapter Professional Activities Forms and Contact Information



Microsoft Excel  
97-2003 Worksheet

Funding Request Form



Microsoft Excel  
97-2003 Worksheet

Final Report Form

If you have questions, contact  
Murty Polavarapu  
IEEE-USA Chapters PACE Coordinator for 2013  
[murtyp@ieee.org](mailto:murtyp@ieee.org)  
703-367-1497

# Chapter Professional Activities

## Fine Print

1. All projects shall be conducted by November 15 of the calendar year.
2. The final reports event shall be submitted by December 15 of the calendar year.
3. Any cost overruns are the responsibility of the organizing entity.
4. Any revenue generated at the event shall be included in accounting for the net expenses of the event.
5. There shall be approximately 50% net cost-sharing by the organizing entity. Exceptions may be authorized by the Chapters PACE Coordinator. Volunteer hours are not included in the 50% net cost-sharing.
6. All funds will be disbursed upon the submission of the final report. Under exceptional circumstances, pre-funding up to 50% of the approved amount may be authorized at the discretion of the Chapters Chair Coordinator.
7. All announcements and reports generated in connection with this event shall prominently include the statement "Made possible by IEEE-USA funding from member dues".
8. The event shall also be reported using vTools under 'Professional' category.



# IEEE-USA Member Professional Engagement (MPE) Program

- The IEEE-USA Professional Activities Committee and Board of Directors have approved an extension of this special \$200 incentive program through 2013. Any USA Section that completes and reports three or more PACE events is eligible to receive a special \$200 bonus payment.
  - Sections receiving a 2012 MPE award may receive a 2013 award based solely on events held in 2013
  - Sections NOT receiving a 2012 MPE award may use events held in 2012 and 2013
  - Sections must apply for a 2013 MPE award by submitting an email application to John Montague (montague@ieee.org) listing the events, participation count, title (as submitted in vTools) and a short description that the Professional Activity  
Application Deadline Dec 1, 2013 (may be shifted earlier)
- The incentive payment is intended to encourage all USA Sections to hold more Professional Activities and use IEEE vTools meeting tools.

# 2013 IEEE-USA Professional Development Initiative Grant

- Matches Section funding, up to \$1,500.00
- First come, first considered - \$15K total
  - Should directly serve many members
  - Favor to events that will repeat in following years and become self supporting
- IEEE-USA PACE Committee review/approval
- Submit proposal to Ravi Todi, IEEE-USA PACE Committee Chair, [rtodi@ieee.org](mailto:rtodi@ieee.org)

Grant Proposal Form and Instructions:



Microsoft Word  
7 - 2003 Documer

# IEEE SMART TECH

## METRO AREA WORKSHOP SERIES

Professional workshops in a learning environment



## Coming to Atlanta 18-19 October at the Georgia Tech Research Institute Conference Center

**Don't Miss Out - Register by 6 September to receive Early Bird rates! Members: \$139/169**

<http://maw-atlanta-mgaemail.eventbrite.com/>

Immerse yourself in full-day workshops on some of the most impactful technology areas in the region:

- ❖ Mobile Technologies
- ❖ Computer Engineering
- ❖ Introduction to Smart Grid
- ❖ Life Science & Biotechnology
- ❖ Wireless Communications & Spread Spectrum Design

Plus, a special track and expert panel session on Career Assistance for today's engineering and technology professionals

CEUs are available for all workshops.

# 2014 planning

- Start now to plan for 2014 Professional Activity events for your Section
- Socialize plan as it develops with your Section ExCom & members
- Seek ExCom support for 2014 Professional Activities budget items (don't wait until the Fall budget process)
  - IEEE-USA Annual meeting attendance for PACE Chair without Region 3 subsidy (+ another?)
  - Professional Activity event expenses for
    - S-PAC
    - Professional Development Seminar
    - Congressional Visit Day participant

# 2013 & 2014 Goals for Sections

- Hold at least one Professional Development Activity every calendar quarter
- Present a short (3-5 min) Professional Activities brief at each Section meeting highlighting an IEEE-USA area of involvement
- Recruit members to the Section Professional Activities Committee
- Provide your Section Nominations and Appointments Committee with at least two Prof. Act. Chair candidates each year

# 14 Lessons from Benjamin Franklin

## **Less Talk, More Action**

"Well done is better than well said."

## **Don't Procrastinate**

"Never leave that till tomorrow which you can do today."

## **Be Prepared**

"By failing to prepare, you are preparing to fail."

## **Don't Fight Change**

"When you're finished changing, you're finished."

## **Get Moving**

"All mankind is divided into three classes: those that are immovable, those that are movable, and those that move."

## **Avoid Busywork**

"Never confuse motion with action."

## **Give Yourself Permission to Make Mistakes**

"Do not fear mistakes. You will know failure. Continue to reach out."

[http://www.businessinsider.com/14-action-inducing-lessons-from-benjamin-franklin-2012-4?utm\\_medium=twitter&utm\\_source=twitterfeed](http://www.businessinsider.com/14-action-inducing-lessons-from-benjamin-franklin-2012-4?utm_medium=twitter&utm_source=twitterfeed)

# 14 Lessons from Benjamin Franklin

## **Act Quickly on Opportunities**

"To succeed, jump as quickly at opportunities as you do at conclusions."

## **Continue to Grow**

"Be at war with your vices, at peace with your neighbors, and let every new year find you a better man."

## **Keep Going**

"Diligence is the mother of good luck."

## **Know Yourself**

"There are three things extremely hard: steel, a diamond, and to know one's self."

## **Don't Self-Sabotage**

"Who had deceived thee so often as thyself?"

## **Don't Give Up**

"Energy and persistence conquer all things."

## **Wise Up**

"Life's tragedy is that we get old too soon and wise too late."

# PACE Reference Documents

- *IEEE-USA PROGRAM BOOK 2012*  
[www.ieeeusa.org/volunteers/files/ProgramBook2012.pdf](http://www.ieeeusa.org/volunteers/files/ProgramBook2012.pdf)
- IEEE-USA Activities Overview  
[www.ieeeusa.org/about/activities.asp](http://www.ieeeusa.org/about/activities.asp)
- IEEE-USA Operations Manual
  - Part A: Policies, Guidelines and Procedures  
[www.ieeeusa.org/volunteers/files/opmana.pdf](http://www.ieeeusa.org/volunteers/files/opmana.pdf)
  - Part B: IEEE-USA Committee Charters  
[www.ieeeusa.org/volunteers/files/opmanb.pdf](http://www.ieeeusa.org/volunteers/files/opmanb.pdf)
- PACE Network home page  
[www.ieeeusa.org/volunteers/pace/default.asp](http://www.ieeeusa.org/volunteers/pace/default.asp)
- PACE & Student Activities IEEE-USA Contact:  
Sandra Kim, [sandra.kim@ieee.org](mailto:sandra.kim@ieee.org)



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# Questions

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Dinner: Sandusky's Lloyd Center @ 7:30