**Steps for Holding an IEEE xxxxxxxxx**

2014-xx-xx, Version 0.1

**In preparation:**

1. Step 1
2. Step 2
3. etc.
4. Enter meeting into IEEE vTools.

**On day of event:**

1. 4 hours before:
2. 2 hours before:
3. 1 hour before:
4. 30 minutes before:
5. When attendees arrive:
6. At meeting time:
7. After talk:
8. After talk:

**Later – after talk:**

1. Send a thank you note to speaker, share comments from attendees.
2. Report attendance in vTools.