

From: [Charles J. Lord, PE](#)
To: r3-excom2020@ieee.org; [Region 3 Section Chairs](#); r3-sosc@IEEE.ORG; [Patrick Donohoe](#)
Subject: Special Report on WebEx Training
Date: Monday, March 30, 2020 6:52:53 PM

Special Report – WebEx Training
Section Support Committee
Charles Lord, SSC Specialist
30 March 2020

All of our Sections are now facing the challenges of maintaining operations during a time of social distancing in a worldwide pandemic. This is especially challenging when a section or chapter (or even student branch) has been inactive or is geographically diverse. We have used tools like online meetings for section meetings with mixed success in the past.

As a response to this critical need, and building on lessons learned this month by taking the IEEE SoutheastCon 2020 technical conference online, we are developing training for all of our section and chapter leaders for a ‘how-to’ and best practices for putting together section and chapter meetings, both for the section excom/adcom and for technical / professional / other meetings with the members. We will cover both the WebEx meeting tool (like we are using now) and the Events tool which is designed for webinar-type events and is best suited for a traditional presentation-based section/chapter meeting.

We will also cover how to arrange for a meeting through vTools if you don’t yet have a dedicated WebEx account for your section. We are planning to get an account for all sections that don’t currently have one.

We are still ironing out the detailed agenda, but the classes are:

Wednesday, April 1 8PM EDT, 7PM CDT – The Basics. How to schedule and run a meeting with WebEx from the start. Will cover both vTools scheduling and scheduling with your own account.

Thursday, April 9, 8PM EDT, 7PM CDT – Meetings advanced topics and Introducing Events

Wednesday, April 1 8PM EDT, 7PM CDT – How to design, schedule, and run a virtual IEEE conference in one easy lesson – the case study of IEEE SoutheastCon 2020 and how YOU CAN DO IT TOO.

Hope to see you there!

--
Charles J. Lord, PE
President, Blue Ridge Advanced Design and Automation
Chair, IEEE WNC Section 2018-2019
Past Chair, IEEE NC Council
Chair, IEEE SoutheastCon Steering Committee
Co-Chair, IEEE SoutheastCon 2020
c.j.lord@ieee.org