

## 2016 IEEE Region 3 Student Branch Leadership Training Workshops

IEEE Region 3 will offer three Student Branch Leadership Training Workshops during the fall of 2016. The goals of the workshops are (1) to provide student branch leaders with the tools necessary to operate a successful student branch and (2) to assist each student branch in developing a focused set of goals, a realistic budget, and the overall branch plan for the current school year. These workshops are open to current IEEE student branch officers and IEEE student members who aspire to be branch officers in the future. Student Branch Counselors are encouraged to attend, along with IEEE Section leaders interested in promoting interaction with the student branches within their Section. Each workshop is a one-day event held on a Saturday and **requires advanced registration** at \$20 per person. Lunch and refreshments will be provided. The dates and locations of the 2016 workshops are provided below.

### Orlando, Florida

Date and Time: October 29, 2016 - 10:00am to 4:00pm

Workshop Location: University of Central Florida  
Harris Engineering Corporation Building  
Room HEC 101  
Orlando, FL

Directions: <https://map.ucf.edu/locations/116/harris-corporation-engineering-center-hec/>

Point of Contact: Akash Jinandra (ph. 407-923-6840)

Registration: <http://tinyurl.com/IEEER3-2016-Orlando>

Registration deadline: October 27, 2016

### Asheville, North Carolina

Date and Time: November 5, 2016 – 10:00am to 4:00pm

Workshop Location: University of North Carolina - Asheville  
Ramsey Library, Whitman Room  
1 University Heights  
Asheville, NC

Directions: <https://www3.unca.edu/map/>

Point of Contact: Charles Lord (ph. 919-740-7130)

Registration: <http://tinyurl.com/IEEER3-2016-Asheville>

Registration deadline: November 3, 2016

### Memphis, Tennessee

Date and Time: November 12, 2016 - 10:00am to 4:00pm

Workshop Location: Christian Brothers University  
650 East Parkway South  
Thomas Center, Sabbatini Lounge  
Memphis, TN

Directions: <https://s3.amazonaws.com/swxassets/2091/cbumap2015.pdf>

Points of Contact: Brian McGinnis (ph. 901-604-1370), Kate Bollinger (ph. 901-378-4965)

Registration: <http://tinyurl.com/IEEER3-2016-Memphis>

Registration deadline: November 10, 2016

**What to bring to the workshop:**

Each Student Branch should bring the following items:

- (1) An initial plan of student branch events for the year
- (2) An initial student branch budget for the year
- (3) A list of the current student branch officers and branch counselor with contact information
- (4) A list of the top 2 to 3 student branch goals for the year

**Student Travel Reimbursement Policy:**

IEEE Region 3 will provide a travel stipend to offset the travel costs of Student Branches if they meet the following requirements:

- (1) At least two people from the student branch attend the workshop
- (2) The student branch has to travel more than 100 miles roundtrip to attend the workshop.

Student branches that meet these requirements are eligible for a travel stipend. The stipend will cover \$0.50/mile past the first 100 miles. No reimbursement will exceed \$75.

**Workshop Agenda (10:00am - 4:00pm)**

- 10:00 - 10:15 Sign in
- 10:15 - 10:45 Introductions of workshop leaders and participants
- 10:45 - 11:15 Session 1: IEEE organization, student branch administration
- 11:15 - 11:45 Games
- 11:45 - 12:15 Session 2: Student branch goals, student branch operation, communications, fundraising
- 12:15 - 1:00 Lunch
- 1:00 - 2:00 Session 3: SoutheastCon, IEEEExtreme, member recruitment, S-PACs (SPAx)
- 2:00 - 2:15 Games
- 2:15 - 3:00 Session 4: Branch planning, branch activities
- 3:00 - 4:00 Student branch plan development