



General Information

- ▶ As R3 ARC Chair, I serve as a representative on IEEE-USA's ARC and IEEE-MGA ARC
- ▶ The ARC will be holding 1-2 meetings in the early January timeframe to discuss judging and vote on final awards
 - This will include plaque dedications with the award recommendations
 - We will have award recommendations ready to present to R3 ExCom at the January meeting after the general meeting with the ExCom voting members.
- ▶ We will then have a wrap up meeting after SoutheastCon to review what worked, what can be improved, etc.

January

- ▶ Arrange WebEx for ARC to discuss and vote on R3 award winners *prior* to the January R3 ExCom
Present ARC recommendations to the ExCom for vote at January meeting
- ▶ Provide R3 Director with contact information and citations for awardees so that he can invite them to the SoutheastCon2025 banquet in March 2025

February/March

- *After* awardees have accepted, notify other nominees of decision and encourage to apply again and notify awardees nominators and section chairs of award
- Order plaques + certificates
 - This will include any Director’s Choice awards (ask R3 director – there may be none)
 - This will include Senior Membership Development Certificates (R3 Senior Member Elevation Coordinator should provide Top 3 Sections)
 - In the past, we have done “Best” and “Most Improved” for the Sections and awarded individual.
 - Certificates will be ordered via IEEE MGA and billed directly to R3 (work with Director and Treasurer)
 - This will include Beall awards to SoutheastCon Chair(s)
- We will check if any Sections have anniversaries to celebrate at SoutheastCon
 - Work with IEEE-MGA to receive anniversary banners and bring to SoutheastCon
- Start program, script, and presentation for SoutheastCon awards ceremony
 - Region 3 members receiving other IEEE awards or rank of Fellow should also be listed in program
 - IEEE-USA may wish to be part of ceremony so check with current IEEE-USA president and David Iams
 - Include MOVE recognitions (ask Loretta Arellano or Mary Ellen Randall)
- Remind Sections of Student Activities Awards

March

- ▶ Finish program, presentation, and script
- ▶ Pick up plaques or have sent to conference chair
- ▶ Remind Sections of EAB Awards deadline
- ▶ SoutheastCon 2025 banquet!
 - We will make sure awardees know where to go and when
 - We will host “reception” or practice run ~1 hour prior to banquet start
 - Help present awards

April

- ▶ Remind Sections of MGA awards deadline (Middleton and Section awards only)
- ▶ Remind awardees to submit reimbursement paperwork to R3 treasurer

May

- ▶ Remind Sections of Institute awards medals and recognitions deadline
- ▶ Write-up article for R3 newsletter and submit to newsletter editor
- ▶ Record lessons learned from this awards cycle
 - Which may require update ARC manual and/or website as a result.

June

- ▶ We will hold ARC meeting to review lessons learned and resulting actions
- ▶ Remind Sections of Standards Association Board awards
- ▶ Commence preparation to set up website for next awards cycle.

July

- ▶ Send out eNotice announcing opening of R3 awards website to all R3 and another specifically to Section chairs
- ▶ Send eNotice announcing opening of website for nominations and report at R3 ExCom meeting
- ▶ Add information on R3 awards to Membership Activities Newsletter

August

- ▶ Remind Sections of IEEE-USA awards deadline
- ▶ Write up article for Fall issue of R3 newsletter with upcoming Award deadlines, especially the R3 awards
- ▶ Add information on R3 awards to Membership Activities Newsletter

September

- ▶ Send out another eNotice reminder about awards deadline to all R3 and another specifically to Section chairs
- ▶ Add information on R3 awards to Membership Activities Newsletter
- ▶ Send reminder about MGA awards deadline

October

- ▶ Submit preliminary budget for next year's ARC to R3 treasurer
- ▶ Send out reminder emails about R3 awards
- ▶ Add information on R3 awards to Membership Activities Newsletter

November

- ▶ Send out two and one week eNotice reminders about R3 awards deadline
- ▶ Add information on R3 awards to Membership Activities Newsletter

December

- ▶ Remind Sections about Technical Field awards deadline
- ▶ Close R3 awards website on deadline or next business day after deadline
 - Will likely have to contact some nominators to ask their endorsers to submit (give them a week or so)
- ▶ Send nomination packages to ARC for review through website
- ▶ Setup ARC WebEx to vote on packages in early January

Region 3 Awards Site

- Region 3 now uses Open Water for awards nominations

<https://ieeesecondplatform.com/a/solicitations/259/home>

- May use IEEE credentials to log on
- Fill in requested information; you will receive an email confirmation
- Start early!
 - Gather information on candidate
 - Get two endorsement letters
 - Allow time for “features” of website

Write nomination specifically to a specific award’s criteria