

## **Report Guidelines**

The purpose of this document is to provide common guidelines for all unit reports (Section, Area, or Committee reports) to the Region 3 Executive Committee ([ExCom](#)) or the Region 3 Committee ([RegCom](#)). A Microsoft Word report template can be found [here](#). The unit report should take the form of a summary report, including the sections shown below, followed by an appendix containing any supporting information.

### **Activities Since Last Report**

Include information on unit activities since the last report to the ExCom or RegCom. Supporting material, such as meeting minutes, can be included in the Appendix.

### **Planned Activities**

Include information on upcoming unit activities. Supporting material can be included in the Appendix.

### **Unit Goals and Current Status**

Include the complete set of unit goals for the year and provide the current status for each goal.

### **Action Items**

Provide a detailed description of any items from the unit requiring ExCom or RegCom action. Supporting material can be included in the Appendix.

### **Discussion Items**

Provide a detailed description of any items from the unit requiring ExCom or RegCom discussion. Supporting material can be included in the Appendix.

### **Appendix**

All information included in the Appendix should be referenced in the above report sections.

## **Report Submission**

Send your report in PDF format to the following e-mail addresses: [r3-excom2025@ieee.org](mailto:r3-excom2025@ieee.org)  
[sec-r03@ieee.org](mailto:sec-r03@ieee.org)

Use [IEEE R3] in the subject line, so that reports can be easily sorted with an e-mail tool according to subject line.  
Example subject line: [IEEE R3] Area 3 Report

All agenda items must be approved by the Region Director. Action items and discussion items should be e-mailed to the Region Director and Region Secretary at least one week prior to the meeting.