

IEEE Professional Activities

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Whatizzit???

- **M-PAC:** Membership Professional Awareness Conference.
- **S-PAC:** Student Professional Awareness Conference.
- **Benefits:** These conferences promotes the professional interests of IEEE's U.S. members and provides a mechanism for communication of members' views on their professional needs.
- **How:** The format could be conference, workshop, presentation, etc...



Why???

- **Technical Skills are not sufficient in today's employment market**
 - Outsourcing trends will continue
 - Engineers need to communicate directly with customers and suppliers as part of the value added process
- **Networking**
 - 70% of jobs are found this way
 - This is even more important for small companies



The Easy Way

- **IEEE-USA PACE Committee**
- **Employment & Career Activities Committee**
 - Both meet twice a year rotating the US Regions
 - Each Committee has speakers ready for presentations at your Student Branch or Section
 - Contact your Regional PACE and E&CS Coordinators and invite them to be presenters
 - Speaker costs are already paid



Speakers

- **MPAC's**
 - <http://www.ieeeusa.org/volunteers/pace/mpacspeakers.html>
- **SPAC's**
 - http://www.ieeeusa.org/volunteers/committees/spac/speaker_topic.html
- **feel free to invite speakers from either list**



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- **MPAC's**
 - Contact your Regional PACE Coordinator
 - There are dedicated IEEE-USA funds for MPACs
- **SPAC's**
 - Contact your Regional SPAC Coordinator
 - There are dedicated IEEE-USA funds for SPACs
- **Regional PACE Project funds can be used if additional funding is required**



Generate the Idea

- From local economic situation
- Request from several members
- Receiving several inquiries about a specific topic
- Attending conferences
- Participating in region meetings
- Discussions in Forums and Virtual Communities



**In Industry and at Our
Universities, We Use Technical
Laboratories**



To Develop Technical Skills



Use IEEE As A Forum To Enhance Non-Technical Skills



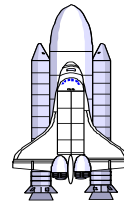
S-PAC/M-PAC FOCUS TOPICS



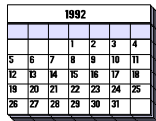
Career Growth



Working



Professional Ethics & Societal Responsibilities



Self Management



The Engineer & Public Policy



Role of the Professional Society

IEEE★USA

IEEE

Lets Talk About Organizing a Conference



Benefits for Holding S-PACs/M-PACs

- Organizers of conferences gain “project management” experience (impressive on resumes).
- Attendees leave with a continuous consciousness of a non-technical aspect that will be useful for the rest of their lives.
- Opportunity to network with those in industry/academia.
- Successful conferences in any section makes it easier for that Branch to institute the event on a regular basis.
- Lure potential volunteers out of their hiding spots



What about the

CONFERENCE EXPERIENCE?!?!?



What did they do wrong?

- Inadequate advertising?
- Inconvenient program date or time?
- Unappealing program topics?
- Inconvenient location?



Things to Keep in Mind Before Organizing a Conference

- You may not be successful your first time.
- Learn from your mistakes and try again.
- Don't be afraid to ask your members what they want to see.
- Always Always Always get feedback.



S-PAC FUNDING SOURCES



School

- Branch
- Department
- Faculty
- University
- Student Gov't

- Sections
- Region
- RAB/SAC
(if necessary)



IEEE



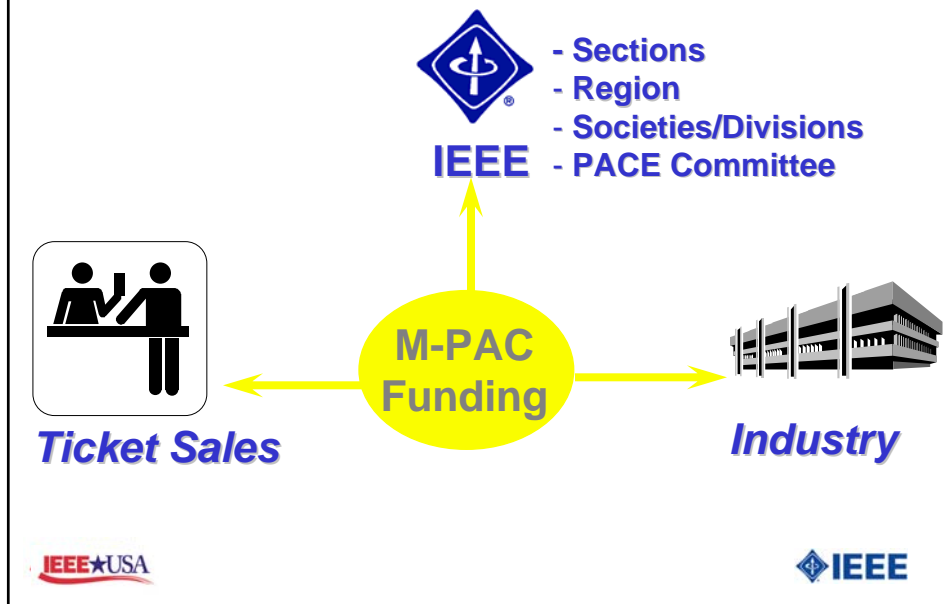
Ticket Sales



Industry



M-PAC FUNDING SOURCES



S-PAC/M-PAC Committee Tasks

- Plan Meals and Social Hour
- Schedule Meeting Location
- Identify and Invite Speakers
- Organize Publicity
- Plan for CEUs and PDHs
- Handle the Registration
- Budget and Records (Treasurer)
- Prepare Final Agenda and prepare handouts
- Arrange Speaker Transportation

Steps for Organizing an S-PAC/M-PAC

1. Contact the coordinator (RSAC or RSR) when Branch is decided on the event date.
2. Decide on topics (~ 2 or 3) and inform coordinator.
3. Seek out and invite potential speakers to topics selected.
4. Fill out and submit S-PAC Preliminary Budget Form to coordinator (form sent to you by coordinator).



Steps for Organizing a S-PAC/M-PAC (cont'd)

5. Publicize the event and start selling tickets.
6. Prepare for event.
7. After event, collect feedback from attendees, document "lessons learned" through the organizing process, and submit S-PAC Final Form to coordinator.

BE SURE TO ADD EXPERIENCE TO YOUR RÉSUMÉ!!!!



Implementation

- Final Check for all details one day before the big day (Audio/ Video, handouts, etc...)
- Meeting starts on time
- Agenda is followed
- Meals and Social Hour (important for networking)
- Q&A Session doesn't overrun the allotted time
- **Evaluation Forms:** The feedback from members



Financial Accounting & Final Report

- Treasurer to follow-up with speakers to get their expense reports
- Treasurer to ensure that all the local expenses are paid for
- The M-PAC committee should get together and prepare a final report and budget to be submitted to all funding sources
- Publish the Lesson learned



More Information

- The IEEE-USA website

<http://ieeeusa.org/volunteers/pace/default.asp>

- Your Local Section PACE Chair
- Region Coordinator, Region PACE web page
- PACE CD from the IEEE-USA Leadership Workshop
- Employment & Career Service Committee



Go forth, do projects,
and LEAD!

Thank you!



Professional Activities Contacts

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