

CHAPTERS NEWSLETTER

A Publication of the Chapters and Membership Department

Society Officers

President Caio A. Ferreira

Vice President Robert D. Lorenz

Secretary R. Mark Nelms



Serving 91 Chapters Worldwide

January 2000

website: www.ieee.org/ias

Department Chair's Message **Kevin Peterson** **Chapters & Membership Dept Chair**

The Chapters and Membership Department exists to support chapters and offer any assistance you may need to run successful programs for your members. We appreciate any comments or suggestions from chapters on programs and services you would like to see from the Society.

This newsletter is the product of a suggestion. We will be publishing the IAS Chapters Newsletter on a semi-annual basis in an effort to improve communication of the products and services available to IAS chapters. The newsletter will be:

1. E-mailed in .PDF format to all chapter chairs who have provided e-mail addresses.
2. Mailed to chapter chairs without e-mail addresses.
3. Posted on the Chapters & Membership web site.

Please take the time to browse through the material in the newsletter. Our goal is to provide useful information for chapters and members.

Bring a copy of the newsletter to your chapter meeting and share it with the other officers. Let me know if there is anything else that you believe can help improve or streamline communications by e-mailing me at k.l.peterson@ieee.org.

Society President Message **Caio Ferreira** **IAS President**

I want to take this opportunity to wish all IAS Chapters the very best in 2000. I am very proud of all our Chapters. Throughout the world, they are the critical link between our Society and its members at a local level. The Society envisions a role of global leadership in the dissemination of technical information to the practicing engineer, and in assisting the technical and professional development of Society members. The Chapters are critical to the Society in achieving this vision.

The IAS Chapters can count on the utmost support from the Society Executive Board in all efforts to deliver world class programs to local Society members. The Chapters Department offers a host of products and services to the Chapters, including the Distinguished Lecturers and Regional Speakers programs, Technical Video Library, Chapters Orientation Workshops, etc. Our goals for the year 2000 include adding new products and new services for our Chapters (for example, we are creating a Technical Tutorials Program).

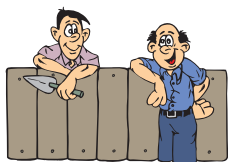
I am confident that our Chapters will grow and excel in the new millennium, with the continuing development of new products and services for our members, and with strong leadership within this department, including all of you, our Chapter chairs and officers.

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The IAS Chapters also play a very important role in our goals for growth in Society membership. I ask all Chapter chairs and officers to help us with membership growth at the local level. Please let us know how we can help you!

Don't Volunteer Too Much – Let Others Help!

Erling Hesla
Chapters Communication Chair



Sometimes it is hard to figure out how to get involved in an organization like ours. Do you remember occasions when you were willing to help, if only someone would ask you?

Obviously you are past that stage, or you wouldn't be reading this. Yes, volunteering for IAS work is both rewarding and enjoyable, provided that you don't get too much of a good thing. Everything so far is a repetition of what you already know.

Here is the point I want to make. To be truly effective, you have to define and limit your commitments to what you can do in the time available to you, do those tasks well, and enjoy doing them. That does not mean that your IAS achievements will be reduced – quite the contrary. Give yourself a little breathing room and increase your level of success by asking other IAS members to help with specific, well-defined tasks. Time and again people say that they hesitate to agree to help unless they know what they are agreeing to. All of us have said that. Spell out the tasks in bite-size chunks, then share! You will be making IAS more rewarding for your associates as well as for yourself.

VOLUNTEERING & LEADERSHIP

"Refusing to ask for help when you need it is refusing the chance for someone to be helpful."

"Volunteers are not paid because they are worthless, but because they are priceless."

"The function of leadership is to produce more leaders, not more followers."

- Ralph Nader

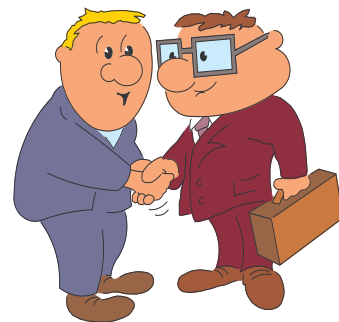
"Now is the time. Needs are great but possibilities greater."

How do you find these prospective helpers? Ask the people in your Chapter, the ones you know and the ones you don't know. If they can't help now, perhaps they will consider helping at a later date. Maybe they have particular areas in which they would like to help. Also, use your Area Chair and Executive Board officers as resource people. They volunteered to help you, so put them to work.

Distinguished Lecturers & Regional Speakers

Programs
Azizur Rahman
DL & RS Chair

Do you know about the Industry Applications Society's Distinguished Lecturers (DL) and Regional Speakers (RS) Programs?



The Society has actively supported the Chapters & Membership Department's DL Program since the mid-1980s. The program's purpose is to support expert and excellent speakers who provide voluntary lectures to IAS Chapter's technical meetings worldwide.

The IAS DL Program selects six DLs for a fixed two-year term and covers their travel costs, usually at a rate of \$500 per lecture. The local sponsoring IAS Chapter picks up local incidental costs for the DL. The lecturers are excellent expert speakers of the Society. Unlike some other IEEE Societies, selection of IAS Distinguished Lecturers is limited to IAS Fellow Grade members. To date, IAS has elected five sets of Distinguished Lecturers. The IAS Distinguished Lecturers for the years 2000-2001 are:

Dr. Bob Lorenz	Sensorless Control of Modern ac Drives
Dr. Russ Kerkman	Adjustable Drives, Bearing Currents and EMI Issues
Dr. Ron Harley	Intelligent Controls and Generalized Machine Theory
Dr. Don Koval	IEEE Gold Book, Industrial & Commercial Power Systems
Dr. Paolo Tenti	Electromagnetic Compatibility Issues in Industrial Equipment
Dr. Tadashi Fukao	High Speed Drives and Multi-level Inverters

In 1996, the Regional Speakers Program was established to expand the list of potential speakers. These speakers include the 24 past IAS Distinguished Lecturers, and other capable and willing technical IAS members. The IAS Regional Speakers Program reimburses travel costs of \$300 per lecture. Local incidental costs are covered by the chapter.

The DL and RS Programs are funded by an annual budget of \$15,000. All IAS Chapters should take advantage of these speakers for their technical meetings and workshops.

These programs have been used as models by other professional organizations and are a unique IAS success story in the IEEE world.

More information on the DL & RS Programs can be found at the IAS Chapters & Membership web site at <http://www.ieee.org/ias/cmd>.

Membership Update

Clayton Reid
Membership Chair



Society membership has grown from 11,000 in 1994, to 12,351 in 1999. Membership drives

were held at nine conferences this past year. In 1999, 1,455 new members joined our society; of those new members, 679 reside outside North America.

Our goal for the year 2000 is to increase the membership to 12,720. The Chapters are a very important channel for obtaining new members and maintaining our present membership. Introduce yourself to the new faces at your next chapter meeting and invite them to join the Industry Applications Society. Benefits of IAS membership include:

- Networking with peers in industry
- Industry Applications Magazine
- Online research tools and access to IAS Transactions
- Ideas and information at conferences and workshops
- Participation in technical committees

Ten copies of the "IEEE Industry Applications Society Membership Information and Application Form" will be mailed to each chapter within the next few weeks. You can also obtain membership information and the application at www.ieee.org/ias.

Chapters Leadership Manual

Darin Hucul
Chapters Manual Chair

The Chapter Leadership Manual for the IAS is presently being revised and will be published as a 2000 edition. The manual in its first form was published in 1995 and delivered to approximately 300 chapter leaders over the last five years. The basic content of the 2000 manual will remain much the same as the 1995 manual. Changes will include an update to IEEE procedures and IEEE forms. Also, look for a new cover for 2000.

The manual is expected to be prepared in January 2000, and delivered to all Chapter Chairs in February. If you have any questions about the contents of the manual, or if you wish to participate in the final review of the manual, please contact Darin Hucul at d.w.hucul@ieee.org.

Many thanks to all of the chapter leaders who assisted in editing the Leadership Manual during the 1999 IAS Annual meeting. Your help was extremely valuable.

Sections Congress Report

Mark Harris
Chapter Development Chair

The Chapters Development Committee is charged with providing resources for chapter growth, by helping in the establishment of new chapters and providing tools to help existing chapters operate. The IEEE Regional Activities (RAB) and Technical Activities (TAB) Departments also provide tools and services for chapters and sections. Every three years RAB sponsors Sections Congress.

Sections Congress is the one major meeting sponsored by the IEEE to bring together the Institute's grassroots leadership so that they can share ideas, concerns, and solutions, and learn how to utilize IEEE resources to maximize their effectiveness as volunteer leaders. In October 1999, 582 delegates, representing 263 Sections and 73 countries, attended Sections Congress 1999 in Minneapolis, Minnesota.

You can view the web pages for Sections Congress at <http://www.ieee.org/organizations/rab/sc/>. Presentations for most of the workshops and tutorials are there and can provide a useful source of ideas. The Congress is also a forum where the Section Chairs speak as the collective

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voice of IEEE membership, expressing ideas about how the Institute can better serve its members. The issues generated at Sections Congress in the past have had a major impact on the plans made by the IEEE Leadership for the future of the Institute. These recommendations and those for 1996 are also located at this web site.

In this day of instant communication and instant access to information, Sections Congress fills the need for and demonstrates the effectiveness (even for engineers) of social contact, networking, and the exchange of ideas and information on a direct and personal level. Chapters fill the same needs on a regular basis. This is why chapters, and their growth and development, are so important to the Society. The chapter organization is the major conduit through which the society can provide service to its membership. I encourage you to make use of all that the Chapters and Membership Department can provide; the department exists solely to support chapters.

A Primer for Chapter Web Sites

Kevin Peterson

What is a Web Site?

What in the world is a web site? In simple terms, a web site is an electronic document containing text and graphics that is read through a program called a web browser. Sometimes it contains interactive applications, which means that the reader can respond (for instance, having forms that can be filled out and submitted). The web site can reside on a private drive on a computer (typically hard drive or CD-ROM) or a public drive on a server. Public web sites can be accessible to everyone, or access can be limited to selected parties using password protection.

Web sites offer a number of advantages over printed documents, including:

1. Web sites are immediately accessible to all targeted users at the push of a button, as soon as they are posted.
2. Web sites are easier to maintain, as changes made to a single document are immediately available to all users.
3. Web sites can be a less expensive means of mass



4. communication (this is elaborated on below).
4. Web sites can have hyperlinks that allow users to jump quickly to other related web sites, bookmark the current web page, or initiate actions (such as email to a specified party).
5. Web sites can contain FTP links that allow users to download related documents.
6. Web sites can contain applets (electronic applications) that can perform useful functions, such as filling in forms, the results of which are stored in a database and/or emailed to a designated party.

Web sites can be hosted on a local web server with an Internet connection or posted on a remote server such as the IEEE Entity Web Hosting (EWH) server.

Why Create a Chapter Web Site?

The main reasons to consider a chapter web site are that it can:

- Reduce chapter operation costs, and
- Increase participation in chapter programs.

Note the deliberate use of the words “CAN” and “CONSIDER” in the preceding sentence. A web site is not the answer to all chapters’ problems, nor is it appropriate for all chapters. However, if you have access to a web programmer (preferably volunteer), and a large number of your chapter members have access to the web, it will probably be to your benefit. Now to answer the skeptics...

Chapter Operation Costs?

Reduce the chapter operation costs, even though posting a web site sometimes costs money?! For most chapters, one of the largest expenses is the monthly printing and mailing of the chapter’s newsletter or meeting notice. The printing and postal cost is on the order of \$5-\$10 per member per year. By having a chapter web site and posting the newsletter or meeting notice on it, chapters are able to have “electronic” members who voluntarily access the chapter newsletter on-line. The offset in printing costs alone can easily pay for the annual web site costs (if any). In addition, IEEE offers free web site hosting services for chapters on the IEEE EWH web server.

Increased Participation in Chapter Programs?

The keys to high turnout for chapter programs are, simply, relevant content and timely notification of the meeting. So how does a web site assist in enhancing participation in chapter programs? The answer is that a well-organized chapter web site will be a convenient reference for chapter members with access to the Internet. At the click of a

GLOSSARY OF TERMS

Applets

Software applications that are built into a website. These applications can do a range of activities, from filling in forms (the results of which are added to a database and/or emailed to a specified party) to sophisticated calculation and graphing routines.

Electronic Mail (EMail)

Messages sent to other computer users through the internet using a mail service program. These messages can contain text, graphics, hyperlinks and attachments.

Entity Web Hosting (EWH)

This service is intended to meet the needs of IEEE entities who want to develop, create and maintain their own web site on an IEEE host. The general philosophy is that posting entities will be responsible for their content, its maintenance and its conformance to IEEE policy. Entities are expected to choose a single webmaster who is skilled in managing web content. This webmaster will be the entity contact and the only one authorized to post content to the web site.

File Transfer Protocol (FTP)

A method of exchanging files from a server to your machine.

Hosted

A service hosts a website by placing it on its web server or allowing your webmaster to do the same.

Hyperlink

Text or image in a document or web page that jumps to another web page, another document or a bookmark in the present web page or document. A hyperlink can also initiate an action such as email to a specified party.

Internet Service Provider (ISP)

A pay-for-service provider of rental space on a web server. ISPs typically offer packages of email and web hosting. The fees depend on the type of connection (dial-up, DSL or other).

Point of Presence (POP)

A number that you call for a dial-up service.

Web Browser

A piece of software that can view websites. The two most common are Microsoft's Internet Explorer and Netscape's Navigator.

mouse, a member can find all that they need to know about the upcoming chapter program (who, what, where, when and sign-me-up). In many chapters, participation in programs has increased since the launching of chapter web sites. Although this may be linked to the content of their programs, many members have commented on how convenient it is to find all the information that they need at the push of a button, compared to chasing down the paper copy of the newsletter or meeting notice.

In addition to information on the upcoming programs, your

chapter's web site can have on-line registration that is automatically sent (via email) to the program chair, and links to services for weather forecasts and directions to the meeting site. Many chapters send an announcement to all chapter members by email when each new issue is posted.

Steps to Creation of a Chapter Web Site?

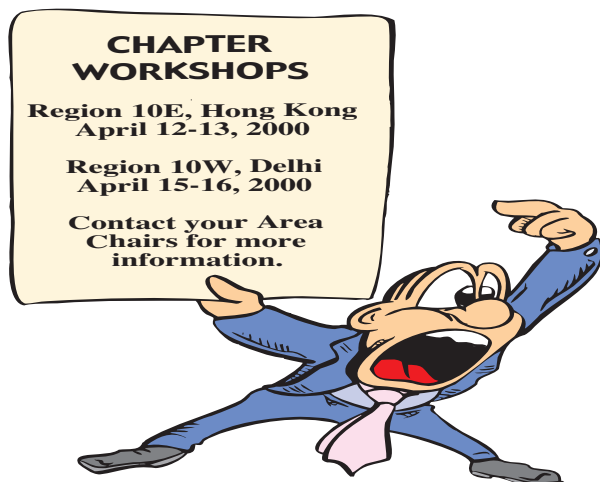
So I've piqued your interest and you are wondering what you should do next. Here are a few simple steps to getting your chapter online:

1. Find a volunteer Webmaster. "How?" you ask. Simply ask your student chapter members. If you do not have a student chapter member, find a chapter member fresh out of school. Being a chapter Webmaster takes several days of up-front preparation, then only an hour or two of work each month. If you have to pay, you are probably looking in the wrong place. Remember, if your members are not comfortable with the Internet, the web site will be of little use; if they are comfortable, one of them will step up to the plate.
2. Develop a draft web site. You might want to look at other chapters' web sites for ideas (links to these can be found at the IAS Chapters & Membership web site, www.ieee.org). Feel free to contact chapter webmasters for templates to their sites. You can also go to the IEEE web site at <http://www.ieee.org/search> and enter "web template" in the search field, then choose from several templates IEEE has prepared for its entities.
3. Download IEEE's information on entity web hosting (EWH) from <http://www.ewh.ieee.org> (IEEE will host your web site at no charge to the chapter). Register for entity web hosting and move your site to the IEEE EWH Server.
4. Send an email to k.l.peterson@ieee.org to get your chapter web site linked to the Chapters and Membership web site.
5. Update your site on a regular basis.

Let us know if you need help. Good luck!

TECHNICAL VIDEO LIBRARY

The Chapters and Membership Department maintains a technical video library for use at IAS chapter meetings. Videos are loaned to chapters and added to the library based on chapter requests. Check the Chapters & Membership web site for a current listing of available videos.



The IEEE Rebate Program

How Does It Work?

Financial rebates from IEEE are due to chapters the second quarter of the calendar year. Of course, the chapters must have filed the proper documentation with their Section. In order to qualify for the financial rebate, the chapter must have fulfilled the requirements of two meetings for the 1999 year and proper completion of the IEEE L-31 Meeting Report form.

The Chapter Chair should complete and forward the meeting report form to the Section Secretary and the IAS Chapters Area Chair within ten days following each chapter meeting. The IAS Area Chair uses the Meeting Report forms in rating chapter activities (to determine the Outstanding Chapter Awards each year). The Section Secretary is responsible for filing one Annual Report to IEEE Regional Activities for each calendar year, which contains all meeting and financial activities of the Section, Subsection and Chapters. This annual report is due 22 February 2000.

If the Section submits by the deadline, an additional 10% of the rebate will be added to the total. Packages with forms and information have been mailed to the appropriate Section officers. Forms and information are also available from the web site <http://www.ieee.org/ra/scs>. Select the link "Required Reporting."

The Chapter Chair should make sure that the Section Secretary has properly reported the chapter's activities in the annual report to the IEEE. It is important to know that the financial rebate from IEEE to the Section contains the chapter rebate and is a single lump sum payment. The Chapter Chair should work with their local Section officers to make sure that the amount due to the chapter is allocated to its activities.

Chapters & Membership Web Site

William Ghattas

Electronic Publications Chair

The Chapters and Membership web site recently moved to the IEEE Entity Web Server. The site can easily be accessed through the society website at www.ieee.org/ias (select the Chapters and Membership link) or directly at <http://www.ieee.org/ias/cmd>.

The web site contains current information from the IAS Chapters and Membership Department:

- Department Organization
- Department Roster
- List of Area Chairs
- Technical Video Library Contents
- Current Distinguished Lecturers
- IAS Chapters Database
- Annual Chapters Workshop Presentation
- Forms for Downloading
- Links to other IAS Chapters
- Links to IEEE Chapter Support

Thinking About Putting on a Technical Tutorial?

We Have Seed Money to Help Start Things



The Chapters and Membership Department has a Technical Tutorial Support Program that provides seed money to chapters to assist with the development of chapter tutorial programs.

The program provides up to \$500 to chapters to assist in their initial planning for a technical tutorial. If the tutorial is successful, the funds are expected to be returned to the department for other chapters' use.

Send your request for funds to Kevin Peterson, k.l.peterson@ieee.org, along with preliminary information and dates for the tutorial.



On behalf of the organizers - the IEEE Industry Applications Society and the AEI Associazione Elettrotecnica ed Elettronica Italiana - I am pleased to invite you to take part in the World Conference on Industrial Applications of Electrical Energy - An Extended IEEE Industry Applications Society 35th Annual Meeting & Exhibition (IAS 2000), which will be held in the Sheraton Roma Hotel, 8-12 October 2000, Roma (Italy). Over 600 conference delegates, from all major developed countries and leading companies in the related technologies, are expected to attend the event. This is the premier annual application meeting for practicing

Make Plans to Attend the 2000 Annual Meeting

October 8-12, 2000
Rome, Italy

Tuesday, October 10th Chapters Annual Workshop

The Chapters & Membership Department will provide complimentary registration to the conference for IAS Chapter Chairs who attend the Chapters Annual Workshop.

Make plans to attend now. Hotel reservations must be made by March 31st to receive the conference hotel rate.

More information on the conference is available at <http://www.aei.it/ias2000.html>

industrial electrical and electronic engineers and scientists. The IEEE-IAS Annual Meeting, known worldwide for the high quality and practical interest of its technical papers and discussion meetings, focuses on the scientific interests related to industrial applications of electrical energy.

In celebration of the end of the Second Millennium, the 35th Annual Meeting of the Industry Applications Society (IAS 2000) will take place in fabulous Roma, the eternal city.

The Meeting will take the special form of a World Conference and will address the technical interests related to industrial applications of electrical energy.

Each Technical Session will be tied to a Committee's interest area. The Technical Committees sponsoring sessions at IAS 2000 are the following:

- Electric Machines
- Electrostatic Processes
- Energy Systems
- Industrial Automation and Control
- Industrial Drives
- Industrial Power Converters
- Metals Industry
- Mining Industry
- Petroleum and Chemical Industry
- Pulp and Paper Industry
- Power Electronics Components and Devices
- Power Systems Engineering
- Power Systems Protection
- Production and Application of Light

In addition, the IAS 2000 Conference will offer an outstanding social and cultural activities program, with four main social events at the Sheraton Roma (welcome reception, exhibitors reception, awards luncheon, and president's gala dinner), daily visits to Rome and Vatican city (Roman empire vestiges, baroque Rome, Vatican and the Roman hills, elegant and popular shopping areas, Vatican museums), and pre- and post-conference tours (Perugia and Assisi; Venice; Florence; Sorrento, Capri and Pompei).

Looking forward to meeting you in Rome, I remain
Yours sincerely,
Prof. Paolo Tenti
University of Padova - Italy
General Chair



IAS Chapters & Membership Department
 c/o Kevin L. Peterson
 P2S Engineering, Inc.
 5000 East Spring Street, 8th Floor
 Long Beach, CA 90815-1275

IEEE IAS CHAPTERS & MEMBERSHIP DEPARTMENT STAFF

Department Chair

Kevin L. Peterson, P.E.
 P2S Engineering, Inc.
 5000 E. Spring Street, 8th Floor
 Long Beach, CA 90815
 562.497.2999
 562.497.2990 fax
 k.l.peterson@ieee.org

Chapters Development Committee Chair

Mark Harris
 Hamilton Sundstrand
 4747 Harrison Avenue
 P.O. Box 7002, MS 749-6
 Rockford, IL 61125-7002
 815.226.6098
 815.394.2497 fax
 m.harris@ieee.org

Chapters Communication Committee Chair

Erling C. Hesla
 620 112th Street SE, #157
 Everett, WA 98208
 425.347.1927
 425.316.3093 fax
 e.hesla@ieee.org

Chapters Manual Committee Chair

Mr. Darin Hucul
 Hucul Engineering & Construction
 Corporation
 3814 – 44 Street
 Edmonton, AB T6L 7B7
 Canada
 780.465.0054
 780.450.9966 fax
 d.w.hucul@ieee.org

Society Membership Committee Chair

Clayton H. Reid
 Allen-Bradley Canada, Ltd.
 135 Dundas Street
 Cambridge, ON N1R 5X1
 Canada
 519.740.4109
 519.740.9871 fax
 chreid@ra.rockwell.com

Distinguished Lecturers & Regional Speakers Program Committee Chair

Dr. M. Azizur Rahman
 School of EEE, Building S1
 Nanyang Technological University
 Nanyang Avenue
 Singapore 639798
 65.790.4522
 65.791.2687 fax
 earahman@ntu.edu.sg

Distinguished Lecturers & Regional Speakers Program Committee Vice Chair

Dr. Ronald Gordon Harley
 Duke Power Distinguished
 Professor
 School of Electrical and Computer
 Engineering
 Georgia Institute of Technology
 Atlanta, GA 30332-0250
 404.894.1876
 404.894.4641 fax
 rharley@ee.gatech.edu

Electronic Publications Committee Chair

Mr. William G. Ghattas
 9387 Flicker Avenue
 Fountain Valley, CA 92708
 714.965.2827
 714.963.3979 fax
 w.g.ghattas@ieee.org

Chapters Area Chairs

Region 1E	Hazem Huss
Region 1W	Gualtiero Faustoferri
Region 2	David McCombe
Region 3	James Beall
Region 4	Matt Zimmer
Region 5	vacant
Region 6N	Curt Eckberg
Region 6S	Ray Holstead
Region 7W	Darin Hucul
Region 7E	Erling Hesla, acting
Region 8	Moshe Harpaz
Region 9N	Hector Martinez
Region 9S	Edison Da Silva
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