

Region 3 Tools for Sections - Processes/Steps for Organizing Activities

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The members of Region 3 created suggested processes/steps that Section leaders could use to easily plan and conduct many different meetings and activities. These are available as MS Word files (in a single zip file) on the Region 3 website:

(<http://ewh.ieee.org/reg/3/excom/meetings/2014-08/index.html>).

These are "open source", meaning that your section is welcome to use these files and modify them for your own Section. The file names describe the contents:

1. Steps_for_Awards_Dinner-V1.0.docx
2. Steps_for_Conducting_a_Half-day_Technical_Workshop-V1.0.docx
3. Steps_for_Engaging_Members-V1.0.docx
4. Steps_for_Excom_Meeting_at_a_Company-V1.0.docx
5. Steps_for_Excom_Meeting_at_a_Restaurant-V1.0.docx
6. Steps_for_Full-Day_Tech_Family_Activity-V1.0.docx
7. Steps_for_Full-Day_Workshop-V1.0.docx
8. Steps_for_Full-Day_Social_Event-V1.0.docx
9. Steps_for_Half-Day_Social-V1.0.docx
10. Steps_for_IEEE_Tour-V1.0.docx
11. Steps_for_Providing_Members_for_a_Judging_Activity-V1.0.docx
12. Steps_for_Technical_Meeting_at_a_Restaurant-V1.0.docx
13. Steps_for_Technical_Meeting_Company-V1.0.docx

The following file is an example of how one Section modified the steps for their own use:

1. Steps_for_Technical_Meeting_at_UNC_Charlotte-V1.0.docx

These activity steps still need to be completed :

1. Form and Mentor a FIRST team
2. Holding a Technical Meeting with an IEEE Society Distinguished Speaker
3. Touring a Remote Company - Transportation
4. Organizing a "display booth" at a Local Mall

If you wish to contribute to this library of steps, please send your MS Word file to j.conrad@ieee.org.