



IEEE Aerospace & Electronic Systems Society

Chapter Handbook

<http://www.ieee-aess.org/>

June 2019

Scope of the document

This handbook is intended to provide guidance to Chapter Officers in order to make their job easier. It explains the responsibilities and the opportunities of Chapter Officers, and how the AES Society and IEEE can assist them to perform an excellent job in that role. The document is organized in a logical and concise way so that the time required to obtain answers is minimized.

IEEE provides webpages dedicated to Chapter Chairs. Please note that for many links, you must be logged into the IEEE website. This handbook complements the information found at: <https://mga.ieee.org/resources-operations/geographic-unit/chapters> by taking a Society oriented perspective. Please refer to the IEEE website for any issue not explicitly covered by this document.

This handbook is intended to be a living document where new information is regularly added to reflect changes in the IEEE regulations and/or the AESS governance as well as to include new opportunities for Chapter Chairs. In this regard, we kindly ask all readers to contribute to this document by reporting errors and or suggestions for improvements.

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I. Chapter Officer Responsibilities

A. Creating a New Chapter

In order to create a chapter, the Chapter Organizer must gather 12 or more signatures (along with IEEE membership numbers) from AESS Members on a Society Chapter petition. Signers must be members of the Society, and must have membership at Member, Senior Member, Fellow or Life Member grade. Student, graduate student or affiliate grade members cannot be counted among the 12. Approval is required from the Section and Society that will be represented.

The Society Chapter petition and details about new Chapter formation can be found at: <https://mga.ieee.org/resources-operations/formations-petitions>.

B. Joint Society/Section Chapters

Joint Chapters are a helpful option when trying to form a Chapter where there are not enough members of a single Technical Society in a particular Section. As a result, the Chapter organizer can either expand the Chapter's geographical boundaries to include a neighbouring Section or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest. Detailed information on expanding a Chapter to a Joint Chapter can be found at: <https://mga.ieee.org/resources-operations/formations-petitions>

Joint Section Chapters are those for which the membership is across the boundaries of two or more Sections (example: Long Island/New York Section AP Chapter). Joint Section Chapters must invite the Chapter members from all member Sections to all of the meetings and develop as good a working relationship with the leadership of all Sections as you have with your own Section. Only one Section is the "administrative parent". The administrative parent Section is responsible for reporting the Chapter's activities and receives the rebate to be passed along to the Chapter.

Joint Society Chapters are those comprised of two or more Societies (example: France ED/AP/AES01 Chapter). Existing Chapters often become Joint Society Chapters when they find that some of their members are involved in technology related to another Society's field of interest. Joint Society Chapters also provide a broader perspective of interest and potential events and information-sharing for the members. Joint Society Chapter Chairs should ensure that Chapter activities reflect the interests of both (or all) Societies and all members from each participating Society should be invited to all Chapter events. Joint Society Chapters may receive support from each of the Societies

represented in the Chapter. For more information, refer to the section on financial management in the **IEEE Member and Geographic Activities Operations Manual**.

Often Joint Section Chapters seem like a good solution, but they are frequently under-utilized as they rarely involve the members of both Sections as originally intended. A Joint Society Chapter is more likely to serve all its members and function as intended.

C. Chapter Requirements

The job of a Chapter Chair includes the successful completion of a few requirements to satisfy IEEE regulations and maintain “active” status.

- Chapter must maintain a minimum of 12 Members.
- Chapter must report officer (Chapter Chair) changes annually to the IEEE headquarters.
- Chapter must hold a minimum of two (2) technical meetings annually and report both to IEEE headquarters and to your Section using the L-31 form. For more information on required reporting, go to:

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

- Chapter Chair must fulfil the duties and responsibilities outlined in the **Chapter Chair job description**.

D. Planning Successful Meetings

Successful meetings may take multiple forms, including lectures, short courses, tours, and/or social events, or some combination of the above. Putting together a successful meeting involves:

- Selecting a subject
- Selecting a format
- Finding a good speaker, securing a good tour and/or establishing a social event
- Publicizing the meeting

Suggestions for successfully implementing the points above are provided later in this document, in a dedicated section: Guidance for Planning a Successful Meeting.

E. Leading an AESS Chapter

The IEEE is one of the world's largest volunteer organizations with over 400,000 members worldwide as of June 2019 and it is through the work of the local chapter officers that the work of the IEEE and the AESS is accomplished. To accomplish its goals, the AESS is dependent on the involvement of its members through the local chapter leadership. Your ability to motivate volunteers to help with events such as meetings, seminars and community work is crucial to the chapter's success, and in turn to the AESS membership development. A few hints on working with volunteers are offered.

Recruiting Volunteers

Try to involve new members in Chapter activities and do not always rely on the same people year after year. Asking for volunteers at the meeting may not be effective. They often are too shy to volunteer, or you end up getting the same people all the time. A one-on-one request will usually be much more effective, especially if the Chapter Chair comments on why the volunteer is the best person for the task. Surveys of our membership indicate that our most loyal members are those that become involved as volunteers.

Spread the Work Around

Asking a volunteer to put on a meeting or seminar may appear to be a daunting task to the volunteer. The Chapter Chair can instead form a committee to perform the task. The work should be equally divided among the members such as: lining up speakers, publicity, registration and local arrangements for the meeting place and hotel accommodations for an out of town speaker. While it may be easier for the Chapter Chair to do all of these things, recruiting help from the membership will help strengthen the local organization and encourage participation. It is important that each event has an established leader, whether it's the Chapter Chair or a designated (experienced) volunteer.

Motivate the Volunteers

Motivating volunteers is an art that is not always obvious to the Chapter Chair. What works in business does not always work for volunteers; there is no paycheck or possibility of financial gain in the volunteer organization. It is usually better to empower the volunteer to take ownership of a project and offer advice when asked. Allowing the volunteer to use their creativity in solving problems and issues is usually helpful. Although some volunteers may need to be told what to do in all cases, most will resent too much interference in the work they are doing or do nothing for fear of making a mistake. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if the volunteer quits, then you will ultimately end up doing their work, and the organization has lost a potential future leader.

Diversify the Organization

The AESS serves a diverse group of professional and academic interest. Try to involve people from the different industry and educational organizations in your area. Potential volunteers often feel excluded because they see the local chapter as run by one company or a small group of people.

AESS is committed to actively engage and empower women at all levels of the Society. An active engagement in local Chapter activities is extremely welcome.

Also, Chapters should try to expand the representation of Students and Young Professionals, as they represent a powerful force today and an invaluable resource for the future.

Recognize the Work of Volunteers

Helping the local chapter can involve a lot of hard work. Recognition of that work by the leadership is important. A public recognition at a meeting is nice and costs nothing. Wall plaques, certificates or inexpensive gifts such as a coffee mug or pen and pencil set with the local chapter's logo will be valued by the volunteer and will help motivate other members to participate in events. The local print shop or trophy shop has some excellent inexpensive ideas for gifts. An array of IEEE merchandise is available for gifts or recognition awards at: <https://mga.ieee.org/resources-operations/geographic-unit/products>.

Recognize Time Conflicts

Most AESS members will have responsibilities other than to AESS. Family, work and community activities will compete for the time of an AESS member. A good question to ask when planning an activity is: "Will this be worth an evening or a Saturday to my members?". AESS members are often confronted with either going to hear an expert on a topic they are very interested in or coaching their child's soccer team and the member will generally choose the soccer team.

Chapter Officers can often schedule meetings times to help accommodate their members by moving the meeting start time or change an evening meeting to a lunch meeting. Surveys of members at meetings will give a good feel for the flexibility of the membership. However, talking to members who stopped coming to meetings or who would, but have conflicts may be more helpful in determining a start time for an event. Often business management will complain if events are scheduled during work hours and that needs to be considered in scheduling events also.

Additionally, consider varying the location of events to ensure the time commitments in commuting to and from events do not inadvertently tax some members over others. Varying locations should help entice a broader group of members to attend and increase overall participation.

Design a succession plan

Chapter Officers will not stay in that role forever therefore succession planning is a key part of their activity. This process cannot be left to chance and should be started in large advance by appropriately engaging active members of the Chapter in leadership duties. The aim is to identify and nurture a successor that will successfully lead the Chapter in the future.

F. Gathering Membership Data

Your Section leadership has all contact information for the members of your Chapters. Contact your Section representative for a list, or you can use the [OU Analytics](#) program yourself.

The OU Analytics IEEE Member database is available to all Chapter Chairs. You may access the contact information including address, phone numbers, and e-mail for any person in your Chapter. Instructions, access and a schedule of online courses for using OU Analytics are available online at the <https://mga.ieee.org/resources-operations/volunteer-tools/samiee>

G. Identifying your Society and Section Leadership

All IEEE volunteers can view the IEEE Organization Rosters for information on Society and Section leadership. Society information is in "Part II: Technical Activities Roster", Section and Chapter information can be found in "Part III: Geo-graphic Roster". The rosters are at the [IEEE Organization Rosters page](#) and can be accessed using your IEEE web account user name and password.

Participation to Society and/or Sections events dedicated to Chapters is essential for maintaining fruitful connections and receiving guidance from Society and Section leadership.

H. Reporting Meetings

To be considered an active AESS Chapter and therefore qualify for funding from the AESS, a minimum of two meetings must be held over a one-year period. To get credit for holding a meeting with the AESS, it is necessary that you report your Chapter's activities to both your IEEE Section and the AES Society. Without your reports, we cannot provide the full spectrum of support we offer to your chapter.

Chapters that have not reported any meetings for a minimum of three consecutive years will be put on probation to be dissolved. Once a Chapter has been dissolved, the process to form a new Chapter must be utilized to reinstate the Chapter.

For appropriate procedures to report your chapter's events and meetings, go to: <https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

Once you have logged in to the IEEE web site with your membership account, you can use Form (L31). For more information, see [VTools Events](#).

AESS provides Chapter Operational Funding for its Chapters. For more information, click [here](#).

I. Establish a Bank Account

Most local IEEE sections will allow chapters to establish bank accounts. A convenient option available to Chapters is concentration banking. Information on this IEEE program is available at the [IEEE Concentration Banking page](#).

Where government & banking regulations permit, all geographic unit bank accounts must provide for the signature authority of the IEEE Staff Director of Financial Services.

J. Reporting Chapter Officer Changes

The AESS needs to be able communicate with the current Chapter Officers. To communicate important information between the AESS and your chapter, we need the correct names, addresses, phone number, fax and Email of current Chapter Officers. It is extremely important that you update all Chapter Officer information and make changes as necessary at: <https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates/officer-forms>.

II. Guidance for Planning Successful Meetings

As previously mentioned, successful meetings may take multiple forms, including lectures, short courses, tours, and/or social events, or some combination of the above. Below some suggestions are provided for successfully implementing a Chapter Meeting.

A. Selecting a subject

The obvious choice of subject for a group of aerospace engineers is aerospace engineering. Within that broad field, however, many topics may be of greater interest than others. In choosing the subject you

should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to browse articles in the most recent issues of AESS Publications for ideas of timely subjects.

B. Selecting a format

Formats which you might consider include:

- formal lectures
- short courses
- dinner meetings with an after-dinner speaker
- breakfast meetings with a speaker
- tutorial sessions
- tour of a technical facility
- social events (picnics, pizza parties, etc.)
- technical reading group mixed with social event
- workshops or symposia

The amount of effort required to organize each of these different types of meetings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all-day workshop or symposia, or a multi-day short course can involve more careful planning. Typically, the meeting format which requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

C. Finding a good speaker

AESS Distinguished Lecturer Program

The AESS Distinguished Lecturer Program is an extremely valuable source of outstanding speakers available to your chapter. This program is an excellent way to obtain good speakers for your chapter. An explanation of how you can use this program is provided at: <http://ieee-aess.org/education/distinguished-lecturer-and-tutorial-program>.

Please note for planning purposes, IEEE Policy prohibits payment of more than a speaker's travel expense, honoraria, and stipend payments (this may limit access to some speakers).

AESS Short Course Program

The AESS Short Course Program provides an avenue to access training provided by high impact presenters from the international community, meeting a significant demand from industry members. The short course format provides greater benefit to participants than a distinguished lecturer and can provide both impetus and funding for chapters to bring international presenters. Further information on the Short Course Program can be found at:

<http://ieee-aess.org/aess-short-course>.

Additional Sources for Technical Speakers

There are a number of other sources of good speakers for an AESS chapter meeting. You might consider:

- Local industrial leaders speaking on their view of future trends in the aerospace industry.
- Local engineers, faculty or graduate students discussing recently published outstanding work.
- University administrators discussing the future of aerospace education.
- Co-workers who are working on or have completed a major study.
- Visiting engineers/consultants who are experts on an important topic.

D. Publicizing the meeting

Without appropriate publicity, your meetings cannot be successful. A significant portion of your chapter's efforts (and possibly budget) should be directed at providing publicity for your meetings. Some ways of publicizing meetings in advance include:

- Printed flyers circulated and posted wherever interested individuals might see them.
- Advertising in local newspapers.
- Announcements in your IEEE Section Newsletter.
- Email, letters or announcements sent directly to local IEEE members by Society affiliation.
- Advertising meetings in local companies' magazine(s), digital newspaper(s), etc.
- Announcement through email lists of relevant local university departments.
- More information about media contacts and other forms of outreach are available from the IEEE Publicity Guide at <http://ewh.ieee.org/reg/3/publicinfo/publicguide.doc>.

Mailing lists can be obtained from the online OU Analytics. [Access OU Analytics for more information](#). Training for OU Analytics can be found [here](#).

III. Financial Support and Other Services from AESS

A. Support for Your Chapter Activities

IEEE Sections are responsible for the formation of local Chapters and Chapter support. Your IEEE Section receives rebates from the Membership & Geographic Activities organization based upon a formula considering total Section membership and member grade. Each AESS Chapter should promote senior member upgrades and encourage application for fellow grade to benefit the society.

The Aerospace & Electronic Systems Society may authorize AESS rebates that are calculated based upon \$50 per Chapter meeting held up to a maximum of 6 meetings per year or \$300.

Please report all of your meetings so that your Chapter receives the support intended. Refer to the IEEE Meeting Reporting page at: <https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>. To find out the names of your local Section Officers, check the online geographic roster at [#https://rosters.ieee.org/home.html](https://rosters.ieee.org/home.html).

If you are a current Chapter Chair, you can access the roster using your IEEE web account. Additional IEEE contact information for Society Chapter Coordinators is published on the IEEE Society Chapter Coordinator page at: <https://mga.ieee.org/resources-operations/geographic-unit/chapters/ieee-society-chapter-coordinators>. IEEE Chapter information is also available at the IEEE Chapter page at: <https://mga.ieee.org/resources-operations/geographic-unit/chapters>.

B. Distinguished Lecturers Program

The Aerospace & Electronic Systems Society, through the VP of Education and Board of Governors, each year carefully selects a group of Distinguished Lecturers who are recognized experts in their fields.

The lecturers are available to present talks to local AESS chapters world-wide. The AES Society will pay reasonable speaker's expenses for economy-class travel, lodging and meals, with the inviting IEEE organization expected to cover 50% of the speaker's expenses. As a general guideline, speaker's expenses involving travel wholly within North America or within the European Union can be approved to be covered up to \$1,000 USD. Expenses involving extensive international travel can be approved to be covered up to \$2,000 USD.

Local chapters are invited and strongly encouraged to take full advantage of this unique resource. Speakers give six to seven talks per year, so it is prudent to schedule well in advance. Contact the speaker directly to request a talk. If you are unable to reach the speaker directly, please see the AESS

website <http://iee-aess.org/education/distinguished-lecturer-and-tutorial-program> for current details about the Distinguished Lecturer Program.

C. Publicity: AESS Quarterly Email Blast and AESS Web Site

Planning and coordinating activities for an AESS chapter is a significant effort. You and the members who have helped you deserve recognition. In addition, you have probably had to develop some creative solutions to organizational problems from which Chapter Officers of other AESS Chapters could benefit. You should publicize your chapter activities in the AESS Quarterly Email Blast and also on the AESS web site, especially when you have spent time organizing a major event such as a workshop, trade show or symposium. The AESS Quarterly Email Blast is distributed free of charge quarterly to every member of the Aerospace & Electronic Systems Society. Much of the editorial content of the Email Blast is devoted to society news, announcements and upcoming events. Send your inputs to the AESS Executive Assistant, [Judy Scharmann](#). Photographs are desirable for publicizing your activities. A snapshot of your planning committee members and one or two photos of the event with a short accompanying explanation of the pictures makes a great article.

D. AESS Chapter Chair Coordinator

The AESS Society has established a volunteer Chapter Chair Coordinator. It is important to maintain contact with this volunteer. They can offer valuable advice, serve as a resource, and provide a voice to Chapter concerns. You can find the AESS Chapter Coordinator in the [AESS Board of Governors Organization Directory](#) at <http://iee-aess.org/about-aess/aess-standing-committee-chairs-2019>.

E. AESS Board of Governors Volunteer Directories

One of the greatest advantages of AES Society membership is the opportunity to network with other professionals in your field of interest and to work with other volunteers. The AESS provides you with several directories that allow you to identify and contact other volunteers within the Society.

Board of Governors Committees

The committees that support the Board of Governors of the AES Society and the volunteers serving on those committees are listed in the Board of Governors Committees Organization Directory at <http://iee-aess.org/about-aess/aess-standing-committee-chairs-2019>.

Technical Panels

The AES Society maintains nine technical panels covering various areas of specialization within AESS.

- Gyro and Accelerometer
- Radar Systems
- Space Systems
- Aerospace Control & Guidance Systems
- Cyber Security Panel
- Unmanned Aerial Vehicles
- Avionics Systems Panel (ASP)
- Navigation Systems Panel
- Glue Technologies for Space Systems Technical Panel

The various panels service member needs in a particular technical area. A listing of these panels, contact information for their officers, and links to their web pages can be found on the Technical Operations section of the AESS Web Site at <http://ieee-aess.org/technical-operations/home>.

IV. IEEE Section Support

A. Meeting Publicity

Your IEEE Section can publicize your Chapter's meetings and events in its newsletter or other publication. Mailing and e-mail lists for your chapter can also be obtained through your Section, or on their web page. Your Chapter can develop and maintain its own web page with up to 30MB of space, hosted for free on the IEEE Entity Web Hosting server. To learn more about this service, go to the IEEE Entity Web Hosting page at: <http://sites.ieee.org/>. To obtain contact information for your Chapter's members, all Chapter Chairs have automatic access to the OU Analytics online database. For more information, go to the OU Analytics at:

https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage_0/LandingPage?:iid=1&:usingOldHashUrl=true

B. Section Financial Support

IEEE is divided into ten geographic Regions worldwide. Within those Regions are more than 330 local Sections and over 2,000 Technical Chapters that unite local members with similar technical interests. IEEE Sections are responsible for the formation of local Chapters and for Chapter support. Your IEEE Section receives a Section rebate from IEEE of \$200 for every active Chapter that has submitted all of their required reporting and held at least two (2) technical meetings in the previous year. The Section receives additional rebates for every member and for other organization situations and activities.

IEEE Section rebate requirements and procedures are described on the [IEEE MGA Geographic Unit Rebate Schedule page](#).

Please report all of your meetings so that your Chapter receives the support intended. To find out the names of your local Section Officers, check the IEEE Rosters: <https://rosters.ieee.org/home.html> You will need to indicate your Region and login to your IEEE account to view the Section roster. If you are a current Chapter Chair, you can access the roster using your IEEE web account.

V. Support from Other Societies and IEEE

A. Other IEEE Societies and Support of Chapters

IEEE Society support of local Chapters is important, both to benefit Chapters and the sponsoring Societies, to ensure their future leadership. Joint Society Chapters should benefit from all of their Society sponsors, but each Society will have different requirements for support and different levels of support. It is important for your chapter to become familiar with the guidelines and support available from all of your Society affiliations.

The Relationship between Societies and Chapters

Chapters are important to IEEE Societies in the following ways:

- Chapters provide a diversity of perspective from different geographical regions and organizations.
- Chapters introduce potential new members to Societies.
- Chapters assist in promoting member upgrades to Senior and Fellow membership levels.
- Chapters provide training opportunities for potential new leaders in Societies.
- Chapters enable Societies to personalize their technology to local members.
- Chapters identify and satisfy needs of local Society members.
- Chapters encourage local members to participate in Society activities.

Chapters and Societies operate largely independently of each other. They have similar but different goals. Your chapter can benefit significantly by building a strong relationship with your affiliated Societies. Understanding how those Societies do support chapter activities and staying in contact with the members of their Administrative Committee responsible for Chapter activities is to your advantage.

IEEE Society Programs and Services

Many IEEE Societies offer financial support and services similar to those described in this handbook in Section II, and Section III, Financial support, travel support, guest speaker programs, society publication publicity and Chapter Coordinators are some of the programs and benefits many IEEE Societies offer their chapters. Contact your affiliate IEEE Societies or check the Society web sites to learn more about what other IEEE Societies can offer you.

B. IEEE Support of Chapters and Volunteers

Membership Development

Attracting new members will bring growth and vitality to your Chapter. IEEE Membership Development Staff can be consulted on issues concerning effective ways to attract new members. Membership development material is also available from the IEEE Membership Development Staff. Contact info:

[IEEE Membership Development](#)

IEEE Regional Activities
445 Hoes Lane
Piscataway, NJ 08854
Phone: +1 732 562 5507
Fax: +1 732 981 0225

http://www.ieee.org/about/volunteers/membership_development/index.html
membership.development@ieee.org

IEEE Functional email Aliases

To help facilitate communication between members and geographic units, the IEEE has established a functional email alias option. With this service, a Chapter can maintain one email address no matter how often it changes officers. Example: chicago.pes@ieee.org or france.ems@ieee.org . For more information on functional alias registration and other Volunteer Resources, visit : <https://www.ieee.org/about/volunteers/functional-alias-form.html>

IEEE Chapter Officer Training

Chapter Officer Training can be found in the [IEEE Center for Leadership Excellence](#). Chapter Chair training can be found here: <https://ieee-elearning.org/CLE/totara/program/view.php?id=6>.

A number of topics have been identified that are important to address in your first 30 days. This training is designed to help you get a technical meeting set up in your first 30 days as Chapter Chair.

IEEE OU Analytics Membership Database

OU Analytics is a Web based ad hoc query tool that provides volunteers access to member data. It allows ad hoc querying, reporting, and downloading of IEEE's membership data.

Access to this system is limited to registered users with designated or automatic access: IEEE OU Analytics at https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage_0/LandingPage?:iid=1&:usingOldHashUrl=true

IEEE Organization Rosters

Access to IEEE committee and board membership rosters throughout the IEEE organization is provided here: <https://rosters.ieee.org/home.html>.

IEEE Conferences and Events

IEEE sponsors more than 1,100 annual conferences and meetings worldwide. IEEE is also highly involved in the technical program development of numerous events including trade events, training workshops, job fairs, and other programs.

For more information about an IEEE conference, search the IEEE conference database: [IEEE Conferences and Events](http://www.ieee.org/conferences_events/index.html) at: http://www.ieee.org/conferences_events/index.html.

IEEE Membership and Geographical Activities

IEEE Member and Geographic Activities (MGA) is focused on supporting and meeting the members' needs and IEEE membership recruitment and retention strategies and implementation. At the [IEEE Membership and Geographical Activities](#) page you can find current announcements of interest to local volunteers, read highlights of MGA activities, find a Section or Chapter near you, and learn more about the MGA vision and mission.

IEEE Publicity Guide

As the liaison between the IEEE and your local media, you can make a difference by building relationships with the public or various constituencies and presenting a positive image for the IEEE. Using some basic communications tools, you can enhance the visibility of the organization and ensure

that the IEEE maintains a positive image in your community or area. Download the [IEEE Publicity Guide](#) to learn more.

VI. Quick Access to Key Links and Documents

A. Petition to form a New Chapter

<https://mga.ieee.org/resources-operations/formations-petitions>

B. Link to L31 Meeting Reporting through VTools

<https://events.vtools.ieee.org/>

C. Chapter Officer Reporting

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

D. Contact the AESS Society President or Chapter Administrator at <http://www.ieee-aess.org>.

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