

IEEE Section Meeting Sponsor's Guide

Program Chair & Vice-Chair Responsibilities

The Program Chair identifies companies and/or speakers for the Section meetings, but it is the Sponsor who ensures that all the local arrangements are made and that the tour/program is carried out successfully.

The Program Chair makes the initial contacts and gets agreements relative to company tours and speaker responsibilities. He identifies and recruits a sponsor, usually an IEEE Maine Section member who is geographically, if not administratively, close to the site of the tour/program. The Program Chair should have initial agreements several months ahead of the meeting and have the sponsor ready to begin at least two months ahead of the meeting.

Meeting Sponsor Responsibilities

- 1) Contact the tour coordinator to arrange time and place and to ensure that sufficient tour guides are available, parking location, and any other logistical details that will need to be relayed to participants.
- 2) Contact the restaurant or food service to ascertain available menus, prices, privacy of meeting area (e.g., noise, other functions?), seating capacity, any minimum number of attendees, cover charges, and any questions the purveyor may have. When does the "final" count have to be in? Decide on a menu, usually one or choice of two main dishes. Make arrangements for social hour. Will there be a cash bar? What will be available for drinks, snacks and service? You decide on dinner price to be charged attendees. Depending on actual price, the actual price may be increased a little to make it a round number and to help defray incidental costs.
- 3) Coordinate with the Program Chair to ensure that the speaker is properly informed and supported. What equipment and facilities will be needed (e.g., slide projector)? What is the topic and/or title? Who is going to make sure the speaker gets there? Who is going to introduce the speaker?
- 4) Prepare an announcement which includes:
 - Date, time, and place of the tour
 - Name of the company and what they make or do
 - Time and place of the social hour
 - Time and place of the dinner
 - What the menu is (this seems to be very important)
 - Directions to the tour location and to the dinner location. Do not assume everyone will have been at the tour.

- Identification of the speaker and topic.
- To whom, where, and by when reservations should be made. Give the option of phoning or returning the form, and of paying at the door. Include the discounted cost for students.
- A statement to the effect that if a registrant subsequently is unable to attend, the sponsor should be notified, as “no-shows” are expensive and can result in financial losses to the Section.
- A form which includes the opportunity to choose from a dinner menu if such a menu exists, the number of people attending, the contact person’s name and telephone number. Also, include the name, address, and telephone number of the person to whom the form should be returned,- usually the sponsor or an associate.

5) Publicity

- Beacon – Send the announcement to the Beacon editor and Section webmaster by the 15th of the month preceding the meeting date.
- Reflector – Additional free publicity is available from the Reflector, published by the CNEC in Boston. E-mail the announcement to BostonIEEE@aol.com during the first week of the month preceding the meeting date. Include a separate, condensed announcement for the centerfold indicating the meeting sponsor, time, date, location, topic, and speaker’s name.

- 6) Two weeks before the tour/meeting, check with the company, the restaurant, the Program Chair, and the speaker (if appropriate) to confirm everything is on track.
- 7) At the appropriate time, notify the company and the restaurant how many participants are expected. Check on any last minute arrangements and details.
- 8) Arrive early at the tour, social hour, and dinner sites to make sure everything is in place.
- 9) Hand out pocket name cards for attendees and record names for meeting report.
- 10) During the social hour, collect money for dinner from those who have not prepaid. Inform the treasurer how and to whom payment is to be made.
- 11) Act as host to and introduce the speaker if that is your responsibility.
- 12) Enjoy yourself!
- 13) After the meeting, complete a meeting report form (L-31) at <http://www.ieee.org/organizations/rab/scs/scsrequired.html> and forward a completed copy of the form to the Section Secretary.

Original issue: 9/25/90
 Revised: 10/18/00