



THE INSTITUTE OF ELECTRICAL  
AND ELECTRONICS ENGINEERS, INC.

REGIONAL ACTIVITIES DEPT  
445 Hoes Lane  
Piscataway NJ 08855-1331 USA  
Email: sec-rebate@ieee.org  
Fax: +1 732 463 9359

## REPORT OF MEETING ACTIVITY

This report form is for the permanent records of the Section Secretary who will forward all copies to the IEEE Regional Activities Department in one annual reporting package at the end of each calendar year.

**Section Secretary** - complete and file this form following each meeting of the Section.

**Subsection Secretary** - complete and forward this report to the Section Secretary following each meeting.

**Chapter or Affinity Group Officer** - complete and forward this report to the Section Secretary within ten days following each meeting.

**SPONSOR OF MEETING** (fill in name of all that apply):

Section: Sendai Section \_\_\_\_\_

Subsection: \_\_\_\_\_

Chapter: \_\_\_\_\_

Affinity Group: \_\_\_\_\_

**MEETING DATE:** \_2002. 12.24\_ WAS THERE AN ADMISSION CHARGE? YES  NO   
Optional food or facility expenses with a meeting not considered an admission charge

**MEETING CATEGORY:** 1  2  3  4  5   
(check only one) Technical Educational Professional Administrative Social

**ATTENDANCE:** IEEE members: \_12\_ Guests: \_3\_ Total: \_15\_

**DID STUDENT MEMBERS ATTEND THIS MEETING?** YES  NO

**WAS THIS MEETING JOINT WITH STUDENT BRANCH(ES)?** YES  NO

Title of Paper: \_\_\_Section Executive Meeting\_\_\_\_\_

Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Speaker Rating: Would you recommend this speaker to other IEEE audiences?  
(circle) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

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Title of Paper: \_\_\_\_\_

Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Speaker Rating: Would you recommend this speaker to other IEEE audiences?  
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Submitted by: \_\_\_Koji MIZUNO\_\_\_\_\_ Title: \_Vice Chair\_\_\_\_\_

Section (or Council): \_\_\_Sendai Section\_\_\_\_\_ Date: \_\_\_12-Feb-2003\_\_\_\_\_



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**SPONSOR OF MEETING** (fill in name of all that apply):

Section: Sendai Section \_\_\_\_\_

Subsection: \_\_\_\_\_

Chapter: \_\_\_\_\_

Affinity Group: \_\_\_\_\_

**MEETING DATE:** \_2002. 06.26\_ WAS THERE AN ADMISSION CHARGE? YES  NO   
Optional food or facility expenses with a meeting not considered an admission charge

**MEETING CATEGORY:** 1  2  3  4  5   
(check only one) Technical Educational Professional Administrative Social

**ATTENDANCE:** IEEE members: \_18\_ Guests: \_3\_ Total: \_21\_

**DID STUDENT MEMBERS ATTEND THIS MEETING?** YES  NO

**WAS THIS MEETING JOINT WITH STUDENT BRANCH(ES)?** YES  NO

Title of Paper: \_\_\_Section General Meeting\_\_\_  
 Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Speaker Rating: Would you recommend this speaker to other IEEE audiences?  
 (circle) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

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Title of Paper: \_\_\_\_\_  
 Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
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Section: Sendai Section \_\_\_\_\_

Subsection: \_\_\_\_\_

Chapter: \_\_\_\_\_

Affinity Group: \_\_\_\_\_

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**MEETING CATEGORY:** 1  2  3  4  5   
(check only one) Technical Educational Professional Administrative Social

**ATTENDANCE:** IEEE members: \_14\_ Guests: \_1\_ Total: \_15\_

**DID STUDENT MEMBERS ATTEND THIS MEETING?** YES  NO

**WAS THIS MEETING JOINT WITH STUDENT BRANCH(ES)?** YES  NO

Title of Paper: \_\_\_Section Executive Meeting\_\_\_  
 Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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Submitted by: \_\_\_Koji MIZUNO\_\_\_ Title: \_Vice Chair\_

Section (or Council): \_\_\_Sendai Section\_\_\_ Date: \_\_\_12-Feb-2003\_\_\_



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**MEETING CATEGORY:** 1  2  3  4  5   
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**ATTENDANCE:** IEEE members: \_20\_ Guests: \_2\_ Total: \_22\_

**DID STUDENT MEMBERS ATTEND THIS MEETING?** YES  NO

**WAS THIS MEETING JOINT WITH STUDENT BRANCH(ES)?** YES  NO

Title of Paper: \_\_\_ Congratulation Party for 2002 Fellows \_\_\_\_\_  
 Speaker: \_\_\_\_\_ Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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Submitted by: \_\_\_ Koji MIZUNO \_\_\_\_\_ Title: \_\_\_ Vice Chair \_\_\_\_\_

Section (or Council): \_\_\_ Sendai Section \_\_\_\_\_ Date: \_\_\_ 12-Feb-2003 \_\_\_\_\_



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