



THE INSTITUTE OF ELECTRICAL
AND ELECTRONIC ENGINEERS, INC.
REGIONAL ACTIVITIES DEPARTMENT
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331, USA

MEETING CATEGORY CODE

<u>Code</u>	<u>Type of Meeting</u>
1.	Technical
2.	Educational
3.	Professional
4.	Administrative
5.	Social

MEETING REPORT

THIS REPORT FORM IS FOR PERMANENT RECORD OF THE SECTION SECRETARY
A COPY WILL BE FORWARDED TO IEEE FIELD SERVICES

The Section Secretary will summarize all meeting activity of the Section, its Subsection(s) and Chapter(s) in one Annual Report for each calendar year.

The Section Secretary shall complete and file this form following each meeting of the Section.

The Subsection Secretary shall complete and forward this report to the Section Secretary within ten days following each Subsection meeting.

The Chapter Officer shall complete and forward this report to the Section Secretary within ten days following each Chapter meeting.

MEETING DATE: _____

* WAS THERE A MEETING (ATTENDANCE) CHARGE? YES NO
MEETING CATEGORY CODE 1 2 3 4 5

SPONSOR OF MEETING (IDENTIFY)

Section: _____

Subsection: _____

Chapter: _____

Attendance - IEEE Members: _____ Guests: _____ Total: _____

Presiding Officer: _____ Title: _____

Title of Paper: _____

Speaker: _____ Organization: _____ Phone: _____

Address: _____

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

Title of Paper: _____

Speaker: _____ Organization: _____ Phone: _____

Address: _____

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

Date Report Submitted _____ Signature of Officer _____

(USE REVERSE SIDE TO FURNISH ANY ADDITIONAL INFORMATION)

* Check "YES" box only when there was a charge to attend the meeting; optional food or facility expenses with a meeting are not considered an admission charge.