

L31 IEEE Meeting Reporting

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IEEE San Fernando Valley Section



IEEE San Fernando Valley Section

www.ieee.org/L31



IEEE San Fernando Valley Section

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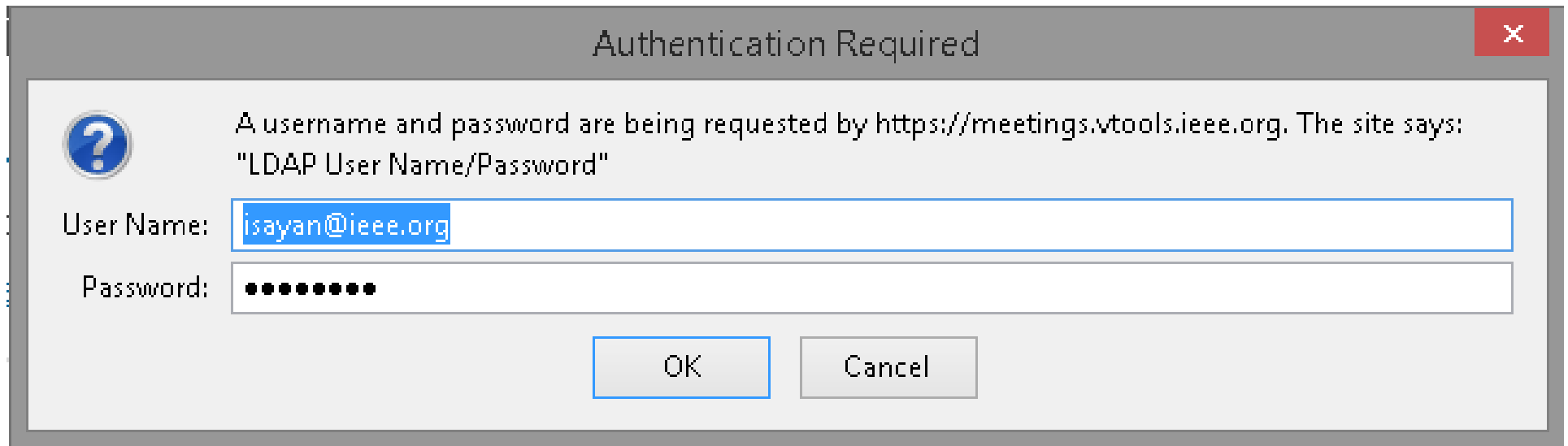
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IEEE vTools.Meetings System

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**Click Create an L31 Meeting Report
(for meeting not in system)**



IEEE San Fernando Valley Section

Meeting Report Form

Please fill out the event information below to create this meeting report.

*Denotes a required field

*Event Title (256 chr max)

What you need to know about Surge Protection

*Event Category

Technical

Event Sub-category

Select one ...



*Event Description (8192 chr max)

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Font Family, Font Sizes, Bulleted List, Numbered List, Link, and Unlink.

Short Description of the Presentation
The presentation focuses on the need for surge protection in facilities today. Includes an overview of protecting MV levels down through your LV facility distribution. Discuss the importance of sizing, placement, and the physical installation of Surge

*Meeting Keywords (512 chr max)

What you need to know about Surge Protection

Admission Charge? (Optional food or facility expenses not considered an admission charge)

Fill in event title, category (details on following slide), description and meeting keywords



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Event Categories and Event sub-categories

•The event category is used to help clarify the type of meeting. There are four (4) event categories. The event sub-categories are used to further refine the intent of a meeting.

•Administrative

Meetings of the Section/Chapter/Affinity Group Executive Committee to discuss Unit administrative matters (for example – elections, Section functions, activity planning, etc.) The administrative event sub-categories are:

- ExCom
- Officer Training

•Professional

Meetings to enhance professional development (such as continuing education, a speaker discussing the current job market, preparation of resumes, etc.) The professional event sub-categories are:

- Continuing Education
- Professional Development
- Industry Relations – meetings and activities with local industries (eg. a tour)
- Professional (Other)

•Technical

Meetings of a technical nature specific to the needs of the Unit, or of interest to the members. Society Chapters must hold and report a minimum of two technical meetings annually in order to qualify for the rebate. Event sub-category is not applicable for the Technical category.

•Nontechnical



These are generally meetings of a professional nature. The nontechnical event sub-categories are:

- Social
- Awards Dinner
- Pre-University Activities – Teacher–In-Service Program, a science fair
- Nontechnical (Other)



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When (Maximum duration of meeting - 5 days)

*Start Time **14 May 2015 18:30**  *End Time **14 May 2015 20:00**  *Time Zone **America - Los Angeles**

Where

*City (128 chr max) **Sylmar** *Country, State/Province **United States** **California**

Who

*Guest Attendance **3** Attendance **4** Students invited?

*R @ **6 PM** : **30** Now OK

*Se **14 May 2015 18:30**

*Organizations

May 2015

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

14 May 2015 18:30

Click on small schedule icon shown in box above to see expanded calendar. Click on date and modify to match meeting start and end time.

Time zone is America – Los Angeles



Where

*City (128 chr max)

Sylmar

*Country, State/Province

United States

California

Who

*Guest Attendance 31

*IEEE Member Attendance 4

Students invited?

*Region: 6

*Section: SAN FERNANDO VALLEY

*Organizational Unit: PE31

Cosponsor Name (256 chr max)

Contact Email (512 chr max)

(Selecting a region will load sections, and selecting a section will load organizational units)

Input City name, country as **United States** and State as **California**. In who section, enter number of **IEEE members** and **Guests**. Check mark students were invited. Under Region choose **6** and under Section choose **San Fernando Valley**. Under Organizational Unit choose relevant unit (details on following slide)



IEEE San Fernando Valley Section

- C16/COM19 - Computer and Communications Society Event
- CE08 - Consumer Electronics Society Events
- EMB18 - Engineering in Medicine & Biology Society Events
- IA34 - Industry Applications Society Events
- PE31 - Power and Energy Events
- PHO36 - Photonics Society Event
- Young Professionals - Young Professionals Event
- Section – Section Event or other event not listed above



IEEE San Fernando Valley Section

Speakers

[1st Speaker Report Information](#)

Topic Distinguished Lecturer

Prefix	First Name	Middle Name	Last Name
<input type="text"/>	<input type="text" value="Curtis"/>	<input type="text"/>	<input type="text" value="McCombs"/>

Suffix

Display Name
 (required when first and/or last name given)

City Country, State/Province

Email Address

Organization

[2nd Speaker Report Information](#)

[List Reports](#)

create

Enter basic speaker info (Topic and Name) and click Create.



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MeetingReport was successfully created.

You will receive an email with the information you inputted in the L31 report to the email listed in your IEEE account.

Any questions, please ask IEEE SFV Section Chair, Vice Chair or Section Secretary.



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