

CHAPTER BRIEFS

a newsletter for IEEE Society Chapters

October 2020

A Chapter is required to report and file not less than two (2) technical meetings per year. Changes to its roster of officers need to be submitted in a timely manner using electronic reporting tools provided by MGA <<http://vtools.ieee>>. Failure to hold/report meetings annually could result in dissolution of your chapter.

2021 Memberships & Subscriptions Catalog Now Available:

The launch of the 2021 Membership Renewal year has begun and 1st notice renewal bills were mailed to members on October 1st. Members are encouraged to renew early online at www.ieee.org/renewal. The membership renewal site provides opportunities for members to browse and explore an online interactive catalog of 2021 offerings and customize their renewal.

In addition, the 2021 version of the IEEE Society and Special Interest Memberships & Subscriptions Catalog is also available now in PDF format as a reference tool at www.ieee.org/membership/index.html. (You must have Adobe Reader installed to view the PDF file). This brochure provides a concise presentation of 2021 member/student dues, offerings and subscriptions pricing, where applicable, for S/C's, TCs, and Special Interest Groups into one booklet, which can viewed online or downloaded, as desired. The offerings in the brochure reflect the information collected from the respective OUs and approved for the 2021 renewal year. If you have any questions about the information displayed within the brochure, please feel free to contact periodical@ieee.org.

OU Analytics - Member/Customer Search

The OU Analytics dashboards provide an intuitive interface to present data using tables and charts with the capability to customize using filtering options by OU, Region, Section, Grade, Gender, etc. Counts provided can further link to the respective member contact details. A convenient **search feature** is also available, providing the capability to quickly search for one particular member within the member details listing on the dashboard. This avoids the need to scroll through a list of contact information or filter a list to narrow the counts to find a member on the Detail dashboard. It also eliminates the need to download the member contact information to Excel in order to search, sort and filter to find a member or customer. Both the Detail Dashboard and Volunteer Positions Dashboards have search functionality to find a Member/Customer by simply entering in either Member/Customer #, First Name or Last Name. Using one or all three of the search fields will retrieve results, if applicable. The search capability within the three Volunteer Positions Dashboards allows you to search for a volunteer using the same fields. This includes searching for a current volunteer within the two Volunteer Positions dashboards or searching for a volunteer in a former position in the Volunteer History Dashboard.

Please see this month's OU Analytics Tip of the Month in the latter part of this newsletter under "Resources Available" which provides How To screenshots to access the search capability.

Reminder - Section Student Activities Chairs and Representatives

Please work with your local Student Branches to plan 2021 activities and remind them that the following is required in order for them to remain active:

1. At least 10 active IEEE Student Members to remain an active IEEE Student Branch
2. Annual Plan: <https://sbr.vtools.ieee.org>
3. Officer Reporting: <https://officers.vtools.ieee.org> (Chair position is required)
4. Meeting/Event Reporting: <https://events.vtools.ieee.org>

COVID-19 Resources Hub

The Institute asked members who were using their technical know-how to fight the novel coronavirus to tell us about their projects. We received submissions from countries around the world, including Ecuador, Germany, India, Iran, Spain, Switzerland, Uganda, the United Kingdom, and the United States. Visit [IEEE On the Front Lines](#) to read about them.

[IEEE Virtual Events Calendar](#) provides an up-to-date listing of major upcoming events and those now available on demand.

[5 Tips From Education Experts on Effective Remote Instruction](#)

Solid learning objectives and assessing students are among the keys to success that were highlighted in a recent IEEE conference.

Resources Available

Chapter Events and Officer Reporting

A reminder that chapter events and officer reporting need to be updated in [vTools](#) <<http://vtools.ieee.org>> throughout the year. This will ensure that current data is on file and that your chapter activity is accurately recorded. All units are encouraged to try to hold at least virtual meetings, if possible, to show that the unit is active. If needed, please visit <<https://site.ieee.org/vtools/training/>> to access tutorials on how to enter this information

Member and Geographic Activities (MGA), has recently provided the 2020 designated Society and Council Chapter Coordinators with a listing of the number of chapter activities for each Society and Council Chapter for the current year and the prior three years. Please send an email to <tad-chap-dev@ieee.org> if additional information is needed or to locate your designated Society or Council Chapter Coordinator representative.

A list of the 2020 Society and Council Chapter Coordinators may also be found at:

<https://mga.ieee.org/resources-operations/geographic-unit/chapters/ieee-society-chapter-coordinators>

IEEE COVID-19 News & Resources Hub

IEEE has established a single platform for all #COVID19 related resources to support our members during the pandemic. Access the latest virtual educational opportunities, free e-books, virtual networking, and more in one place by visiting: <https://covid19.ieee.org/>

Payments to Chapters Processed through Local Section Bank Accounts

A process is in place to ensure that Section, Chapter and Society officers will be notified when a wire transfer is processed through a local Section bank account for a chapter that does not have its own bank account. The Society or Council administrative staff who is submitting the chapter payment request to IEEE Treasury will notify the Section, Chapter and Society Treasurers via email that a payment to that particular Section is in progress. The wire transfer will contain the GEO code of the Chapter to assist in identifying the final destination of the funds.

IEEE-Branded Virtual Backgrounds for Video Conferencing Tools

IEEE has created IEEE-branded virtual backgrounds for video conferencing tools like Zoom and Microsoft Team. [Visit the page](#) to download the images and view instructions on how to upload the background images for meetings.

OU Analytics - A Valuable Resource for Volunteers

As a reminder for continuing chapter chairs and for incoming chapter chairs for 2020, we would like to highlight a valuable resource available to you. Launched in 2018, IEEE OU Analytics, is a web-based business intelligence tool which delivers essential metrics on memberships or subscriptions to OUs, including Societies, Councils, Technical Communities, etc. Using Tableau platform, the intuitive interface leverages visualization technology to present data in multidimensional tables and charts. The landing page provides easy access to various dashboards which contains filters to refine by OU, Region, Section, Grade, and Gender. Counts provided on the dashboards can link directly to respective member contact details. The ability to search for one particular member by last name, first name or member number from the membership list is also available. Selected volunteer positions in respective OUs have automatic access to their OU's data.

Based upon members' renewal status, OU Analytics delivers key statistics for active, new, renewing or arrears members that can be sorted or refined using various filters. It eliminates the need for volunteers to create/run queries from a data set (previously through SAMIEEE) which can sometimes lead to incorrect results. Doublet (overlapping) society membership and technical community/technical council data are also available.

The OU Analytics Geo Map offers geographic displays and interactive dashboard views of IEEE organization units. The Map provides key statistical facts by Region, IEEE/Society Member, Chapter, Student Branch, and Affinity Group and shows the concentration within all ten IEEE Regions. Hover over various views to display data counts. Data can be refined using the filters. The map also provides

the ability to identify membership density for potential society chapters and student branches globally.

Data is updated daily and is pulled directly from IEEE's membership database, reflecting the most current information. Data and images can be downloaded using various formats. You will need your IEEE Account information to access. Please review the site for more information or feel free to contact us. There are recorded training webinars, presentations, FAQs, and Users Groups readily available to you as a resource, and one-on-one sessions can be scheduled, upon request.

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

OU Analytics Webinar Training Available: To receive customized or personalized training for a better understanding of how to use OU Analytics, please email ouanalytics@ieee.org or tad-chap-dev@ieee.org.

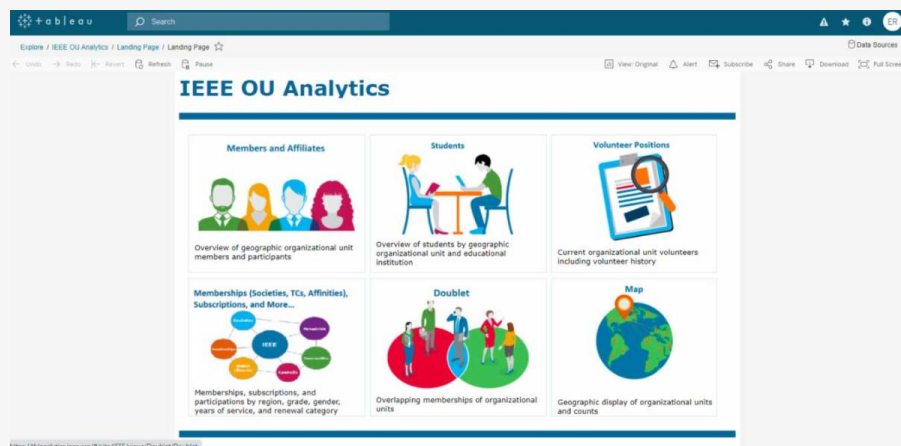
OU Analytics - Tip of the Month

Each month, the Chapter Briefs Newsletter will feature an OU Analytics Tip that will be helpful to all who utilize the OU Analytics tool. This month's Tip features **Member Search**.

This feature provides the capability to search for a Member/Individual/Volunteer through the Detail, Volunteer Positions, and Volunteer History Dashboards. Both the Detail Dashboard and Volunteer Positions Dashboards have search functionality to find a Member/Customer by simply entering in either Member/Customer #, First Name or Last Name. Using one or all three of the search fields will retrieve results, if applicable. The search capability within the three Volunteer Positions Dashboards allows you to search for a volunteer using the same fields. This includes searching for a current volunteer within the two Volunteer Positions dashboards or searching for a volunteer in a former position in the Volunteer History Dashboard.

Please click on the link below to access the screenshots.

[Member Search](#)



ADDITIONAL RESOURCES

- [IEEE Technical Chapters](#)
- [Volunteer Tools](#)
- [Volunteer Development](#)

- [Membership Development](#)
- [IEEE Member and Geographic Activities Operations Manual](#)
- [Tip of the Month Archive](#)
 - [October 2020 - Member Search](#)
 - [September 2020 - Membership Verification](#)
 - [August 2020 - Renewal](#)
 - [July 2020 - Doublet](#)
 - [June 2020 - Potential Chapters](#)
 - [May 2020 - OU for your Volunteer Role](#)
 - [February 2020 - Society Member Counts Arrears](#)
 - [January 2020 - Society Chapters](#)
 - [January 2020 - Technical Council Chapters](#)

ABOUT THIS NEWSLETTER

This monthly Chapter Briefs newsletter provides information and resources to volunteers and staff of IEEE Society and Council chapters.

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IEEE Chapter Briefs

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