

KEEPING TAB

IEEE TECHNICAL ACTIVITIES NEWSLETTER

Welcome to the inaugural issue of "Keeping TAB"

This newsletter is being sent to key IEEE volunteers and staff in the area of Technical Activities as well as other IEEE Boards and entities. It is designed to improve communication among the various levels of the technical activities function — between the Technical Activities Board (TAB) and the volunteers, between the volunteers of our various Societies, and with the Technical Activities Department (TAD) staff. For now it will be published semiannually, with the hope that the frequency and size of the newsletter will increase.

IEEE Technical Activities has more than 300,000 Society memberships. Collectively we sponsor more than 200 major conferences, publish over 200 titles, and manage a number of committees and special projects. "Keeping TAB" is designed to highlight some of these activities and keep you informed about upcoming events.

But these plans depend on YOUR response to our newsletter, which was produced by a Staff Coordinating Committee chaired by Jayne F. Cerone, Society Communications Coordinator, and under the general guidance of the TAB Public Relations ad hoc Committee chaired by Bill Tackaberry. These committees need your feedback on the newsletter; contact Jayne Cerone at IEEE TAD, phone (201) 562-3908. In addition, we welcome your contributions in making this a great newsletter.

The future of "Keeping TAB" is largely in your hands. So read on, and then let us know what you think — what you like AND what you don't like. We hope that "Keeping TAB" fills a special niche within IEEE Technical Activities.

Irving Engelson is Staff Director, IEEE Technical Activities.

TECHNICAL MEETINGS COUNCIL

The new TAB Technical Meetings Council was established earlier this year as part of the TAB restructuring; it replaces the TAB Meetings Committee. The Council has been busy developing policies, procedures and new tools to guide Societies, to help ensure the conduct of technically and financially successful meetings and to improve the operation of the TAB Conference Services Department. Some accomplishments include the following:

We have published and distributed to the Societies an improved version of the Conference Manual, in which outdated information was corrected and sections were added on new IEEE guidelines. As one example, there is a new section on financial auditing of conferences.

We have developed a Software Package for Conference Registration. The software is

(continued on page 3)

Inside . . .



- IEEE COLLOQUIUM AND WORKSHOP
- VOLUNTEER'S VIEWPOINT
- NEW VENTURES
- FOOTNOTES

NEW VENTURES COMMITTEE IDENTIFIES TECHNICAL INFORMATION SERVICES, PLANS WORKSHOP

The TAB New Ventures Committee, formed late in 1989, has identified modern electronic information exchange and management, particularly the delivery of technical information to individual IEEE members "on demand," as a major opportunity for the IEEE. A workshop on this topic is planned for early 1991.

In one version of such a service, an IEEE member anywhere in the world would be able to:

- log onto an IEEE-provided electronic information delivery service;
- search technical data bases composed of abstracts of Journal articles, Conference papers and Standards;
- read the relevant abstracts on line, printing out selected ones locally;
- order hard copies of complete papers by mail, FAX or an overnight delivery service; and
- be billed automatically via credit card.

To make this vision a reality, a comprehensive set of technical information must be stored;

indexed and abstracted in a format for electronic searching; standards must be in place; and the economics must be "right."

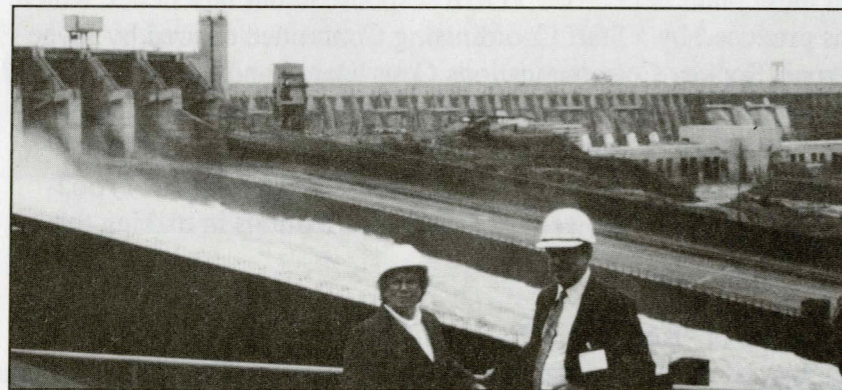
To explore the possibilities and identify barriers to success, the New Ventures Committee workshop will be held in conjunction with the first 1991 TAB meeting. This workshop, on the electronic delivery of technical information with an emphasis on the individual member as customer, will bring together IEEE Societies and Technical Councils, members, information professionals and representatives of IEEE publications. They will review the state of the art, identify customers and their needs, identify the competition and prioritize possible new initiatives.

The workshop chairman is Prof. Ralph Cavin III, Head, Dept. of Elect. & Comp. Engng., North Carolina State Univ., Raleigh, NC 27695-7911; phone (919) 737-7350. Those interested in participating should contact Prof. Cavin.

The Committee is also looking into the more systematic use of Electronic Conferencing within the technical community. Anyone interested in serving on a working group, or who has experience in this area that he or she would like to share with the Committee should contact Dr. L.K. Anderson by: phone (505) 277-2167; FAX (505) 277-6433; or COMPMAIL la.anderson.

L.K. Anderson is Chairman of the New Ventures Committee.

IEEE COLLOQUIUM AND WORKSHOP



Tour of Itaipu Hydroelectric Power Station, Foz do Iguacu, Brazil

On August 31 through September 15, 1990, a delegation comprised of Institute representatives participated in the TAB-organized 1990 IEEE Colloquium in South America. The delegation visited Rio de Janeiro, Sao Paulo and Foz do Iguacu, Brazil; Buenos Aires,

Argentina; Montevideo, Uruguay; and Santiago, Chile. Thirteen Societies were represented in this program.

The purpose of the Colloquium was twofold: to bring technical presentations to IEEE members in Region 9 and to find out "first hand" the needs of local

(continued on page 3)

(continued from page 2)

members. The Colloquium included 35 technical presentations in fields ranging from telecommunications to robot control systems to power system design. A Chapters Workshop, held in Buenos Aires, was attended by 45 Chapter Chairs and Region/Section Representatives.

In 1989, the IEEE Colloquium took place in seven cities in Region 10. Region 8 will be the site of the 1991 Colloquium.

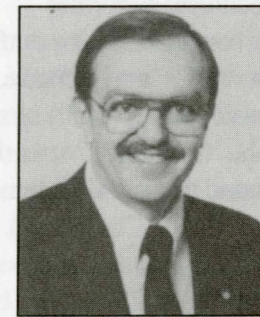
For information on plans for the 1991 Region 8 Colloquium, contact Dr. Edward Parrish, Jr., School of Engineering Vanderbilt Univ., Nashville, TN 37235; phone (615) 322-0720.

(continued from page 1)

available free of charge to all Societies through the Conference Services Department. The registration program will handle small conferences as well as those with thousands of attendees. It can be used for preregistration or for on-site registration using a single work station or multiple stations. This is a new, user-friendly product designed to handle the kind of conferences we, in the IEEE, organize. I urge all of you to obtain a copy and begin using it.

The Council has other projects in progress. We are continuing to examine the Conference Manual. A new section on organizing conferences outside the United States will be added as an increasing number of Societies hold conferences around the globe.

VOLUNTEER'S VIEWPOINT



H. Troy Nagle, Vice President for Technical Activities

It is indeed a pleasure to write this column for the first issue of "Keeping TAB." The year 1990 has seen a number of changes in the Technical Activities Board (TAB) and in the Technical Activities Department. This newsletter is one way we hope to keep you informed of the changes and their impact on your activities.

We began 1990 with a new structure for TAB volunteers which places greater responsibility upon Society Presidents and increases their

The Council has initiated the development of a software package to track technical papers for conferences. The package will use the same data base as the Registration Software program, and the availability of a common data base should significantly improve the overall management of the conference. We expect that the Software will be available early in 1991.

Another important project on

involvement in the decision making processes of TAB.

Society Presidents are now represented on the TAB Administration Council — the replacement for the old TAB OpCom — where they actively participate in setting the goals and operating plans for TAB. They also participate in a Society Presidents' Workshop where they select topics of interest, organize working groups, and develop action plans to improve services to IEEE members. Actions may be established for both Society volunteers and IEEE headquarters staff.

The new procedures and organizational structure have created a synergistic, constructive atmosphere during the TAB meetings. When Presidents leave the meetings, they feel that their views have been heard and that the corporation called IEEE is actually trying to respond to the needs of their Society's volunteers and membership.

our agenda is to examine the feasibility of providing a Centralized Conference Management capability for any interested Society. The intent is to offer a variety of services from which the Society can select; charges would be made only for those services used.

The Council members feel that a centralized service would help continuity in conference organization, provide important

(continued on page 4)

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FOOTNOTES

(continued from page 3)

support to our volunteers, take advantage of the purchasing power of the IEEE to provide benefits such as reduced hotel rates and airline fares.

Other items under discussion include the financial involvement of Societies in cosponsored conferences when the principal sponsor of the conference is not an IEEE entity, and the use of the IEEE logo for conferences which are not co-sponsored by one of our Societies.

If you have concerns about the issues being considered by the Council or if you have other ideas you feel we should address, please write to Dr. Dov Jaron, Biomedical Engineering and Science Institute, Drexel University, 32nd & Chestnut Streets, Philadelphia, PA 19104; phone (215) 895-2215. You may also contact IEEE Conference Services, 445 Hoes Lane, Piscataway, NJ 08855-1331; phone (201) 562-3871.

Dov Jaron is Chairman of the TAB Technical Meetings Council.

¹ The Technical Activities Department staff is now outfitted with **new PCs and private, electronic mail** (e-mail) boxes reachable from most networks in use around the world (Internet, Bitnet, Fidonet, Comppmail). In most cases, you may address e-mail to any staff member by using their first initial, followed by a period, followed by his or her last name, followed by @ieee.org. For additional information contact **James Taylor**, IEEE TAD, Piscataway; phone (201) 562-3865; e-mail address j. a. taylor.

² As part of **IEEE Sections Congress 90**, held October 4-7, 1990, in Toronto, Canada, Technical Activities was involved with Plenary 2 - "The Chapter: Partner with Societies and Sections." There were Tutorials and Breakout Sessions to inform, discuss and select specific issues dealing with Communications, Leadership, Finances and Support.

³ The first of three **Training Videos** on Society Leadership is

now available. In "Your Society and TAB" Dr. Irving Engelson, Staff Director for Technical Activities, explains how IEEE Societies, TAB and the IEEE Board of Directors interact. Additional videos on Society Governance and Society Finances will be available soon. The 14-minute video is available from **Jayne Cerone**, IEEE TAD, Piscataway; phone (201) 562-3908.

⁴ An informational **brochure on using Telemeeting** (conference calls in lieu of face-to-face meetings) is now available from Technical Activities. Contact **Patricia Thompson**, IEEE TAD, Piscataway; phone (201) 562-3902.

⁵ "Newsbriefs," a summary of Technical Activities Board actions, is available following each TAB meeting. For information contact "Newsbriefs" coordinator **Rita Millner**, IEEE TAD, Piscataway; phone (201) 562-3910.



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