

ELECTRICAL ENGINEERING®

IEEE'S SEVENTH YEAR, 1969, ends with a surge of organizational momentum matching 1967, when Educational Activities Board (EAB) was established, and 1968, when Regional Activities Board (RAB) was formed.

By action of 1969 Board of Directors (BofD), IEEE Groups will soon cluster themselves into 6 Divisions within the Technical Activities Board (TAB). Group members will eventually nominate and elect 6 of BofD's 27 Directors, somewhat as IEEE members in the Regions now designate 9. The Annual Assembly will additionally appoint 2 Directors, to head up TAB, and one to represent Region 10; there will be a good working balance between functional and geographical elements.

Reasons for the change were outlined in E. E. Oct., pp. 4C, 4D, and will be further explained in a December Spectrum article. That article may name the Groups to be included in each of the 6 Divisions.

BofD in November made Bylaw changes whereby, between 1970 and 1973, the 6 heretofore-elected Directors-at-Large will be phased out and replaced by 6 Divisional Directors, 2 elected annually. Each Division will be headed by one of these Divisional Directors, elected for a 2-year term by voting members of the Groups in the Division.

NEEDLES AND PRODS

GIVE 1970 APPOINTMENTS PRIORITY. First order of business in December is for incoming or holdover chairmen of Groups, standing committees, and those few Sections which operate on a calendar year, to fill the complement of appointments of chairmen and

members to subsidiary functional committees, so that names may be announced in early January for quick change of command. BofD and its Executive Committee (ExecCom) will fire the pistol Jan. 6, culminating a 9-months' process of selecting the IEEE standing committee chairmen and members. See calendar in Statements of Policy, Page S (copy Pat Corcoran). Guard now against failure, of those so chosen, to organize locally, in December if not already done.

1969 YEAR-END REPORTS DUE. Annual Section financial reports as of Dec. 31 are due before Mar. 1 from all Sections, Regions 1 to 10. (See Statement of Policy #11-C.) In U.S. Regions 1 to 6, returns should be made on forms provided; Section financial returns are vital to preparation of IEEE's consolidated Federal Information Return.

Group chairmen prepare annual reports for the TAB chairman (see TA Manual, Sec. III-H, check-list on p. III-10, items 8, 9.) Guidelines for these reports have been distributed. (Copy, Dick Emberson)

Bylaw 407.10 requires a financial statement from each Student and Student Associate Branch to the General Manager in January. . . Statement of Policy #21-B requires appointees to outside organizations, for each year of appointment (usually a calendar year), to make a brief letter-report to the chairman of the Intersociety Relations Committee (ISRC), summarizing activities.

YEAR'S-END IS THE TIME for officers of IEEE's units to review, take stock, and plan. We reprint, on pp. 4G-4I, "A Check Chart for Committee Chairmen—Especially New

Ones." An IEEE-generated classic, it contains questions to direct self-interrogation. (Extra copies, Audrey van Dort)

TOP-SIDE DEVELOPMENTS

INCOMING IEEE OFFICERS, DIRECTORS. The next IEEE BofD and ExecCom will take office Jan. 6, 1970, ushering in a brand new decade.

In Nov. '69, BofD declared that 9 Directors had been duly elected by the members: John V. N. Granger, President 1970, (Director 1970-72, holding office as a Past President 1971-72)... James H. Mulligan, Jr. (elected-) Vice President, Director 1970 (chairman of RAB, 1970.). . . Two Directors-at-Large 1970-72 (the last so to be elected): Joseph K. Dillard, Glen A. Richardson. . . Five Regional Directors 1970-71: Region 1, James E. Storer; 3, Seymour Cambias, Jr.; 5, Lloyd B. Cherry; 7, William H. Thompson; 9, Carlos A. J. Lohmann.

The 9 named, plus the 6 Directors-at-Large and 4 Regional Directors hitherto elected for terms which include 1970 (see Box, E.E. Feb. '69, p. 8), are the 19 Delegates to the Annual Assembly, which meets Jan. 6.

The Assembly will elect 8 additional Directors-at-Large for 1-year terms, 1970. One of the 8 will be elected Vice President—Technical Activities; a second, Vice President—Publication Activities; a third will serve the 2nd year of a 2-year term representing Region 10; a fourth will become chairman of the Awards Board; a fifth, chairman of EAB; (new) a sixth will be elected Vice Chairman of TAB.

1970 CHAIRMEN OF COMMITTEES & BOARDS. While not actually appointed until BofD and ExecCom meet Jan. 6, as information only, the recommendations of the 1968 BofD were as follows: Fellow, A. H. La Grone; Life Member Fund, J. G. Brainerd; Tellers, F. E. Froelich. Appointments to be made

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to accord with stated Bylaws: Intersociety Relations, S. W. Herwald (Bylaw 310. 6); Long Range Planning, W. K. Willenbrock (310. 8); Nominations & Appointments, S. W. Herwald (310. 10). Open appointments to be made by Assembly or BofD: Awards, a 1970 Director (305. 1); Technical Activities, an Assembly-elected Vice President (309. 1); Regional Activities, J. H. Mulligan, Jr. (308. 1); Publications, an Assembly-elected Vice President (307. 1); Educational Activities, a 1970 Director (306. 1).

Similarly, recommendations of ExecCom were as follows for its standing committees: Admission & Advancement, T. J. Talley; Finance, the Treasurer, appointed by Assembly (310. 3); History, M. D. Hooven; Internal Communications, J. D. Tebo; Membership & Transfers, J. B. Sullivan.

BYLAW CHANGES made by November BofD. Bylaws 201, 203, 301. 1 to 301. 4, 309. 1 to 309. 4, 310. 10, 312. 5, 312. 8, 405. 21 were changed incidental to the forming of Divisions in TAB and election of Divisional Directors (see lead item). . . Following are treated elsewhere in this E. E. : 108. 1, entrance fees raised; 310. 2, Regional Committees, as such, not to sponsor Fellows; 401. 1, boundaries of Region 8 changed. . . Other changes: 310. 8, composition of Long Range Planning Committee (LRPC); 310. 10, term of office of Nominations & Appointments Committee (N&A); 402, Bylaw on Sections expanded to include material heretofore in Section Constitutions (E. E. Oct., p. 4).

Revised wording was not at hand as this E. E. was compiled. When finalized, bylaws will be reprinted and copies normally distributed. (Requests after Jan. 1, Betty Stillman)

By approval of ExecCom, Bylaw 312. 10 on Write-In Balloting at all elections in IEEE and its units, has been clarified editorially to read: "The number of votes so cast for each person shall have the same effect on the outcome of the election as if his name had been submitted on the ballot." (Cf. E. E. Oct. p. 2, bot. col. 1.)

E&E EDUCATION FOR MINORITIES. E. E. Oct., pp. 1-2, underscored BofD's concern for increasing educational opportunities for minority-group students in the electrical-electronics profession. EAB noted that a proposal for substantially-full-expense grants totalling \$40,000,000 had been made to the U.S. Government for the entire pre-medical training of 100 prospective Negro doctors in 10 universities; and is initiating inquiries as to whether IEEE might fit into a similar program for the training of engineers — either alone or cooperatively with other engineering societies working in concert with the (U.S.) National Academy of Engineering (NAE).

"TRIPARTITE COMMITTEE" INFORMATION SYSTEM. In 1965, United Engineering Trustees (UET), Engineers Joint Council (EJC—of which IEEE was a member through 1967), and Engineering Index (EI), formed a "Tripartite Committee," a task force to study the feasibility of forming a "united engineering information corporation." (E. E. Apr. '68, blue Supplement, Part I, item 94).

Since 1965, as duly reported in E. E., IEEE has worked out its solutions, alone and with others, for disseminating data about its publications and articles (e. g., domestic: E. E. Dec. '68, p. 5; overseas: E. E. Aug. '69, p. 3). When the Tripartite Committee recently presented an "action plan" for a United Engineering Information System (UEIS), based on an extensive study by Battelle Memorial Institute, it was referred to IEEE representatives on UET for study, then to PUB and ExecCom. Indications are that the substantial financial support needed to form the projected UEIS will not be forthcoming. (Information, Howard Tompkins)

THE IEEE BUDGET for 1970 is being made ready for the new BofD's revision or approval in January. Units under the 1969 BofD have borne the brunt of fitting the suit to the Institute's cloth as well as to its contours. Inflationary pressures have not made the task easy. Elsewhere in this E. E. is evidence of the rigid analysis being made by the staff.

BOUNDARIES OF REGION 8 (Europe, etc.) (Ref. E. E. Oct., p. 4.) Change in Bylaw 401.1 by November BofD added Greenland to the new Denmark Section in Region 8. All of the USSR now is included in Region 8, as are most places in North Africa and the Near East. Following are the places, roughly, west-to-east—the Bylaw will list them alphabetically: Mauritania, Mali, Spanish Sahara (Rio de Oro), Morocco, Algeria, Tunisia, Chad, Niger, Libya, United Arab Republic (Egypt), Sudan, Eritrea, Ethiopia, the Somalilands (Somalia), Turkey, Syria, Lebanon, Israel, Jordan, Iraq, Kuwait, Saudi Arabia, Yemen, Aden, Bahrein, Qatar, Oman, Trucial Coast, Muscat, Iran.

POLICY ON INSURANCE. Statement of Policy #7 has been further revised (see E. E. Aug., pp. 5-6; Oct., p. 3). Coverage of IEEE public liability and property damage is extended to certain meetings and units not heretofore included. Applies to Regions 1 through 10. (Information, Bill Keyes)

DECEMBER EXECCOM DATE has been changed, from Dec. 12 to Monday-Tuesday, Dec. 15-16.

PUBLICATION NEWS

PUBLICATION IN MICROFICHE. Beginning in Jan. '70, all Group Transactions, Journals, and Computer Group News, as well as Spectrum, the Proceedings, and the abstracts journals EEA and CCA, will become available in 60-page microfiche, either 1) in lieu of printed issues at no additional cost (does not apply to Spectrum); or 2) in addition to printed issues for an extra fee. See announcement and prices, Spectrum, Nov. '69, pp. 38, 132. Wait for membership renewal bills before ordering. (Information, Reed Crone)

Information on prices and companies making readers for microform has been updated (E. E. June '68, p. 3) (List, Patricia Penick)

PRICES OF 1970 PUBLICATIONS. Changes adopted as recommended by PUB and TAB Operating Committee are: Proceedings, member rate, \$5 (up from \$3). . . Non-member rates for individual Transactions or Journals are unchanged; the all-Group non-member rate is being increased to ensure that the

discounted price to libraries and agencies remains above true cost. . . IEEE's present discount to public libraries and colleges — larger than that of sister societies — will be reduced. . . A Government-agency discount is offered by no other sister society; ours is to be discontinued. . . Public Library and college discounts are being dropped on single-copy sales, as not being worth the administrative complexity. . . The additional charge for foreign postage is being dropped, in keeping with IEEE's non-national objectives.

SUBSCRIPTIONS FROM MEMBERS OF OTHER SOCIETIES (like IEE London, IREE Australia, Engineering Institute of Canada), which include electrical and electronics engineering within their scope, will be leveled off at the Public Library rate for all publications, beginning in January. Societies in question must request application of the rate and offer reciprocal privileges to IEEE members.

FEDERAL AGENCIES AND IEEE PUBLICATIONS. BofD has approved the following Statement of Policy, as yet unnumbered: "From time to time, governmental agencies express an interest in particular IEEE publications, sufficient to provide some financial support. These publications may include special issues of IEEE periodicals or publications such as Conference Records. "It shall be appropriate for IEEE to accept and acknowledge such governmental agency support, provided there is no direct or implied control by the agency of the content of any such supported publication. "

IEEE INFORMATION SERVICES staff is making proposals to the National Science Foundation (NSF) for funding of a 3-year program of information service development and production. Details of the awards should be known early in 1970.

The current status of the first all-inclusive computer-generated IEEE combined Index, originally planned for 1969 (E. E. Oct. '68, p. 5), now indicates that it will be deferred until 1970 and become a biennial, with coverage of both 1968 and 1969 articles.

ADVERTISING COMMITTEE. PUB, at the instance of ExecCom, is in process of

replacing its present Ad Hoc Committee on Advertising with a PUB standing committee on advertising, on which a TAB publication representative would sit, and the IEEE Treasurer would be an ex-officio member.

IEEE ELECTRICAL & ELECTRONICS DICTIONARY, preparation of which has continued unremittingly under Harry Mimno and Harold Westman ever since E. E. Oct. '67, p. 6, announced that John Wiley & Sons, Inc., would publish it, is now in the form of 17,000 verified cards in the printer's hands. Prospects are good for completion of the volume in the fall of 1970.

PREPARATION OF MANUSCRIPTS. The "bible" is the pamphlet "Information for IEEE Authors," essential alike to writers of papers to be printed by letterpress (particularly) and by those preparing for photo-offset. (Copies, Patricia Penick)

For 8 1/2"x11" (21.5 cm x 28 cm) photo-offset work, a photo-reduction "kit" is needed. (Kits and information, Ed MacDonald)

ALL IEEE PUBLICATIONS are listed, together with their scopes and names of editors, in Spectrum annually. See January 1970 issue.

EDUCATION NEWS

PRE-COLLEGE CAREER-GUIDANCE STUDY. ExecCom has authorized EAB to engage Dr. Donald Super of Columbia University to make specific suggestions, for IEEE's guidance program, on how to reach students, guidance counselors, teachers, and parents. Disadvantaged groups would be included. This is a seminar project to sessions of which key IEEE and EAB officers and IEEE staff would be invited.

IEEE AND EDUCATIONAL-TV. ExecCom in September approved the engagement of Prof. Richard D. Heffner of Rutgers as consultant to assess the public relations impact, feasibility, distribution, and the solicitation of outside funds for Educational-Television (ETV) presentation of selected 1970 IEEE Convention activities. Timetable calls for domestic ETV-network-distribution plans and financial-support commitments by early

January. Sections would participate in the placement and publicizing of telecasts locally when and if the material becomes available. (Information, Jack Kinn)

CONTINUING TECHNICAL EDUCATION in depth will be afforded for fees at 1970 Convention by: 1) two short courses of 2 days each on a) electro-optics, b) designing with monolithic integrated circuits; and 2) three tutorial sessions on a) hospital information systems, b) digital filtering, c) industrial processing language. This is advance notice; particulars will appear in due time. (Inquiries, Jack Kinn)

COLLOQUIA ON CASSETTES (E. E. Oct., p. 3) were described in an IEEE ad in Spectrum, Oct., p. 119. Flow of responses presages further examples of this technical service. (Inquiries, Jack Kinn)

COMMITTEE NEWS

FINANCE COMMITTEE. E. E. June, p. 4, stated Finance Committee's desire to form an Investment Subcommittee, to meet with IEEE's investment counselor periodically to review investment results and philosophies, and to determine whether the objectives of the Institute are being met. This subcommittee has now been formed with Harold Chestnut as Chairman.

PUBLIC RELATIONS ADVISORY COMMITTEE (PRAC) is in the making. ExecCom in June approved a pro-tem organization of members active in the public relations field, to help improve IEEE's communications with the engineering profession and the public. Ray Sears will be ExecCom's coordinating liaison member. ExecCom has named Bruce Strasser chairman; he will call upon the chairmen of TAB, RAB, EAB, and PUB for advice and assistance. Some members of PRAC may be IEEE non-members (Bylaw 304.3), but high in PR Councils in corporate industry, engineering, government, and foundation management.

AWARDS BOARD reported to BofD the results of its first decennial review of IEEE's

entire portfolio of honors, and made recommendations. Some of the items were referred back for further study. In the interests of releasing a monolithic report, in keeping with the idea of a decennial review, the required time is being taken for report to January BofD. (Cf. E. E. June, p. 4)

NEXT YEAR'S AWARDS. Call for nominations for Medal of Honor, Major Annual, Field, and Prize Paper Awards will be found in Spectrum, Nov. '69, pp. 130-131. Note various deadline dates. Sections, Groups, other units, individual members, all are urged to nominate qualified candidates. Information and forms should be requested. When writing, name the Award, since forms are tailored to each one. (Una Lennon)

FELLOW ELECTIONS based on 1969 nominees were announced by BofD in November. Presentations to 122 will take place at Section ceremonies, with additional recognition at the March Convention banquet. List of new Fellows, by Sections, has gone out to the Sections; a list showing Group memberships is being prepared. Names, citations, have been released to the press; they will appear in January Spectrum. (Copy of press release, Lee Nicol; copy of list-by-Sections, Emily Sirjane; copy showing Group memberships, Pat Corcoran)

The Fellow Committee reorganizes in January to receive proposals from the field for elevations to Fellow grade, effective Jan. 1, 1971. Full particulars can be found on pp. 4A, 4B of this E. E. (Copies, Emily Sirjane)

CONFERENCE INFORMATION

DIRECTOR OF CONVENTION & EXPOSITION SERVICES, a new IEEE in-house management position, will be filled by William J. Hilty, an executive of American Society for Metals, Cleveland, effective Jan. 1, '70, preparatory to March 1971 Convention. Don Fink says: "Our Directors told us to seek out the most outstanding technical conference and exposition executive available anywhere. We are confident that Mr. Hilty is that man." (See "Welcome Aboard," this issue. News Release, copy, Lee Nicol)

AMERICAN FEDERATION OF INFORMATION PROCESSING SOCIETIES (AFIPS). ExecCom has approved incorporation of AFIPS, and has so advised IEEE's three representatives on AFIPS Governing Board. (Organization Roster, Sept. '69, p. 74.)

CONFERENCE DATES IN FAR FUTURE. The current quarterly Master Meeting schedule of IEEE and Jointly Sponsored Meetings (Oct. '69—copy Ed MacDonald) shows two entries for 1980 and ten for 1975—11 years and 6 years ahead.

Faced with a request to approve dates in 1980 through 1990, ExecCom indicated a preference for a limit of 5 or 6 years ahead, and referred the unusual request to the Convention Policy Committee for study and report.

REGION AND SECTION NEWS

REGIONAL COMMITTEES, as such, by a November BofD Bylaw provision (310.2), are not to sponsor or endorse Fellow nominees. (Cf. E. E. June '69, p. 5.)

CLEVELAND SECTION Chairman Herb H³ Heller makes the point that a self-supporting Section social activity, such as a seasonal "kick-off" subscription golf party, can help itself and the Section's newsletter or bulletin by taking a display advertisement at regular space rates in the periodical. Simply by expanding the activity's receipt-budget to cover the cost of the ad, additional funds are brought into the Section. By taking the ad, the money is channeled into Publicity Expense, the largest single budget item. The display ad carries an impact unmatched by any editorial notice alone to bring out the crowd. The preparation of the ad carries an obligation to put thought into its devising, by the very people most directly concerned with the event's success. The placement of the ad with the newsletter applies leverage to have the paper, with its ad, come out error-free and on time, to avoid forfeiture of payment. And the newsletter can point with pride to a jolly sale of space. All one big happy family!

(Count me in. Welcome indeed is an assist from Heller or anyone else with an electric charge to toss in to start ripples out through the electromagnetic field. —Ed.)

FACE-LIFTED FORUMS. Hereafter they'll be called Workshops, and they'll be held at geographically strategic places besides the March Convention and on the West Coast. (Cf. E. E. Oct., pp. 4-5.) The last forum was at Northeast Electronics Research and Engineering Meeting (NEREM) in early November. The workshop ideal is to draw attendance, and participation in discussion of Institute affairs, by officers of all Sections in the Region or area served by the host conference. Another example of "taking the Institute to the members."

IEEE'S TAX STATUS with the (U.S.) Internal Revenue service is officially 501 (c) (3), according to legal counsel. For the information of Section officers and others who may upon occasion have to be sure. (Questions, Bill Keyes)

CERTIFICATES OF APPRECIATION for Group Chapter chairmen are available for purchase. (Information, Emily Sirjane)

STUDENT NEWS

STUDENTS AT 1970 CONVENTION. EAB recommended that IEEE "go all out" to make March 1970 Convention and its Exhibition attractive to students. The Life Member Fund is making it possible for Student Members and Associate Student Members to obtain free block-registrations through their Branch Counselors, and a low registration fee will be offered non-member students. Special sessions for students are planned as a focal point and date for attending. (Information, Jack Kinn)

"FOR YOUR INFORMATION"

IEEE ELECTED OFFICERS 1971. E. E. Oct. p. 1, and form on pp. 4A-4B, solicited nominations for President, Vice President, and 2 Directors-at-Large for 1971. On account of BofD action in November, as



NOMINATION OF CANDIDATES FOR FELLOW OF IEEE.

April 30, 1970 has been established as the deadline date for completed nominations of candidates for Fellow grade of the IEEE.

The IEEE Bylaws define the qualifications for this grade as follows: "The grade of Fellow is one of unusual professional distinction and shall be conferred only by invitation of the Board of Directors upon a person of outstanding and extraordinary qualifications and experience in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who meets the requirements for Senior Member as stated in these Bylaws and who has been a member in any grade for a period of seven years preceding the year of nomination, except that the seven-year provision in any individual case may be waived for cause by the Board of Directors."

A Fellow grade nomination form and a minimum of five confidential Fellow grade reference forms must be submitted by the deadline date of April 30, 1970. Appraisal of candidates to determine their order of qualification is based solely upon the information submitted. This makes careful and complete preparation of all forms essential if each candidate is to receive the highest appraisal to which he is entitled. The duty of the Fellow Committee is to recommend to the Board of Directors, from those presented to it, the most deserving candidates (up to a maximum number allowed under the IEEE Bylaws). To assure objectivity, the accomplishments of each candidate are appraised in a number of reasonably well-defined categories (more fully described in the next paragraph).

It is of prime importance to read the "Guide for IEEE Fellow Grade Nominations" and the "Handbook - Fellow Grade Nominations" before serious consideration of possible nominees. These publications assist in the effective preparation of nominations. Following are the criteria upon which nominations are appraised; all are important; those of primary emphasis are listed first: technical contributions, theoretical or practical; personal distinction earned, as evidenced by positions held, operational as well as technical; output of technical papers and patents; evaluations by confidential references; duration of particularly distinguished professional activity in positions of major responsibility; duration of active participation in the profession; service to IEEE and its predecessor societies; additional support of the nomination by an IEEE organizational unit, such as Section, Group, etc.; and service to the engineering community, broadly interpreted, other than through IEEE.

To insure receipt of the required number of references by the April 30 deadline, some sponsors have found it desirable to solicit as many as seven or eight references; others have followed the excellent plan of monitoring the responses by requesting those named as references to indicate, on a postal card supplied by the sponsor, the date when the form was completed and mailed to the Fellow Committee. All qualified reference forms submitted on behalf of a Fellow grade candidate are considered by the Fellow Committee.

When the nomination has the formal support of a Section, Group, or organization of equivalent standing (or more than one of these), the candidate's competitive position will be enhanced only if such additional support is documented by a separate written statement from each entity to the Fellow Committee, signed by an appropriate officer. The statement (which is in addition to the five reference forms) should be concise and yet provide all relevant facts in support of the nominee; it must be received by the Fellow Committee by the April 30 deadline.

Should a sponsor of a candidate outside the United States and Canada (i. e. Region 8, 9 or 10) certify that he is unable to furnish the names of five Fellow grade references on the nomination, the Fellow Committee may, in its discretion, accept references from other IEEE members, preferably Senior Members, who are engineers or scientists of recognized standing.

The number of nominations received each year far exceeds the number of new Fellows permitted by the IEEE Bylaws. Inevitably, favorable action on a large number of nominations is impossible. In these cases the proposer (not the nominee) is notified. Such candidates are not reconsidered in a subsequent year unless a new, updated nomination form is submitted by the regular deadline date. Likewise, new written statements of support by a Section, Group, etc., must be filed by the regular deadline date. Reference forms submitted on behalf of a candidate are acceptable to the Fellow Committee for a period of three consecutive years, including the year of original submission. However, new reference forms may be submitted. All qualified reference forms submitted on behalf of a candidate are considered. Members of the Board of Directors, the IEEE Staff, or the Fellow Committee are not eligible to serve as references on a Fellow grade nomination.

All information furnished on behalf of a candidate must be typewritten so that legible copies can be duplicated and furnished to all members of the Fellow Committee.

The Handbook and Fellow grade nomination kits are available from Miss Emily Sirjane, IEEE Staff Secretary of the Fellow Committee. These kits contain an FC-1 form, seven reference forms, seven reference envelopes, and a copy of the "Guide for Fellow Grade Nominations".



GUIDELINES FOR ARRANGEMENTS FOR INVITED VISITORS TO THE UNITED STATES FROM THE SOVIET UNION AND EASTERN EUROPEAN NATIONS.

Visits of United States citizens to other countries, and of citizens of other countries to the United States, constitute an important element in IEEE relations between the countries involved. They can contribute significantly to the increase in scientific and technological understanding that we seek. The following guidelines have been established to provide a basis for furthering this increase in scientific and technological understanding. They were developed specifically to facilitate an exchange of visitors between the United States and the Soviet and Eastern European Nations, but they may serve as useful guidelines in other situations.

In the case of Soviet and Eastern European visitors, the role of the United States Host (sponsor) is central to the success of the visit and its contribution to the objectives of the special exchange program, now being carried on by the IEEE within the framework of the formal exchange program in effect between these countries and the United States. The ISRC Subcommittee on Cultural and Scientific Exchanges Between the United States and the Soviet Union and Eastern European Nations has been established to ensure that such exchanges are properly carried out and should be called upon for advice about proper procedures to follow in making suitable arrangements. The Secretary of this Subcommittee is responsible for maintaining current awareness of activities in this area.

If he is to fulfill his role, the Host must be prepared to assume a number of responsibilities in cooperation with the cognizant IEEE committees and Institute staff and, when required, with the departments of the United States Government that are engaged in operating the exchange program or are effected by it.

The Host is expected to do the following:

A. Invitees from Countries Other than the Soviet and Eastern European Nations

Consider such factors as: previous history of invited visits by citizens of that country; their proposed itinerary; local facilities available for entertaining them; providing suitable interpreters, etc. in arriving at an overall plan to make the visits as mutually satisfactory as possible. The IEEE International Convention Reception Committee may be able to offer advice and help.

B. Invitees from Soviet and Eastern European Nations to the United States

1. Consider the responsibilities outlined in "A" above.
2. In order to facilitate the issuance of a visa, communicate with the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations as early as possible and provide the full name, address, and, if available, the date and place of birth of the prospective visitor. The secretary, in turn, will then communicate this information to the U.S. Department of State, which will set in motion the machinery for consideration of the visitor as a special case under the provisions of the McCarran Act.*
3. Arrange in advance with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State the itinerary that the visitor will follow in the United States. Every effort should be made to include in his itinerary as many visits of interest as the Host resources and the U.S. Government restrictions allow.
4. Arrange for the visitor to be met at the port of entry into the United States (usually New York), and assist him during his visit in this country, and see him off upon departure. This activity should be accomplished with graciousness and hospitality -- not with the attitude of policing the visitor.

* It should be noted that, under the provisions of the Immigration and Nationality Act of 1954, specific approval of the Attorney General of the United States is required for the entrance into the U.S. of any individual who has received a visa by virtue of waiver of the regular provisions of this act and that a formal report on each such exception must be made to the Congress of the United States.

5. Engage the services of an American travel agency, if necessary, to assist in arranging transportation, hotel and any necessary interpreter facilities for the visitor. If such an arrangement is made with the travel agency, the sponsor should make sure that the travel agency is aware of these responsibilities.
6. Insure that the visitor follows the agreed itinerary and does not deviate from it without prior consultation between the Host and the U.S. Department of State. When any deviations are requested by the visitor, the Host should try his best to secure permission for such deviations, provided they conform with the spirit of the exchange and do not violate security regulations.
7. Consult with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State before making any changes in the itinerary, including additional professional visits, new routing, new scheduling, or requests for extensions of authorized stay in the United States.
8. Write to the U.S. Department of State, copy to the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations, to confirm the departure of the visitor and to describe any special problems that may have arisen.

It is IEEE policy to make the stay of all invited visitors as enjoyable and rewarding as possible. In no instance should the IEEE impose limitations on length of visits or freedom of access and mobility beyond those imposed by U.S. Government regulations. The Host is expected to exercise good judgment in applying the principles set forth in the foregoing.

POLICY STATEMENT 2-Q

HOSTING INVITED FOREIGN VISITORS

The use of conference funds for the purpose of hosting foreign visitors, who are specially invited to participate in IEEE-sponsored meetings or conferences, are a legitimate conference expense if the conference chairman deems such activity to be beneficial to the objectives of the meeting. Such support, excluding travel expenses, should be included in the conference budget submitted for the approval of the General Manager. When such a budget item is requested, the chairman of the conference should establish a committee specifically charged with the responsibility of acting as host to these visitors.



**A CHECK CHART FOR COMMITTEE CHAIRMEN
ESPECIALLY NEW ONES**

Hendley Blackmon, Vice President, IEEE, 1967

If you are a chairman of a committee of our Institute, you are a most fortunate person. You have both major responsibility and exceptional opportunity.

Being chairman not only contributes substantially to IEEE's progress, but will test and develop your natural abilities for leadership about as quickly and completely as any single avenue of personal activity. Principally, this is because IEEE is manned solely by volunteer workers. These volunteer workers are not subject to direct control; and your success will come only in proportion to the real leadership you provide. Doing a good job as chairman brings not only inner personal satisfaction, but also such benefits as sincere professional regard, and many new personal friendships that can not be won any other way.

When you accepted the job as chairman you, too, acted as a volunteer worker. Thus, your ethical responsibility to do a good job is even greater than if this were a payroll job that your boss simply told you to do. By accepting, you indicated you are willing to provide the time and effort required to do a bang-up job; and that the Institute need search no further.

It is good to start early to think the job through and get set, preferably one or two months before the new term starts. Time spent then can ease work and pay fat dividends all through the year.

For example, if I were a chairman preparing for a new term, there are certain key points I'd want to consider rather carefully in advance. Some of these are shown in the attached chairman's check chart. The points are self-explanatory; and since solutions will vary widely within different committees, no "pat" answers are attempted. Essentially, their main purpose is to stimulate advance thinking in the areas of background, planning, organization, and operating efficiency.

Of course there are other factors; but if you make a good score for yourself with points on the check chart, you will tremendously ease the working out of your other problems as they come along.

Remember, the Institute has 160,000 members, but far fewer chairmen. Relatively, you are one man out of a roomful; and our Institute is relying on your leadership.

CHECK CHART

Check One	
YES	NO

A - How's my BACKGROUND?

Have I:

- 1 - Studied the official charter of my committee in the Bylaws and Committee Manual?
- 2 - Read the scopes of other committees that border on my committee's field?.
- 3 - Is there need to change the stated scope of my committee?

B - How's my PLANNING AHEAD?

Have I set down in writing my specific ideas of what our committee:

- 1 - Should aid to accomplish in the 12 months?.
- 2 - Should be working for as long-range goals, say over the next 5 years?
- 3 - Should do now to attract, develop, and groom for future leaders able new committee members, especially likely young engineers?.
- 4 - Should do to improve the team work with other related committees?.
- 5 - Should use as yardsticks for fairly evaluating the interest and effectiveness of each committee member at the end of the year?.
- 6 - Should do to make the chairman's job easier for the man who follows me?.

C - How's my Committee ORGANIZATION look?

Have I got, or if not, have I considered establishing:

- 1 - A complete set of top-grade officers? (At least, a Vice-Chairman and Secretary)
- 2 - An Administrative Committee that is empowered to act on essential matters between full committee meetings?
- 3 - An Advisory Committee, including "elder statesmen" to lean on for sage advice and guidance as needed?
- 4 - Additional standing sub-committees to insure that each and every primary segment of our committee's field is continuously covered, and officered by our best available experts?

(Note: Depending upon the type of committee, some potential types of sub-committees include: (a) advance planning, or "watch dog"; (b) applications; (c) bibliography of literature; (d) foreign technology; (e) geographical (West Coast, etc.); (f) paper review; (g) periodic survey of the art; (h) prize papers and honors; (i) program planning; (j) publicity; (k) new projects; (l) research activity; (m) safety; (n) standards activity.)

- 5 - Additional Working Groups of technical experts focused on specific projects that need attention?
- 6 - Additional "ad hoc" (for this case alone) committees to clean up any one-shot jobs that need doing promptly?

D - How's my overall OPERATING EFFICIENCY likely to be?

For instance, have I:

- 1 - Set down a logical and specific job assignment for every member on my committee?
- 2 - As far as practicable, delegated clear-cut operating responsibilities to my vice chairman, secretary, chairmen of subcommittees, etc.
- 3 - "Spread the work" sufficiently to insure adequate free time throughout the year to think ahead and plan for the committee's good?
- 4 - "Double-checked" to insure that each key job has a good strong "back-up" man or two?

Check One	
YES	NO



Technical Activities Board

EXECUTIVE COMMITTEE APPROVES CHANGES IN FIELDS OF INTEREST STATEMENTS FOR TWO IEEE GROUPS

On the recommendation of the Technical Activities Board, the IEEE Executive Committee at their meeting on November 12, approved the following changes in the fields of interest statements of the Information Theory and Vehicular Technology Groups:

INFORMATION THEORY

The field of interest of the Group encompasses: The fundamental nature of the communication process; the transmission and utilization of information; the coding and decoding of digital and analogue communication transmissions; the study of random interference and information-bearing signals; and the development of information theoretic techniques in diverse areas including communication systems, detection systems, pattern recognition, learning, and automata.

VEHICULAR TECHNOLOGY

- a) Vehicular communications shall include all land, airborne and maritime mobile services as well as portable or hand carried and citizen's communications services, when used as an adjunct to a vehicular system.
- b) Vehicular electrical and electronic engineering shall include equipment and systems ordinarily identified with the automotive industry, excluding systems associated with public transit.

MICROFICHE

Beginning with the 1970 issues, you can take advantage of the space-saving features of microfiche for IEEE SPECTRUM, the PROCEEDINGS OF THE IEEE, and the Group TRANSACTIONS and JOURNALS. If you enter a microfiche subscription, each microfiche issue will be sent to you by first class surface mail at about the same time that the printed issue would be mailed.

A microfiche is a positive film transparency measuring 105mm by 148mm (about 4 inches by 6 inches) and containing the images of 60 printed pages reduced in size by a factor of approximately 20. Storage space is cut drastically since only two or three microfiche are required for a typical issue of the TRANSACTIONS.

Each microfiche has an eye-readable label at the top, but the remainder of the text required magnification to be legible. Microfiche readers are available from various manufacturers in a wide range of performance sophistication, portability and price. (A list of manufacturers of microfiche readers is available on request from the Director of Editorial Services, IEEE, 345 East 47 Street, New York, N.Y. 10017.)

Prices for microfiche subscriptions are the same as the prices for annual subscriptions to printed issues. For all publications except SPECTRUM, you may, at no extra cost, choose to receive microfiche issues instead of the printed issues. Alternatively, you may receive both the printed and the microfiche issues by paying an additional fee; for SPECTRUM, this additional fee is \$3.00, while for other publications it is equal to what you pay to receive the printed issues.

1970 GROUP FEE CHANGES

Several of the IEEE Groups have found it necessary to increase their 1970 membership fees in order to meet the increasing cost of their present services to members or to increase these services. The changes are noted below:

The IEEE Circuit Theory Group for the past two years has offered their members both the Group's Transactions and the Journal of Solid State Circuits for the same fee. For 1970, the following fee structure has been implemented:

G-4	Circuit Theory - Transactions
\$7.00	
G-4B	Circuit Theory - Journal of Solid State Circuits substituted for the Transactions
\$7.00	
G-4C	Circuit Theory - Includes the Transactions and the Journal of Solid State Circuits
\$10.00	

In addition, the Journal of Solid State Circuits is available as an alternate publication, including membership, in the following Groups:

G-15B	Electron Devices
\$7.00	
G-16B	Computer
\$7.00	
G-17B	Microwave Theory and Techniques
\$7.00	
G-21B	Parts Materials and Packaging
\$7.00	

Other Changes:

G-6	Vehicular Technology - \$5.00
G-13	Industrial Electronics and Control Instrumentation - \$6.00
G-17	Microwave Theory and Techniques - \$6.00
G-27	Electromagnetic Compatibility - \$5.00
G-28	Man-Machine Systems - \$5.00
G-29	Geoscience Electronics - \$5.00
G-35	Systems Science & Cybernetics - \$6.00

REORGANIZATION OF TAB ACTIVITIES

Mention has been made in several IEEE publications of the suggested reorganization of the Technical Activities of the Institute. A staff article on this subject is being published in the December issue of SPECTRUM and all are urged to read this article.

noted on page 1, no Directors-at-Large will be nominated in 1970 for customary 3-year terms, hence those nominations are not now being sought.

However, use of the nominating forms in E. E. Oct. pp. 4A-4B, for President and Vice President, is again urged upon all members. Deadline for receipt remains Feb. 1, 1970. (Extra forms, Emily Sirjane)

CHANGES IN OFFICE LAYOUT have been made at IEEE on some of its floors in United Engineering Center (UEC). When you come aboard, better ask the receptionist!

E. E. Dec. '68, pp. 6-7, reported that IEEE was preparing estimates of future space needs as a basis for UET, of which IEEE is a member, to decide whether or not to finalize plans to build a Twin Tower for UEC in 1971. Decision of ExecCom in May, on recommendation of LRPC, was not to take space in such an addition. Other Founder Societies reached similar conclusions, so the Twin Tower will not be built at this time.

MEMBERSHIP DIRECTORY 1970. 116,000 out of 138,000 returned Directory cards (84%)—a good showing. Forms closed on time; the text is being computer-set by the printer; shipments will be made in January.

HOSTING VISITORS FROM ABROAD. As a service to IEEE units anywhere acting as hosts to visitors or delegates from outside the country, E. E. again circulates Guidelines and applicable Statement of Policy #2-Q. See pp. 4C-4F (Additional copies, Jack Kinn)

BILLS FOR 1970 DUES were mailed in November. There will be some increases in subscription rates and in Group fees (noted elsewhere). Included with bills was information on microfiche editions.

If anyone should ask, tell them that prompt payment of bills will be appreciated.

LIFE MEMBER FUND. Life Members' dues are waived (Bylaw 109.2), but those who wish to do so contribute an amount annually to the Life Member Fund for special, worthy, IEEE projects. The fund

has been used, for instance, to establish a closer link between students and the Institute—a gesture of good will by those whose careers have been completed to youngsters just beginning. Student Papers prizes have been subsidized in the Regions, with trips to the March Convention for the winners. Elsewhere in this issue it will be noted that the Fund this year is paying Convention registration fees for IEEE Students.

The purpose of the Fund is explained to Life Members annually when they are billed for Group fees, subscriptions, or other services. For status of the Fund at Jan. 1, 1969, see Spectrum, June '69, pp. 93, 98. (Inquiries, contribution cards, Bill Keyes)

IEEE ENTRANCE FEE, maintained for many years at \$3, will be "upwardly adjusted" to \$5 on Jan. 1, 1970, by change in Bylaw 108.1 by BofD in November. Fee of \$5 is still low, compared with other societies.

FROM OUR OUT-BOX. "Dear Dr. Blank: When you asked to have E. E. stopped, we assume you were concerned about wasted postage. But please be assured that any system set up to remove your name and not run the risk of cutting off your successor's would cost more than the mailings. We are sending the newsletter to the man in the office you hold, if you'll pardon any seeming slight.

"May we suggest that after you've glanced through E. E. for the occasional pertinent item, you pass your copy to a fellow member. To receive a copy over the transom might pique his curiosity and gain IEEE another enthusiast... Sincerely."

APOLOGY. American National Standards Institute, Inc. (ANSI) is the correct new name for former ASA and USASI, to which IEEE standards work has been linked for years. Several readers caught E. E. Oct., p. 3, omitting the word "National."

We will not give our transgression the brush-off. It was not "a crime one expiates at 2/6 apiece." We do not even plead inadvertence. Our offense was not a typo, slip, gloss, lapse, boner, boo-boo, or any other euphemism hiding or gilding what it was: a damn Class I mistake.

Nor will we pin the error on "a computer," nor on an amorphous typing pool, on a jilted steno with a bleeding heart, or on a Kelly Girl with 5 kids down with measles.

No, this error was made by the Editor of E. E., in person (name on p. 1, address on last page)—and in blind faith—not as a gimmick to see whether E. E. has any readers (it has; they hollered.)

WELCOME ABOARD!

Greenland! Far-out addition to Denmark Section, and a big piece of the Earth's surface.

Staff: William J. (Bill) Hilty, Director of Convention & Exposition Services; for 15 years an executive of American Society for Metals; is a Major in U.S. Air Force Reserve; president-elect of National Association of Exposition Managers; moves to New York from Cleveland.

New Council: Central Canada Council. Sections included: Bay of Quinte, Hamilton, Kitchener-Waterloo, London (Ont.), Niagara International, Toronto.

<u>New Group Chapters in Sections</u>	
<u>Section</u>	<u>Chapter</u>
Atlanta	Joint: Antennas & Propagation Microwave Theory & Techniques
Cleveland	Joint: Circuit Theory Computer
Cleveland	Joint: Industrial Electronics & Control Instrumentation Engineering in Medicine & Biology
Dallas	Engineering Management
Fort Huachuca	Joint: Computer Communication Technology
Central North)
Carolina)
Eastern North) Information Theory
Carolina (Man-aging Section))
Winston Salem)

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<u>Centerfold Pages:</u>	<u>Pages</u>
White - Fellow Proposals	4A-4B
Ivory - Hosting Visitors	4C-4F
Russet- Check Chart	4G-4I
Green - TAB News	4K-4L