



# Welcome to The

## ExCom Technical Meeting Tutorial: How to Create IEEE meetings and Display on IEEE LI Chapter Web Browsers?

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**15<sup>th</sup> of November 2021**

# Agenda

- ▶ Introductions
- ▶ IEEE LI Section Leadership
- ▶ Create IEEE meetings
- ▶ Display on IEEE LI Chapter Web Browsers
- ▶ Meeting reporting
- ▶ Wrap-ups

# IEEE LI Section Organizational Chart

## Section Officers



**Chairman**  
Arnie Stillman



**First Vice Chair**  
Rhonda Green



**Secretary (Acting)**  
Rhonda Green



**Treasurer**  
Sandy Mazzola



# ExCom Technical Meeting Tutorial: How to Create IEEE meetings and Display on IEEE LI Chapter Web Browsers?

Confirm your current club  
officer roles first:  
<https://officers.vtools.ieee.org/>

# ExCom Technical Meeting: How to Create IEEE meetings and Display on IEEE LI Chapter Web Browsers? (cont.)

Step 1: Identify speaker  
[www.events.vtools.ieee.org](http://www.events.vtools.ieee.org)

Step 2: visit [www.ieee.li](http://www.ieee.li)  
and select Member→ExCom  
Login

Step 3: Share event

# Step 1: Identify Speaker

- ▶ Identify a technical speaker: Industry professional, educator, consultant, Distinguished Lecturer (DL), etc.
  - Confirm speaker, date & time
  - Request Bio, Picture, & Abstract
  - Book room, create teleconference, etc.
- ▶ Create a one page flyer—max two pages if DL, encourage societies, affinity groups, committee groups, etc. to collaborate
  - Include societies & collaborators, bio, pic, abstract, point of contact, etc.

# Step 1: Identify Speaker (cont.)

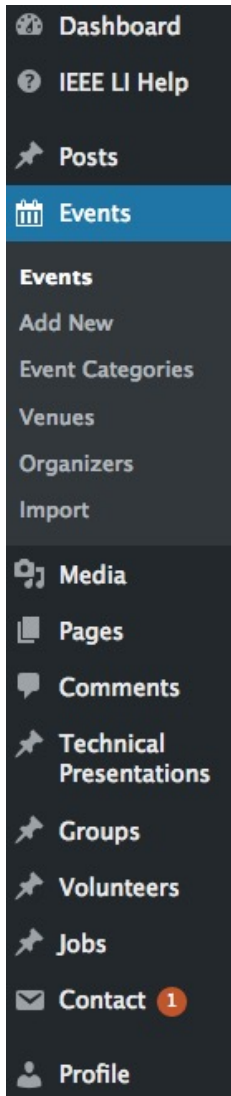
- ▶ visit <https://events.vtools.ieee.org>
- ▶ Use your ieee.org login information
- ▶ Select “Even/Report Administration”
- ▶ On the left hand-side: Select “Schedule a new event”
- ▶ Add content from the flyer

# Step 2: IEEE LI Dashboard & Calendar

- ▶ Connect with webmaster to acquire website dashboard access
- ▶ Visit [www.ieee.li](http://www.ieee.li) and select Member→ExCom Login
- ▶ Or visit: ExCom Login directly here:  
<https://ieee.li/long-island-section-members-only/excom-login/>
- ▶ Login to website dashboard



# Step 2: IEEE LI Dashboard & Calendar (cont.)



- Select “events”
- Select Add New
  - Add content from flyer
  - Select Event Categories
    - Identify Society, Affinity group, committee, etc.
- Select Technical Presentation
- Select Add New
  - Add content from flyer
  - Select Event Categories
    - Identify Society, Affinity group, committee, etc.
- Select publish once ready

# Step 3: Advertise Event

- ▶ Share event
  - Email members
  - Social media
  - Add to applicable Society, Affinity group, committee group, etc. webpage

# How do to receive Technical Lecture (TL) reporting when collaborating with Societies/Affinity Groups

- ▶ Add all collaborators in advertisements
- ▶ For example on Flyers and electronic announcements:
  - The Long Island (LI) Chapter of IEEE Signal Processing Society ([SPS](#)) Presents the following Technical Lecture: How to Create IEEE meetings and Display on IEEE LI Chapter Web Browsers?
- ▶ Login here <https://events.vtools.ieee.org/>
  - Select the Recent or Upcoming tab
  - Locate the collaborative technical lecture and select “manage” on the right hand side

View | Manage

View | Manage

View | Manage

View | Manage




# How do to receive Technical Lecture (TL) reporting when collaborating with Societies/Affinity Groups (cont.)

Administration Home
<b>Manage</b>
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event

- On the left hand side select "create from existing"
- Select "host" then select your society or affinity group
- Scroll to the bottom then select "save & publish"
- Be careful not to select the incorrect event or edit

## HOST

**Organizational Unit \*** 

R10315 - Long Island Section 



# Additional Training Resources

- ▶ IEEE vTools: <https://site.ieee.org/vtools/>
- ▶ IEEE Web Hosting: <https://site.ieee.org/web-hosting-request/>
- ▶ IEEE WebEx Request:  
<https://site.ieee.org/vtools/tools-ok/webex/webex-registration/>
- ▶ Remote Conferencing:  
<https://site.ieee.org/vtools/remote-conferencing/>
- ▶ Tutorial: <https://site.ieee.org/vtools/training/>



# Thank You



- ▶ **Referral/Contact Information**
- ▶ [www.ieee.org](http://www.ieee.org)
- ▶ Dr. Donaldson
- ▶ Member # 93357376
- ▶ Contact Us: [Signal@ieee.li](mailto:Signal@ieee.li)