The **IEEE Photonics Society (IPS)** understands the value of a strong core team of members and the strength of grassroots mobilization. You are IEEE’s eyes and ears out in the community; advocates representing our organization and society around the world. This Chapter Kit will provide you with the tools you can use to advance IPS’s reach and foster the positive social change our membership needs in order to continually excel.

**What is an IEEE Chapter?**

**IEEE defines a chapter as a:**

Technical subunit of one or more IEEE Sections. Society chapters are your local link to the valuable resources available from the IEEE and its 38 technical societies. Each chapter provides it’s members with volunteer opportunities and offer numerous events throughout the year that allow you to connect with your peers, such as guest speakers, workshops and seminars as well as social functions.

IPS Chapters provide society members with valuable opportunities to network at a local level - promoting professional growth and networking within the photonics community.
IEEE Photonics Society’s Mission:
The Photonics Society advances the interests of its members and the laser, optoelectronics and photonics professional community by:

- Providing opportunities for information exchange, continuing education and professional growth.
- Publishing journals, sponsoring conferences and supporting local chapter and student activities.
- Formally recognizing the professional contributions of members.
- Representing the laser, optoelectronics and photonics community while serving as an advocate within the IEEE the broader scientific and technical community, and society at large.

IEEE’s Mission:
IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity.

IEEE’s Vision:
IEEE will be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.
IPS History & Quick Resources
IEEE Photonics Society History

The IEEE Photonics Society, formerly the IEEE Lasers and Electro-Optics Society (LEOS), is a society of the Institute of Electrical and Electronics Engineers (IEEE), focused on the scientific and engineering knowledge about the field of quantum electronics. In the ladder of IEEE, the Photonics Society is one of the 38 technical societies organized under the IEEE Technical Activities Board.

The foundation of the society was made in 1965 by establishing the IEEE Quantum Electronics Council (QEC). In 1977, under the leadership of Henry Kressel, the council became the IEEE Quantum Electronics and Applications Society (QEAS).

On January 1, 1985, the society was renamed into IEEE Lasers and Electro-Optics Society (LEOS). On April 9, 2009 the society was again renamed, the now IEEE Photonics Society.

To learn more about the IEEE Photonics Society’s History, visit: www.PhotonicsSociety.org/content/our-history
The IEEE Photonics Society (IPS) has 80+ chapter all around the world, in every IEEE represented region. Use the map below to reference the geographic makeup of IEEE and IPS. For additional details and to learn more about how to get involved in your Region, follow this link:

www.ieee.org/societies_communities/geo_activities/regional_world_map.html
The IEEE “Elevator” Pitch

You may be asked to explain what IEEE & IPS is. Depending on the time you have available, here are some short responses:

**The 1-line response:**
IEEE is the world's largest professional association advancing technology for the benefit of humanity.

**The 15-second response:**
IEEE is the world's largest professional association advancing technology for the benefit of humanity. It publishes technical journals, sponsors conferences, develops technology standards, and supports the professional interests of more than 400,000 members.

**The 30-second response:**
IEEE is the world's largest professional association advancing technology for the benefit of humanity. It publishes technical journals, sponsors conferences, develops technology standards, and supports the professional interests of more than 400,000 members. IEEE creates an environment where members collaborate on world-changing technologies—from computing and sustainable energy systems to aerospace, communications, robotics, and healthcare—to engineer a better tomorrow.

The IPS “Elevator” Pitch

The IEEE Photonics Society (IPS) is the professional home for a global network of scientists and engineers who represent the laser, optoelectronics and photonics community. IPS provides its members with professional growth opportunities, publishes journals, sponsors conferences and supports local chapter and student activities around the world.
Creating a New IEEE Chapter

How to Create a New IEEE Chapter:

The following information will help to guide you through the process of developing a society/technical council chapter. IEEE Staff is available to assist you in any step of the process of Chapter Development.

New Society/Technical Council chapter:

A Chapter shall be a technical subunit of a Region, one or more Sections or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. A Chapter shall comprise a minimum of twelve (12) IEEE voting members of a Society, or group of Societies in the case of a joint chapter, and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In the case of a Technical Council Chapter, a minimum of any twelve (12) IEEE voting members of Council Member Societies in the parent geographical unit shall be required to petition to the geographic unit and to the Technical Council (IEEE Bylaw I-402.6)

For additional information on how to start a Student Chapter/Branch, visit http://www.ieee.org/membership_services/membership/students/branch_resources.html

This petition to establish a Chapter shall contain the following:

- Name of the Geographic parent (Region, Section(s), Geographic Council);
- Name of the sponsoring Technical parent Society(ies)/Technical Council;
- Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting).
- The organizer shall be of an IEEE Graduate Student Member or of higher-grade status and must be an IEEE member.
- Signatures of at least twelve (12) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member or Fellow grade, who are members of the Society (ies) and Section (s) involved.

Each petition to form a Technical Council Chapter will be signed by at least 12 IEEE voting members of a Society which is a Member Society of the Technical Council. It is suggested that more than the specified amount of names and signatures be included to ensure that all petitioners qualify, thus speeding the petition’s processing.

(Continued…)
Creating a New IEEE Chapter (cont.)

In lieu of signatures on the petition, IEEE will accept an email message from an IEEE member stating their agreement to the formation. These emails must include:

- the name of the member
- IEEE membership number
- a brief statement of support of the petition.
- a business plan that includes mission/goals, planned meetings and activities for first 6 months.
- written approval of the Geographic parent Executive committee.

The completed petition shall be submitted to the Geographic parent Executive Committee for approval, prior to submission to the Member and Geographic Activities (MGA) staff.

MGA staff will then review the petition and work with the organizer to resolve any discrepancies. The Chapter will be considered established after Member and Geographic Activities has ascertained that the Regional Director and the Society/Technical Council President(s) have no objections to the formation of the Chapter.

Following approval, the Section Chair, the Chapter Organizer, the Regional Director and the President of the Society/Technical Council will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Member and Geographic Activities Board.

Submit completed petition and business plan via:

**Email:** petition@ieee.org

**Fax:** +1 732 463 3657

**Mail:**
IEEE Member and Geographic Activities
Geographic Unit Operations
445 Hoes Lane
Piscataway, NJ 08854-4141
USA

**Phone:** +1 732 562 5511

Please direct any questions to:
Liz Parascondola
Phone: +1 732 562 5357
Fax: +1 732 981 1769
Email: e.parascondola@ieee.org
Membership Outreach & Training Tools
**Volunteer Engagement Tips**

**Recruiting Volunteers:**
Try to involve all members in the work of running the Chapter. Actively involve new members and avoid the natural tendency to rely on the same people year after year. Asking for volunteers at the meeting may not be as effective as a one-on-one request when the Chapter Chair can discuss why that volunteer is the best person for the task. For more information, reference the Volunteer Recruitment Kit at [www.ieee.org/vol-recruit](http://www.ieee.org/vol-recruit).

**Spread the Work Around:**
Asking a volunteer to put on a meeting or seminar may appear to be a daunting task. The work should be divided equally among the members such as: lining up speakers, publicity, registration and local arrangements for the meeting place and hotel accommodations. While it may be easier for the Chapter Chair to do all of these things, recruiting help from the membership will help strengthen the local organization and encourage participation. For large events, a committee may be more appropriate than a single volunteer due to the workload.

**Motivate the Volunteers:**
Because there is no paycheck, what works in business does not always work for volunteers. Allow the volunteer to take ownership of a project and use their creativity in solving problems and issues. Although some volunteers may need to be told what to do in all cases, most will resent interference in the work they are doing, or do nothing for fear of making a mistake. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if the volunteer quits, the organization has lost a potential future leader.

**Diversify the Organization:**
IEEE technical societies serve a diverse group of professional and academic interests. Involve people from the different industry and educational organizations in your area. Take care to avoid creating the perception that the local Chapter is run by one company or a small exclusionary group.

**Recognize the Work of Volunteers:**
Helping the local Chapter can involve a lot of hard work. Recognition of that work is important. Examples include: public recognition at a meeting, wall plaques, certificates or inexpensive gifts, such as a coffee mug, or pen and pencil set with appropriate IEEE logo. The volunteer will appreciate the recognition and it will help motivate other members to participate in events. “Chapter Chair” pins, “Past Chapter Chair” pins, plaques and certificates are available from IEEE.

More information, an order form can be found at [www.ieee.org/scsproducts](http://www.ieee.org/scsproducts).
Planning Successful Chapter Meeting

Effective meetings that produce results, begin with meeting planning. Chapter leaders need to guide meeting attendees to achieve positive expected and constructive outcomes. Actions that make meetings successful require management before, during and after the meeting.

Putting together a successful meeting involves:
- Selecting a format
- Selecting a subject
- Finding a good speaker
- Publicizing the meeting

Selecting a format:

Formats which you might consider including:
- Formal lectures
- Dinner meetings with an after dinner speaker
- Field trips to industry sites
- Breakfast meetings with a speaker
- Tutorial sessions
- Social events (picnics, pizza parties, etc.)
- Workshops or symposia technical visits
- Technical community work
- Technical lectures to electrical engineering and computer students
- Joint meetings with other technical groups
- IEEE Standards meetings

The amount of effort required to organize each of these gatherings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all day workshop or symposia can involve months of planning. Typically, the meeting format that requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

A Chapter is required to hold a minimum of two (2) technical meetings each year in order to remain viable and to be eligible for the funding available as part of the Section Rebate. An educational or professional meeting should be reported as a technical meeting, if the content is of a technical nature.
Selecting a subject:
The obvious choice of subject for a group of microwave engineers is microwave engineering. Within that broad field, however, many topics may be of greater interest than others. In choosing the subject you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to scan articles in the most recent copies of your Society’s publications for ideas of timely subjects.

Finding a good speaker:
There are a number of sources of good speakers for a Chapter meeting.

You might consider:
• Local industrial leaders speaking on their view of future trends in the industry.
• Local engineers, faculty or graduate students discussing recently published outstanding work.
• Local engineers discussing recently completed work in an important emerging area.
• University administrators discussing the future of education in the field.
• Co-workers who are working on or have completed a major study.
• Visiting engineers/consultants who are experts on an important topic.
• IEEE Resources

Please note that IEEE Policy prohibits payment of more than a speaker’s travel expense; honoraria and stipend payments are not permitted.

A source of outstanding speakers available to your Chapter is Society Distinguished Lectures. This program is an excellent way to obtain good speakers for your Chapter. Refer to the Distinguished Lecturers page in this Chapter Kit in order to reserve a speaker.

Publicizing the meeting:
Without publicity, your meetings will not succeed. A significant portion of your Chapter’s efforts (and some budget) should be directed at providing publicity for your meetings.

Some ways of publicizing meetings in advance include:
• Printed flyers circulated and posted wherever interested individuals might see them.
• Advertisement in Society Newsletters, Society websites, and social media.
• Advertising in local newspapers.
• Announcements on the IEEE Section Newsletter, and on the Section and/or Chapter web site.
• Letters or announcements sent directly to local IEEE members by Society affiliation.

More information about media contacts and other forms of outreach are available from the IEEE Publicity Guide.
SAMIEEEE: Membership Data Tool

SAMIEEEE is a Web-based ad hoc query, self-service tool that provides volunteers access to member data. It allows for querying, reporting and downloading of IEEE's membership data to authorized or designated IEEE volunteers. (List of designated volunteers is highlighted on the next page.)

Due to confidentiality membership security all SAMIEEEE users must be aware of and accept the terms of conditions before using the tool or participating in the web-based training. Visit http://bit.ly/VCr7xp to learn more about the conditions of data availability and use.

IEEE offers a few training on how to access and navigate the system.

- To review a PowerPoint Training Presentation, visit http://bit.ly/TJ1lsI
- For other SAMIEEEE Reference Materials:, visit http://bit.ly/ZmB5DA

Signing into SAMIEEEE

To sign into the SAMIEEEE tool, visit: http://bit.ly/TJ0Rmm

If you have any trouble signing into the tool or pulling reports, email the SAMIEEEE administrator directly at samieee@ieee.org.
SAMIEE Designated Volunteers

The following is a list of volunteer positions that have automatic access to the SAMIEE tool. Volunteers must be currently reported in the position.

- IEEE Board of Directors
- Region Directors
- Region Director Elects
- Region Past Directors
- Region Secretaries
- Region Treasurers
- Region Secretary/Treasurers
- Region MD Chairs
- Regional GOLD Representatives
- Regional Student Activities Representatives
- Section/Council/Subsection Chairs
- Section/Council/Subsection Vice Chairs
- Section/Council/Subsection Secretaries
- Section/Council/Subsection Treasurers
- Section/Council/Subsection Secretary/Treasurers
- Section/Council/Subsection MD Chairs
- Section/Council/Subsection Student Activities Chairs
- Chapter / Joint-Chapter Chairs
- GOLD Affinity Group Chairs
- Society Presidents
- Society President Elects
- Society Past Presidents (Jr & Sr)
- Society Vice Presidents
- Society Secretaries
- Society Treasurers
- Society Secretary/Treasurers
- Society Membership Chairs
- Executive Directors
- Society Administrators
- Society Chapter Coordinators
- Student Branch Chairs
- Student Branch Counselors

If you hold one of the positions above and an access denied message appears when logging in, please verify that your Organizational Unit has submitted current officer reporting.

IEEE geographic unit officer reporting may be submitted to IEEE at any time. New officers or officer changes are submitted via the https://officers.vtools.ieee.org/ tool. Access to this tool requires use of an IEEE Account.

If you have any questions or concerns about the SAMIEE tool, email samieee@ieee.org.
The **IEEE Center for Leadership Excellence (CLE)** serves as the repository for all leadership training material within IEEE to ensure IEEE keeps pace with its evolving organization. Additionally, it will meet the needs of IEEE volunteer leadership by providing materials that will enable volunteers to accomplish their jobs efficiently and effectively; thus allowing them to spend more time ensuring that members are engaged in IEEE activities.

The IEEE CLE makes information easily available with a **Learning Library** in key areas of education and training. This Library will be updated regularly with new courses as they become available. Volunteers will now benefit from having access to full course material for their positions, which will provide a one place to go for all their training needs.

This includes a Quick Start module to help come up to speed during their first 30 days in their position, a job description for their role, time line of key dates and recommended training modules that support the particular aspect of their role.

To learn more and benefit from the IEEE volunteer training modules, visit: [http://ieee-elearning.org/CLE](http://ieee-elearning.org/CLE)
IEEE has an outreach program, First Year New Member Experience, for newly joined members to help them understand and navigate IEEE during their first year experience. Whether a member joined to build a professional network, save money on conferences or keep current with technology, this program can help. It includes a website portable, a monthly online orientation to help the new member get connected to IEEE and basic services on how to participate in various activities.

Please inform new members and chapter participants of this program when they first join the society.

To get them started visit: http://www.ieee.org/start

New members are invited to register for the next scheduled online session found on the website.
Over the years the IEEE Photonics Society (IPS) has come across so many wonderful stories about our chapters’ experiences all over the world. Moving forward, we’d like to feature these stories in the print & electronic IEEE Photonics Newsletter. The members and chapters of IPS help advance our mission of representing the laser, optoelectronics and photonics community. You are the advocates and driving force of our society around the world. We want to hear from you!

- Did your chapter hold a recent, innovative event you are proud to share?
- Is your chapter actively involved in the community, promoting the photonics profession or breakthroughs in the field?
- How does your chapter educate students and foster professional growth?

We want to hear your voice! Stories about your chapter’s activities can help spark new ideas for other chapters!

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**How to submit an article to the IPS Newsletter:**

IPS will feature 1-2 stories in the bi-monthly newsletter and share chapters’ best practices via e-blast monthly. If you have a story to tell, submit an article with pictures, video, etc. to **ipsnewsletter@ieee.org**

Attention: Lisa Manteria.

Please note: That by submitting a story you agree to have it featured in IPS material, such as membership and recruitment publications. For more information, please review the newsletter Submission Guidelines.
Conference Member Recruitment Program

Is your chapter holding conferences or member recruitment events? The IEEE Conference Member Recruitment Program (CMR) offers an incentive program for chapters holding events. Each higher-grade, full-dues paying IEEE membership applicant that joins IEEE at a conference or related event is given one year of membership to one of IEEE’s 38 Technical Societies.

The program runs in parallel with the IEEE membership year (16 August - 15 August) and is one of the most successful membership development tools available.

To have your conference(s) considered for this program, you must submit your request via the form found at:
http://ewh.ieee.org/forms/campaigns/

Once approved, a unique campaign code will be assigned and sent to you.

NOTE: This campaign code must be on the back of each membership application form that is submitted to the IEEE in order to be processed correctly. Students and GSM's are not eligible to participate in this program.

The most successful conferences set up a highly visible, staffed membership recruitment tables and recruit a minimum of 25 new members. Supplies for the table may be ordered online through the Membership Development Kit form (page ) using your IEEE Account.

Please allow 2 weeks lead time to obtain your tracking/campaign code.

For all other questions regarding the CMR program contact:

Denise Maestri,
Supervisor for Admission & Advancement:
d.maestri@ieee.org
Membership Development Kits

IEEE offers volunteers and chapters with Membership Development Kits and supplies for membership recruitment events.

Supplies may be ordered online through the membership development supply order form using your IEEE Account.

The Membership Development staff request 2-3 weeks notice upon ordering. To request society specific collateral material, please make a note of this in the comment section of the form. IPS will send out additional society specific membership brochures and collateral.

Here is the link to the online request form:
http://ewh.ieee.org/forms/md/supplies.php

Here is a link to other helpful membership development tools:
http://www.ieee.org/about/volunteers/membership_development/index.html
Join the IEEE Photonics Society:

The IEEE Photonics Society (IPS) is the professional home for a global network of more than 100,000 scientists and engineers who represent the laser, optoelectronics and photonics community. IPS provides its members with professional growth opportunities, publishes journals, sponsors conferences and supports local chapter and student activities around the world.

Benefits of IEEE Photonics Society Membership:

STAY ON THE CUTTING EDGE OF PHOTONICS

* Discounted conference registration at leading international Photonics technical conferences
* Free online access to Photonics Society Journals
* Free print subscription to the Photonics Society’s bi-monthly newsletter
* Free print subscriptions to IEEE Spectrum magazine and The Institute newsletter

NETWORK WITH PHOTONICS PROFESSIONALS

* Engage with more than 100,000 photonics professionals and 400,000 IEEE members in 160 countries
* Join one of more than 75 local chapters and student branches worldwide

ENHANCE YOUR EDUCATIONAL DEVELOPMENT

* Receive special student rates for membership, conferences and journals
* Become eligible for the Photonics Graduate Student Fellowship
* Participate in IEEE’s GOLD program (Graduates Of the Last Decade)

ADVANCE YOUR PROFESSIONAL CAREER WITH AN IEEE MEMBERSHIP

* Become eligible for prestigious industry awards/recognition programs
* Explore opportunities for participation on program committees, editorial boards and other volunteer positions
* Receive superior financial benefits and services with IEEE membership*

Get Connected, Stay Informed at:

- PhotonicsSociety.org
- @IEEEPhotonics
- Facebook.com/PhotonicsSociety
- PhotonicsConferences.org
- PhotonicsJournal.org

Apply Online Today:

www.IEEE.org/membership
Conference
Resources & Guidelines
IEEE Photonics technical conferences offer a unique opportunity to participate in the advancement of the industry’s research base. Interact with other photonics professionals and engage in expert panel discussions tutorial sessions, short courses, supplier exhibits and social events with the leaders and innovators of the photonics industry.

Visit the conferences website for more information:
www.PhotonicsConferences.org
Conference Technical Co-Sponsorships

A Conference Technical Co-Sponsorship indicates a shared involvement with IEEE in the technical, promotional and administrative areas of the conference. All chapters are welcome to hold a conference; however, we encourage all chapters to include IPS as a technical co-sponsor.

The Photonics Society can offer the following through a Conference Technical Co-Sponsorship:

- Conference will be advertised via the IPS website and social media.
- Conference information will be published in the IPS Newsletter.
- Conference proceedings eligible for inclusion on Xplore.
- Support with collateral material and promotional items by request upon availability.
- Publicity through mailing lists and call for papers listing, via e-blast correspondence to members and past conference attendees.
- Logo can be used in conference pubs and announcements; however, the title of the conference should not include any reference to IEEE Photonics Society.
- The involved IEEE entity may wish to negotiate a variety of issues with the sponsoring organization, including registration fees for IEEE Members, possible post-conference sales of proceedings and other issues that benefit the conference and the future interaction with the sponsoring organization.
- A representative of the Photonics Society must assume an active role in the development of the technical program and have some responsibility for the overall quality of that program.

Before you begin, please review the IEEE Conference Application Checklist.

To request and become eligible for a Technical Co-sponsorship, please visit the IEEE Conference Application

*Be sure to add IPS as a Sponsor with 0% financial (sec. 4)*

The IEEE Conference Application lets you register your conference and request approval for an IEEE conference. It will take approximately 20-30 minutes to complete the application.

If you do not have all the necessary information, you can save the application after step 3 and complete it later. An email with a temporary user ID and password will be sent to you.

For more information, please contact Karen Mergner at k.mergner@ieee.org.
Brand Awareness & Social Media Communications
Get Connected, Stay Informed: Social Network with IEEE Photonics

The IEEE Photonics Society (IPS) team invites you to join our Facebook and Twitter pages. In 2013, the society will be utilizing social media more than ever. Social media is a way for us to engage in conversation while providing our followers and members with useful optics and photonics resources, top news stories and conference updates.

You can share, learn and connect with society staff, IPS members and others interested in photonics all over the world. Join the conversation and like or follow us today!

Like Us on Facebook
Facebook.com/PhotonicsSociety

“Like” the IPS Facebook Fan Page and connect with a community of others interested in photonics! Read posts and share ideas! We post daily optics, photonics and laser technology articles, updates, videos, podcasts, photos and more. When you see an interesting post, click the “share” button! Our goal is to make photonics news informative and fun for everyone!

Follow Us on Twitter
@IEEEPhotonics

Follow us on Twitter and you will get quick updates and micro-blogs on IPS programs, photonics research and innovation, publications, membership news and upcoming conference information - without cluttering your inbox.

You choose whether you want to see the latest news - in real time. We tweet all day long about all things Photonics.

Please help spread the word about our new Social Network pages! If you spot the IPS Starburst on the web, tweet us about it!

Visit our Websites for more IPS Information: PhotonicsSociety.org PhotonicsConferences.org PhotonicsJournal.org
IEEE Photonics Society logo guidelines

Keeping a consistent look and feel in all materials the IEEE Photonics Society produces makes IPS easy to identify and keep a united front. Be creative in the collateral you produce while keeping the general guidelines in mind.

LOGO USE
Using the tagline

LOGO USE
Spacing with the tagline

LOGO USE
Without tagline

LOGO USE
Secondary horizontal option

Space should be no less than Y
IEEE Photonics Society logo guidelines

**Fonts**

**Print**


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SUBHEADS: ITC KABEL BOOK, ALL CAPS, 25 PT. KERNING, 17 POINT LEADING IF NECESSARY.

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**Fonts**

**Web**


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SUBHEADS: TAHOMA REGULAR, ALL CAPS, 25 PT. KERNING, 17 POINT LEADING IF NECESSARY.

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IEEE Photonics Society logo guidelines

QUICK REFERENCE
Color Use

- **PANTONE 2748C**
  
  (C:100 M:88 Y:0 K:14) (R:26 G:57 B:137)

- **PANTONE 172C**
  
  (C:0 M:66 Y:88 K:0) (R:243 G:120 B:53)

- **55% BLACK**
  
  (C:0 M:0 Y:0 K:55) (R:137 G:139 B:141)

- **100% BLACK**
  
  (C:0 M:0 Y:0 K:0) (R:0 G:0 B:0)

QUICK REFERENCE
DOs

- **DO use the logo in solid black when appropriate.**

- **DO use the solid reversed out logo on a solid background or a simple image.**

QUICK REFERENCE
DO NOTs

- **DO NOT change the color of the logo to something not specified in this guide.**

- **DO NOT place the logo on a dark or busy background where it will difficult to see or get lost.**

- **DO NOT emboss, bevel, outline, add a drop shadow or any other effects to the logo.**
Chapter Reporting Procedures
Guidelines for Writing the IEEE Photonics Society Chapter Annual Report

The Chapter Annual Report purpose is:
- to keep the Society informed of the activity of its Chapters
- to serve as a basis for choosing the Photonics Society Awards
- to help the Chapter Chairs and Vice Presidents (Membership & Regional Activities) determine your subsidy for next year.

To be eligible for any of the Chapter awards, an Annual Report must be submitted and must be postmarked no later than 15 July. ONE additional page of "free form" elaboration may be attached to the basic 2-page report.

Chapter Chairs who submit annual reports will vote for the Chapter Awards:
- The “Chapter-of-the-Year” Award will be based on all information supplied in the report.
- The “Largest Membership Increase” Award will be based on information supplied in Part I. C.
- The “Most Improved Chapter” Award will be based on information supplied in Part IV.
- The “Most Innovative Chapter” Award will be based on information supplied in Part V.
- The “Senior Member Initiative” Award will be based on the IEEE Senior Member Initiative report in Part I. F.

"Key interest items" considered in selecting the chapter awards are:
- Quality of programming and number of meetings.
- Chapter goals: what were they; how well were they met
- How well is the Chapter doing: in meeting local needs; in meeting Society needs
- Average attendance: absolute
- Membership increase: absolute
- Collaboration: with other IEEE chapters or other technical groups
- Innovation: any special / unusual programs. Special items: workshops; student involvement; community involvement; recognition of members for service; other
IPS Chapter Annual Report

Name of Chapter – (please print): ________________________________________________________

Chapter’s Website Address (if any): ______________________________________________________

I. Basic Information:

A. Reporting Chapter Chairman for period 1 July, 2011 to 30 June, 2012:
   Name: _________________________________________________________________
   Mailing Address: ________________________________________________________
   _____________________________________________________________________
   Phone: _________________________________________________________________
   Fax: ___________________________________________________________________
   Email: _________________________________________________________________

B. Joint Chapter?........ Yes ____ No _____
   (If joint, please list names of other participating societies.)
   1. _____________________________________________________________________
   2. _____________________________________________________________________
   3. _____________________________________________________________________
   4. _____________________________________________________________________

(For questions C, D and E, keep in mind the Chapter’s fiscal year runs from 1 July through 30 June)

C. Number of Photonics Society members as of approximately 30 June:
   This Year ___________ Last Year ___________ % Change ___________

D. Total Number of Technical Meetings and Number of Speakers as of 30 June:
   This Year ___________ Last Year ___________ Number of Speakers _________

E. Technical Meeting Attendance:
   This Year ___________ Last Year ___________ % Change _____________

F. Number of Chapter members elevated to Senior or Fellow grade:
   Senior _____________ Fellow _______
IPS Chapter Annual Report (cont.)

G. Chapter Chair for period 1 July, 2012 – 30 June, 2013 (new Chapter Chair contact):

New Chapter Chairman Name: ____________________________________________________

Mailing Address: _______________________________________________________________

_____________________________________________________________________________

Phone: _______________________________________________________

Fax: _________________________________________________________

Email: ________________________________________________________

(This information will be used to update the Chapter Chair list on the Photonics Society website.)

PLEASE NOTE: Your Chapter is responsible to update your Officers lists with IEEE Member & Geographic Activities (MGA) department. Election results must be reported to IEEE using the Geographic Unit Reporting website at: [http://www.ieee.org/scsreports](http://www.ieee.org/scsreports) or by using the direct link to the Officer Confirmation form at: [http://ewh.ieee.org/forms/scs/interactofficer.php](http://ewh.ieee.org/forms/scs/interactofficer.php)

H. Check list:

☐ Sent L-31 forms to IEEE (minimum of 2/yr. required):

[http://www.ieee.org/societies_communities/geo_activities/required_reporting/meeting_form.html](http://www.ieee.org/societies_communities/geo_activities/required_reporting/meeting_form.html)

☐ Nominated member for Senior Member grade:


☐ Sent nomination for Distinguished Lecturer Award:


II. Overview of Basic Chapter Activities:

Please make a list of the following:

<table>
<thead>
<tr>
<th>Activity Type (Tech. Meeting, Workshop, etc.)</th>
<th>Title / Speaker Or Workshop Name</th>
<th>Attendance</th>
<th>Joint Activity Sponsors</th>
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IPS Chapter Annual Report (cont.)

III. Please provide chapter specific lists and descriptions for the following:
   a) Best Practices
   b) Outreach Programs to pre-college level students
   c) Most significant chapter improvements over the last year. (Info provided will be used to judge the Most Improved Chapter Award.)
   d) Workshops, symposia, educational programs, consulting programs, job fairs, etc. (Info provided will be used to judge the Most Innovative Chapter Award.)

IV. Did your chapter take advantage of the EYS or EYB programs? (If so, please provide info.)

V. Miscellaneous Information.
   1. Would you like to add to any of the above entries in the report? If needed, attach up to ONE page of additional details.
   2. Do wish to have our chapter considered for the following chapter awards?
      Please check all that apply and read Page for descriptions of each award:
      _____ Chapter of the Year
      _____ Best Membership Percentage Increase
      _____ Most Improved Chapter
      _____ Most Innovative Chapter Activities
      _____ Senior Member Initiative

VI. Chapter Chair must sign/date the Annual Report to verify all information is accurate:

   Chapter Chair Signature: _________________________________ Date: _____________

Please send your completed document by (15 July) to:

IEEE Photonics Society (IPS) Chapters
445 Hoes Lane
Piscataway, NJ 08854
Fax: +1 732 562 8434
Email: PhotonicsMembership@ieee.org
Chapter Subsidy Request

The IPS Membership Council has approved a new Chapter Subsidy Request process, which was implemented in 2012.

The new process will allow Chapters who submit an annual report to request subsidy for a specific and defined chapter activity. You may request the appropriate amount for your event up to a maximum of $2,500. The IPS Membership Council will review each request and approve full or partial subsidies up to the total of $10,000 for the 2012 fiscal year.

Here are some important points to remember when applying for a subsidy:

- The new process will be implemented on the same calendar schedule as is currently used.
- The deadline for all requests is July 15th.
- A new request form has been developed to capture the information necessary for review and approval.
- The IPS Membership Council will finalize subsidy approvals by or about Sept 15th.
- Notification letters for both approvals and rejections will be sent on or about Oct. 1st.
- Approved funding will be processed and sent out by Oct. 30th.

The goal of this new process is to maximize the use of IPS resources in providing financial support for chapter activities that bring the most value to our membership and the photonics community.

Please see the attached subsidy request form and direct any questions to PhotonicsMembership@ieee.org.

Note: Eligibility for a Chapter Subsidy Request is exclusively for Chapters who have submitted an Annual Report form.
Chapter Subsidy Request Form

Deadline: 15 July
(Subsidy Request can only be submitted if an IPS Chapter Annual Report has been filed)

1. Name of Chapter: ______________________________________________________________

2. Current Chapter Chair: __________________________________________________________
   
   Mailing Address: __________________________________________________________________
   
   Phone: __________________________________________________________________________
   
   Fax: ______________________________________________________________________________
   
   Email: ____________________________________________________________________________

3. Did your chapter submit a Photonics Society Chapter Report for the current year? □ Yes □ No

4. Banking information:
   
   Provide your chapter’s bank balance as of the time of this request……US$ _______ Date: ______

5. Chapter activity information:
   (Please attach any supporting documents such as budgets and or business plans.)
   
   Name of activity or event your chapter is requesting subsidy for: ________________________________
   
   Date of activity or event: __________________________________________________________________
   
   Location of the activity or event: __________________________________________________________________
   
   What is the estimated attendance? __________________________________________________________________
   
   Subsidy amount requesting from Photonics Society .....US$__________ (maximum amount of US$2,500.00)
   
   Reason for the activity or event: __________________________________________________________________
   
   How will this activity or event support the Photonics Society membership goals?
   
   ____________________________________________________________________________________
   
   ____________________________________________________________________________________
6. Form of Payment for Approved Subsidy (select one):

- **Check**: Make payable to: ______________________________________________________
  (Please list the Chapter’s account holder name as it appears on the bank statement)

- **Concentration Bank Account** (6-digit number): ________________________________

- **Wire Transfer** (information required)
  Complete Bank Name: __________________________________________________________
  Street Address: ______________________________________________________________
  City: _______________________________________________________________________
  State/Country: ________________________________________________________________
  ABA # (US Acct. holders): ____________________________________________________
  Swift # (Non US Acct. holders): _______________________________________________
  Name on Bank Account: _______________________________________________________
  Bank Account Number: _______________________________________________________
  IBAN #: ________________________________________________________________

Please send your completed document by **(15 July)** to:

**IEEE Photonics Society (IPS) Chapters**
445 Hoes Lane
Piscataway, NJ 08854
Fax: +1 732 562 8434
Email: PhotonicsMembership@ieee.org
IEEE Required Chapter Reporting

In order to maintain viability and to ensure that all chapters are meeting the needs of their members, each unit is required by the Member and Geographic Activities (MGA) Board to submit annual reports of the following:

1. **Meeting Activity:**
   - Meeting reports should be submitted to IEEE Member and Geographic Activities (MGA) after each meeting is held.
   - Report all meetings, including social events and administrative meetings.
   - **Reference information about meeting, meeting categories, and how meetings are counted** and **Required Reporting deadlines**.
   - Electronically submitted forms are sufficient for reporting requirements.
   - E-mail a copy of your meeting report to your Section Secretary and others by using the e-mail field at the bottom of the form.
   - Once submitted via the online form, there is no need to send hard copy or resubmit the forms at the end of the year.
   - A copy of the confirmation page can be printed and kept for your Geographic Unit's records.

2. **Current Officers:**
   - **Verify that all officers are eligible to hold office** before submitting. This applies to all positions except Newsletter Editor and Webmaster.
   - Member numbers of unit officers must be included when entering data into **vTools.OfficerReporting**.
   - Electronically submitted forms are sufficient for reporting requirements to IEEE Member and Geographic Activities (MGA). There is no need to mail hard copy with the same information.
   - The names of newly elected officers must be reported to IEEE MGA within 20 days following the election.
   - Use IEEE e-mail aliases when available.
   - If a newly elected officer does not meet eligibility requirements, or if officers are not reported, the position will be listed as vacant until reporting of an eligible officer is received.
   - Remember to print a copy for your records in order to verify against the most recent **Geographic Activities Roster**.

3. For **Financial Reporting** information, please visit the IEEE instructions:
   [http://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html](http://www.ieee.org/societies_communities/geo_activities/required_reporting/financial_reporting.html)

If you have **any questions** in regards to reporting guidelines and procedures, e-mail the IEEE MGA Staff at sec-rebate@ieee.org.
IPS Awards Information

Note: All award nominations requests and questions should be sent via email to PhotonicsAwards@ieee.org.
Senior Member Initiative

IEEE established the Nominated a Senior Member Initiative to encourage all IEEE Sections and Societies to become actively involved in promoting the Senior member grade.

This initiative aims to:
- encourage membership grade advancement within IEEE;
- simplify the application process for members;
- offer financial incentives for approved Senior Members;
- offer increased benefits for senior membership participants.

To qualify for the Senior Member Initiative and for more information on Senior Member application/reference forms, visit http://bit.ly/10cNlwv.

IEEE Photonics Society Senior Member Initiative Award

The Senior Member Initiative Award recognizes chapters that encouraged member-grade advancements with their members. The Chapter Award for the “most number of senior member grade advancements” is based on the number of Photonics Society chapter members that have been advanced in a given year to Senior Member. The reporting will be included in the Chapter’s Annual Report and will be based on information provided by the Chapter and Society member data services.

The award consists of an honorarium of $200, which will be presented at the IEEE Photonics Conference along with the other Photonics Society Chapter Awards.

To nominate qualified members and also take advantage of the IEEE Senior Member Initiative please follow the instructions listed on the IEEE site mentioned above.
IEEE Photonics Society
Awards Information

IEEE Photonics Society Aron Kressel Award
The Aron Kressel Award was established to recognize those individuals who have made important contributions to optoelectronics device technology. The device technology cited is to have had a significant impact on their applications in major practical systems. The intent is to recognize key contributors to the field for developments of critical components, which lead to the development of systems enabling major new services or capabilities. These achievements should have been accomplished in a prior time frame sufficient to permit evaluation of their lasting impact. The work cited could have appeared in the form of publications, patents, products, or simply general recognition by the professional community that the individual cited is the agreed upon originator of the advance upon which the award decision is based. The award may be given to an individual or group, up to three in number.

Deadline for submission is April 5.

IEEE Photonics Society Engineering Achievement Award
The Engineering Achievement Award is given to recognize an exceptional engineering contribution, which has had a significant impact on the development of laser or electro-optic technology or the commercial application of technology within the past 10 years. It may be given to an individual or to a group for a single contribution of significant work in the field.

No candidate shall have previously received a major IEEE award for the same work. Candidates need not be members of the IEEE or the Photonics Society.

Deadline for submission is April 5.
IEEE Photonics Society
Awards Information (cont.)

IEEE Photonics Society Quantum Electronics Award

The Quantum Electronics Award is given to honor an individual (or group of individuals) for outstanding technical contributions to quantum electronics, either in fundamentals or applications, or both. The Award may be for a single contribution or for a distinguished series of contributions over a long period of time.

No candidate shall have previously received a major IEEE award for the same work. Candidates need not be members of the IEEE or the Photonics Society.

Deadline for submissions is April 5.

IEEE Photonics Society William Streifer Scientific Achievement Award

The William Streifer Scientific Achievement Award is given to recognize an exceptional single scientific contribution which has had a significant impact in the field of lasers and electro-optics in the past 10 years. It may be given to an individual or to a group for a single contribution of significant work in the field.

No candidate shall have previously received a major IEEE award for the same work. Candidates need not be members of the IEEE or the Photonics Society.

Deadline for submission is April 5.
IEEE Photonics Society
Awards Information (cont.)

IEEE Photonics Society Distinguished Service Award

The Distinguished Service Award was established to recognize an exceptional individual contribution of service which has had significant benefit to the membership of the IEEE Photonics Society as a whole. This level of service will often include serving the Society in several capacities or in positions of significant responsibility.

Candidates should be members of the Photonics Society. The Award is presented at the IEEE Photonics Conference.

Deadline for submission is April 30 of the year the Award is presented.

IEEE Photonics Society Young Investigator Award

The Young Investigator Award was established to honor an individual who has made outstanding technical contributions to photonics (broadly defined) prior to his or her 35th birthday.

Nominees must be under 35 years of age on September 30th of the year in which the nomination is made.

Candidates need not be members of the IEEE or the Photonics Society.

The deadline for the Award is September 30 and is presented the following year at the OFC or CLEO, to be selected by the recipient.
IEEE Photonics Society Distinguished Lecturer Awards

The Distinguished Lecturer Awards are honored to engineering professionals who help lead their fields in new technical developments that shape the global community.

These experts:

- specialize in the field of photonics, lasers and electro-optics
- travel to various technical and regional groups, such as Society and Technical Council Chapters, to lecture at events.

Candidates of the award do not need to be members of the IEEE or the Photonics Society. The term for lecturers is July 1-June 30.

The Award is presented at the IEEE Photonics Conference to those completing their term. Deadline for award application submissions is annually February 16th.

To nominate a colleague or for more information on the program, click here.

To view a listing of our current and previous lecturers, click here.
How to Reserve a Distinguished Lecturer for a Chapter Event

Interested Chapters should contact the Distinguished Lecturers below directly in order to obtain his or her agreement to give the lecture on a particular date. Traveling plans and scheduling of talks are up to the discretion of the lecturer. However, IPS does support and finance this program.

Wood-Hi Cheng *
Dept. of Photonics
National Sun Yat-sen University
Kaohsiung, 20424, Taiwan
Tel: +(886) 7-5252000 Ext. 4453
Fax: +(886) 7-5254499
Email: whcheng@mail.nsysu.edu.tw

**Title of Talk:** The Art and Science of Packaging Photonic Devices and Modules\ Broadband Chromium-Doped Fiber Amplifier for Next-Generation Optical Communication Systems

Simon Poole
New Business Ventures
30/16 Cecil Street
Gordon, NSW 2072
Finisar, Australia
Tel: +61 414 448 7652
Fax: +61 2 6310 7171
Email: simon.poole@finisar.com

**Title of Talk:** Confessions of a Serial Entrepreneur: 30 Years of Photonic Start-ups in Academia and Industry

Lianshan Yan *
No.111, N. Erhuan Rd., Center for Information Photonics & Communications School of Information Science & Technology Southwest Jiaotong University
Chengdu, Sichuan, 610031
Tel: +86-28-86465479
Fax: +86-28-87600743
Email: lsyan@home.swjtu.edu.cn

**Title of Talk:** Polarization in Fiber Optics * serving second term

Andrew D. Ellis
Senior Research Fellow
Photonic Systems Group
Tyndall National Institute and Department of Physics
University College Cork
Room 1.06, Photonics Building
Lee Maltings, Prospect Row
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Phone: +353 21 490 4858
Fax: +353 21 490 4880
Mobile: +353 87 3284939
Email: andrew.ellis@tyndall.ie
Email: andrew.ellis@eeng.dcu.ie

**Title of Talk:** Ultra High Capacity Optical Transmission Systems
IEEE Photonics Society
Awards Information (cont.)

IEEE Photonics Society & The Optical Society John Tyndall Award

The John Tyndall Award, endowed by Corning Inc., is presented annually to a single individual who has made outstanding contributions in any area of optical-fiber technology, including optical fibers themselves, the optical components used in fiber systems, as well as transmission systems and networks using fibers. The award defines an "individual who has made pioneering, highly significant, or continuing technical or leadership contributions to fiber optics technology".

The award is named after John Tyndall (1820-1893), who demonstrated for the first time internal reflection. This award is sponsored and presented by both the IEEE Photonics Society and the Optical Society of America (OSA).

Recipients of this award will receive a special crystal sculpture that represents the concept of total internal reflection, a scroll, and an honorarium.

The contributions which the award recognizes should have met the test of time and should have been of proven benefit to science, technology, or society. The contributions may be experimental or theoretical.

Nominees need not be members of the sponsoring societies.

The deadline for the Award is August 10th and is presented the following year at the Optical Fiber Communication Conference (OFC).
IEEE Photonics Society Chapter Awards Information

Our chapters bring fresh perspectives and enrich our organization with new ideas. IEEE Photonics Society makes the effort to formally recognize the professional and volunteer contributions of its members and chapters every year.

Chapter’s that complete their IPS Annual Reports and are in good standing are eligible for the following awards:

- **IEEE Photonics Society Chapter of the Year Award**
- **IEEE Photonics Society Most Innovative Chapter Award**
- **IEEE Photonics Society Best Membership Percentage Increase Award**
- **IEEE Photonics Society Most Improved Chapter Award**
- **IEEE Photonics Society Senior Member Initiative Award**

For more information on how to apply and submit your IPS Annual Report in order to be considered for a chapter award, please refer to the annual report form and description within this kit.

[Click here](#) to view a listing of our past IPS Chapter Award winners.
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