IEEE UK and Ireland Chapter Coordination

October 2021

Dr Lee Crudgington
Chapter Coordination Key Points

• **L31 Reports**
  • Submit reports for all events, meetings and activities to IEEE vTools Events
  • NEW: categories and rebate eligibility
  • Completion of previous reports, including attendance
  • L31s can be submitted in advance

• **Chapter Officer Reporting**
  • Correct chairperson is registered on IEEE vTools
  • Suggested to add executive committee to roster, for access to OU Analytics and vTools Events
  • NEW: End date now mandatory

• **Support of Student Chapters**
IEEE Chapter and Affinity Group L31 Reporting

- **Two** L31 reports per year, including attendance information.
- **3rd Friday in February** deadline, additional 10% bonus to the total rebate.
- Six or more meetings (and reporting by above deadline) shall receive an additional US$75.
- A Chapter or Affinity Group to be placed on probation if reports are not submitted for **two** consecutive years, and dissolved after **three** years of inactivity.
- Hard Deadline **15th March** to avoid probation.
- **NEW Categories**: Professional, Non-Technical, Humanitarian, Pre-U STEM.
- **Only Technical** will qualify the chapter for rebate.
IEEE Chapter and Affinity Group L31 Reporting

https://events.vtools.ieee.org/
IEEE Chapter and Affinity Group L31 Reporting

DETAILS
HOST
LOCATION
REGISTRATION & PAYMENT
SPEAKERS
REPORT AND ATTENDANCE

Report Info
Enter attendance numbers to file report for this event.

IEEE Attended:

Guests Attended:

Save as Draft  Cancel Create  Save & Publish  Next
IEEE Chapter and Affinity Group L31 Reporting

<table>
<thead>
<tr>
<th>Date</th>
<th>T</th>
<th>NT</th>
<th>P</th>
<th>A</th>
<th>Total</th>
<th>Base Amount</th>
<th>Timeliness Bonus</th>
<th>Activity Bonus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 Jan 2019</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$200.00</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>11 Feb 2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>27 Mar 2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>02 Oct 2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>09 Sep 2019</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>14 Jun 2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>07 Dec 2019</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
IEEE Chapter and Affinity Group L31 Reporting 2020
Chapter Officer Reporting

• Officer reporting is essential for access to vTools Event Reporting and OU Analytics

• Contact us to be added to the roster or to check status

<table>
<thead>
<tr>
<th>Officer Positions</th>
<th>Request a new officer position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title</strong></td>
<td><strong>Current and Newly Elected Volunteers</strong></td>
</tr>
<tr>
<td>○ Chapter Chair</td>
<td>Richard Pitwon</td>
</tr>
<tr>
<td>○ Chapter Secretary</td>
<td>Lee Crudgington</td>
</tr>
<tr>
<td>○ Chapter Treasurer</td>
<td>Filipe Ferreira</td>
</tr>
<tr>
<td>○ Chapter Vice Chair</td>
<td>Mehmet Erdentug</td>
</tr>
</tbody>
</table>
Vacancies at the following Student Chapters:

- University of Oxford
- Queen’s University Belfast
- University of Strathclyde
- University College Dublin
- Stirling University of Scotland
- Glasgow Caledonian University
- University of Strathclyde
- Queen’s University Belfast
- University of Aberdeen