



IEEE UK and Ireland Chapter Coordination

October 2021

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Chapter Coordination Key Points

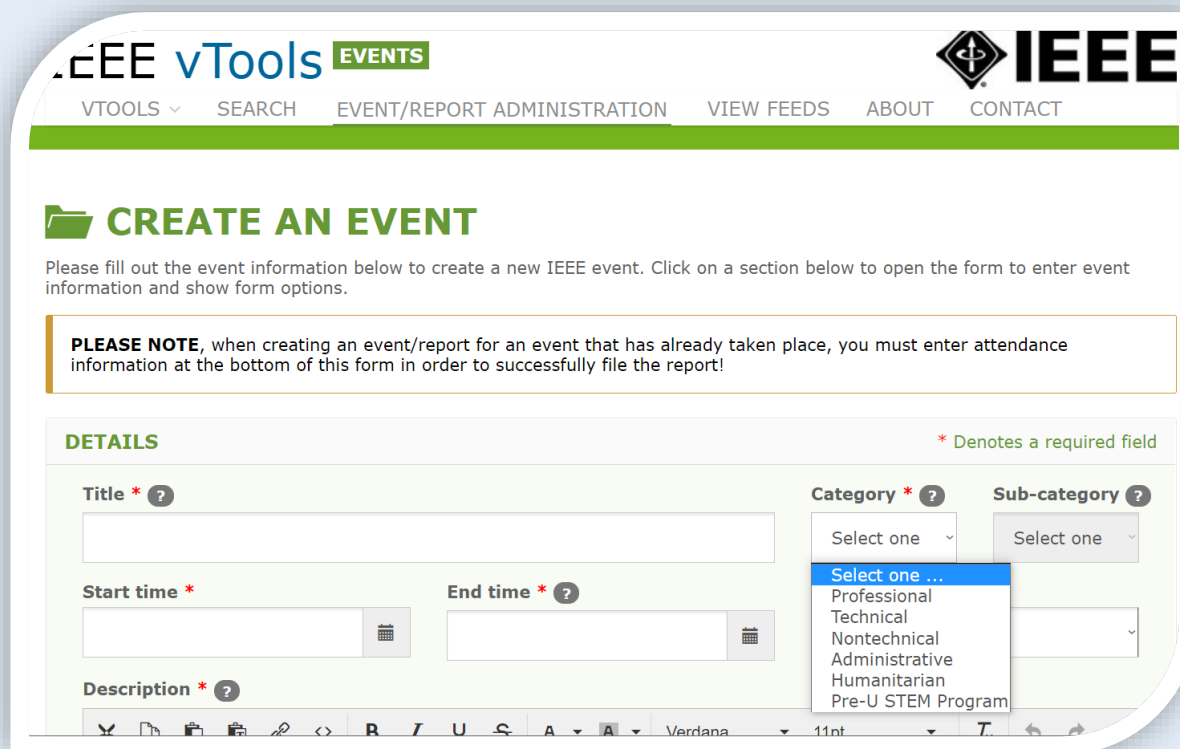
- **L31 Reports**
 - Submit reports for all events, meetings and activities to IEEE vTools Events
 - NEW: categories and rebate eligibility
 - Completion of previous reports, including attendance
 - L31s can be submitted in advance
- **Chapter Officer Reporting**
 - Correct chairperson is registered 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/>



The screenshot shows the IEEE vTools EVENTS page. The header includes the IEEE logo and navigation links: VTOOLS, SEARCH, EVENT/REPORT ADMINISTRATION, VIEW FEEDS, ABOUT, and CONTACT. The main heading is 'CREATE AN EVENT' with a folder icon. Below this is a paragraph: 'Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.' A yellow box contains a 'PLEASE NOTE' about reporting on past events. The 'DETAILS' section contains a form with fields for Title, Start time, End time, Description, Category, and Sub-category. The Category dropdown is open, showing options: Professional, Technical, Nontechnical, Administrative, Humanitarian, and Pre-U STEM Program. A legend indicates that an asterisk denotes a required field.

IEEE vTools EVENTS

VTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

CREATE AN EVENT

Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.

PLEASE NOTE, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!

DETAILS * Denotes a required field

Title *

Start time *

End time *

Description *

Category * **Sub-category ?**

- Select one ...
- Professional
- Technical
- Nontechnical
- Administrative
- Humanitarian
- Pre-U STEM Program

IEEE Chapter and Affinity Group L31 Reporting

DETAILS * Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

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

IEEE Attended ?	Guests Attended ?
<input type="text"/>	<input type="text"/>

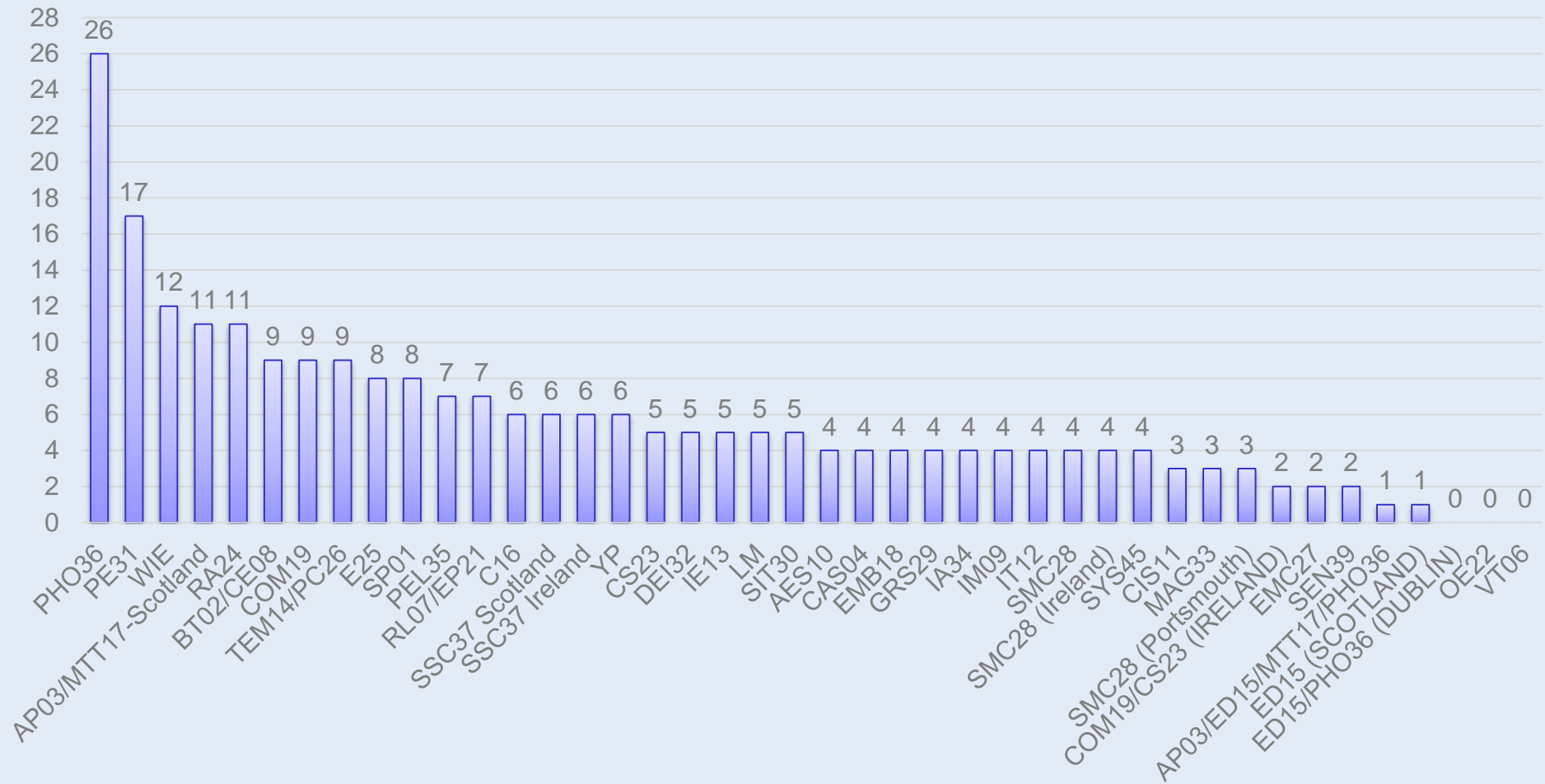
IEEE Chapter and Affinity Group L31 Reporting

28 Jan 2019	0	1	0	0	0	0	No
11 Feb 2019	1	0	0	0	0	0	No
27 Mar 2019	1	0	0	0	0	0	No
02 Oct 2019	1	0	0	0	0	0	No
09 Sep 2019	0	0	0	1	0	0	No
14 Jun 2019	1	0	0	0	0	0	No
07 Dec 2019	1	0	0	0	0	0	No
	5	1	0	1	0	0	0

T	NT	P	A	Total	Base Amount	Timeliness Bonus	Activity Bonus	Total
2	0	2	0	4	\$200.00	\$20.00	\$0.00	\$220.00
0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00



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

Officer Positions

[Request a new officer position](#)

	Position Title	Current and Newly Elected Volunteers
<input type="radio"/>	Chapter Chair	Richard Pitwon
<input type="radio"/>	Chapter Secretary	Lee Crudgington
<input type="radio"/>	Chapter Treasurer	Filipe Ferreira
<input type="radio"/>	Chapter Vice Chair	Mehmet Erdentug

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

