

IEEE Solid-State Circuits Society Chapters Best Practices

Alvin Loke, Lauren Caruso, Abira Altvater,
Adam Greenberg, Frank O'Mahony,
Dan Friedman, Ken O



Agenda

9:00am EDT - Opening Remarks and Welcome - Ken O, SSCS President

9:10am EDT - Welcome - Dan Friedman, SSCS VP of Membership

9:20am EDT - Chapter Best Practices

10:15am EDT - Q&A, Open Discussion



IEEE Solid-State Circuits Society

Chapters Best Practices

The health and safety of our members, volunteers and IEEE staff are the number one priority for the Society.

Kenneth K. O

September 3rd, 2021

SSCS Career Center



Employers

Job Seekers

Post a Job



IEEE SSCS Career Center
Connecting Talent with Opportunity

Search Jobs 🔍

 Send me new jobs for this search

Featured Jobs

Product Manager, Molded Case Circuit Breakers

Siemens
Peachtree Corners, GA

Circuit Protection & Control Products Sales Engineer

Siemens
Troy, MI

Area Sales Professional- Circuit Protection and Controls

RESUME REVIEW



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IEEE
SOLID-STATE
CIRCUITS SOCIETY™
IC Innovation

SSCS Platform for IC Design Outreach (PICO) Program



The Solid-State Circuits Society is committed to improving diversity, inclusion, and accessibility in integrated circuit (IC) design. We envision a future in which chips can be designed through a web browser, by anyone, anywhere, and through open worldwide collaboration.

Through its Platform for IC Design Outreach (PICO) program, the SSCS is working with the rapidly growing open-source community to help accelerate the construction of the required ecosystem. Our goal is to help build and connect to new communities that share our excitement about IC innovation and its democratization toward a new wave of global impact.

Through its Platform for IC Design

<https://sscs.ieee.org/about/solid-state-circuits-directions/sscs-pico-program>

Launched in June 2021

SSCS Tutoring

- Recruit undergraduate and graduate student volunteers through IEEE and SSCS Student Chapters or other means who will enhance the learning experience of students in basic electric and transistor circuits classes. **Reward the volunteers with IEEE and SSCS membership, and provide videos, shirts and other items with SSCS logos.**
- When I had undergraduate tutors who have taken classes from me, my students have better learning experience. **My teaching evaluation was higher.**
- **SSCS in every circuits classes.**

SSCS Young Professionals & Students

- **NEW Mentoring Platform**

- Connect with leading SSCS mentors and mentees in your own pace and time!
- **Sign up** through SSCS website

<https://sscsmentoring.chronus.com/>



- **NEW Webinars for Young Excellence (WYE)**

- Organized quarterly dedicated to YP's & students
- Inaugural webinar was held on May 26th

The Intersection of SSCS and AI A Tale of Two Journeys



Vivienne Sze



Boris Murmann



IEEE
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***Be safe and healthy
wherever you may be!!***

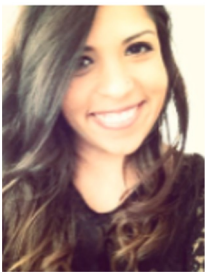
Chapters Team



Alvin Loke
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SSCS Chapters Chair



Lauren Caruso
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SSCS Chapters Administrator
*General administration, chapter
subsidiaries*



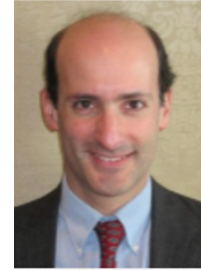
Abira Altvater
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SSCS Administrator
*Special programs, webinars, magazine,
e-newsletter, website*



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SSCS VP Membership



Ken O
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SSCS President

Definition

Chapters are:

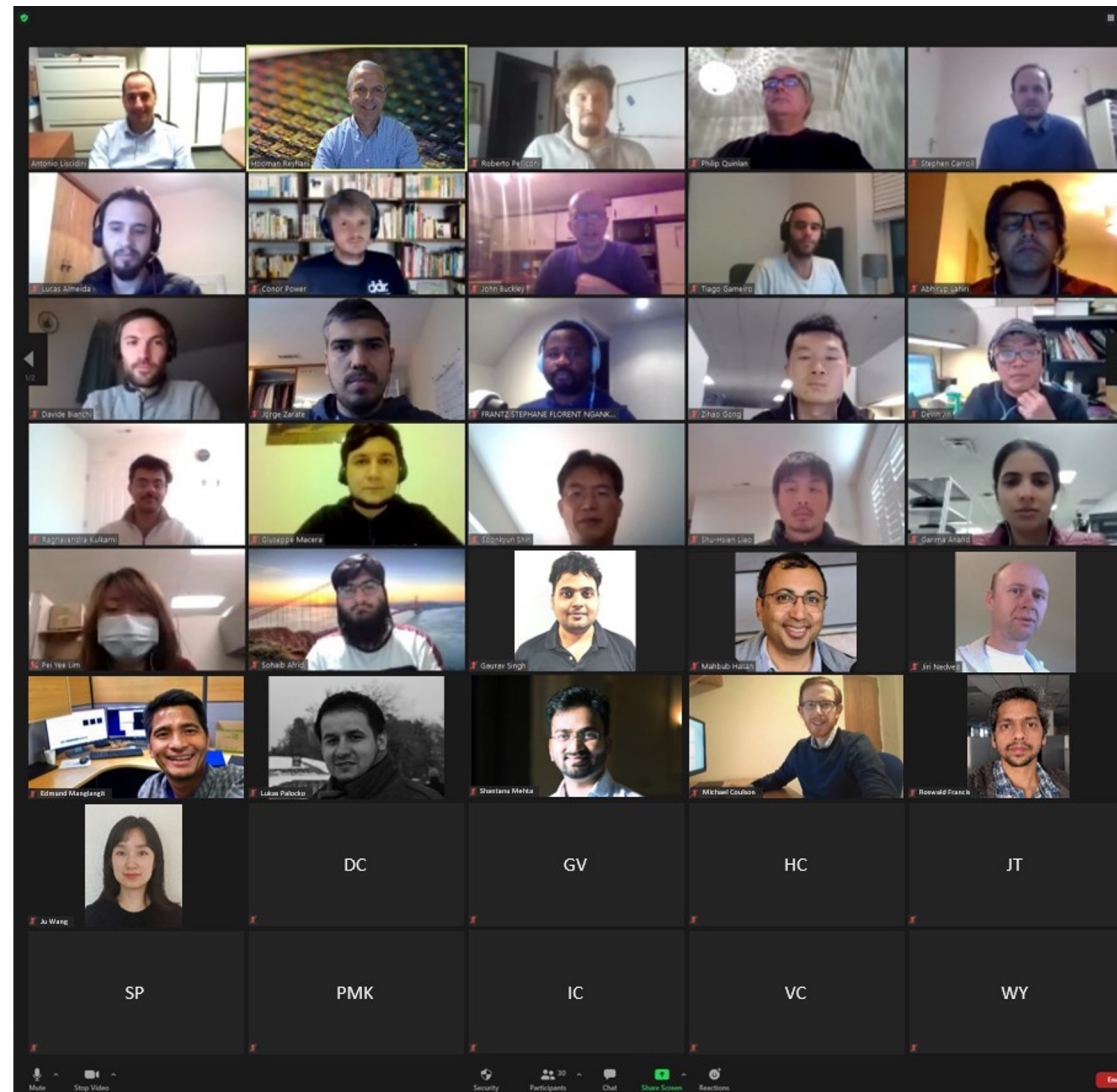
- The technical sub-unit of one or more IEEE Sections
- Society/Technical Council Chapters consist of members from one or more IEEE Societies/Technical Councils who share technical interests and geographical proximity
- Chapter activities may include guest speakers, workshops, and seminars as well as social functions
- Chapters provide Society members with valuable opportunities to network at a local level, enabling their personal and professional growth
- Established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE
- Formed to serve IEEE members by holding meetings at the local level

**What were your fellow Chapters up to in 2020
and 2021?**

Wuhan Chapter hosted Prof. Jianguo Ma



Ireland Chapter hosted an Online Course on Advanced Wireless Transceiver IC Design



Karanagappally Student Chapter held a webinar by SSCS DL Dejan Markovic

Cisco Webex Meetings | Meeting Info | Hide menu bar ^

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Speaking: Dejan Markovic (Cohost)

Participants (34)

- Cliffin Cletus (Host, me)
- Dejan Markovic (Cohost)
- Deepa Pillai (Cohost)
- Anand Madhavan
- Anupriya Sujith
- ASWATHY VIJAYAN
- Erick
- MK VARUN
- Srihari B
- A Sruthy
- Abhinav M
- Abhirami Girija
- ADWAITH T R
- Amitha A Nair
- Arya R
- Brijesh M B
- DEVIKA SURESH
- Erine Theresa Jose
- HEMANTH B S
- Jeevan Jolly
- Jemi Jose
- Jose Kuruvilla Poonoilil
- JUAN THOMAS MATHEW
- KALAIARASAN A
- Mohini.k.m

Chat

from HEMANTH B S to everyone: 8:30 PM
In closed loop modulation is required any programming language to control the power electronics devices

from Jeevan Jolly to everyone: 8:33 PM
won't these implants cause severe reactions in the body over time?

from Cliffin Cletus to everyone: 8:34 PM
Feedback Link: https://bit.ly/Feedback_DL_Closedloop

To: Everyone

Enter chat message here

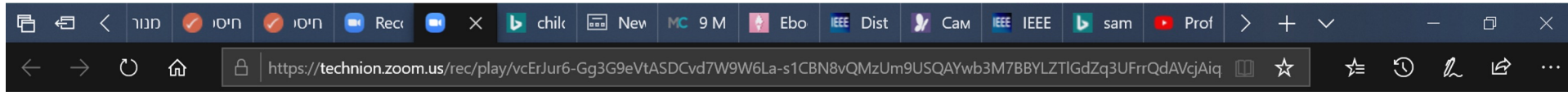
Unmute Stop video Share Record

Participants Chat

Windows Taskbar: Ps Ai WhatsApp

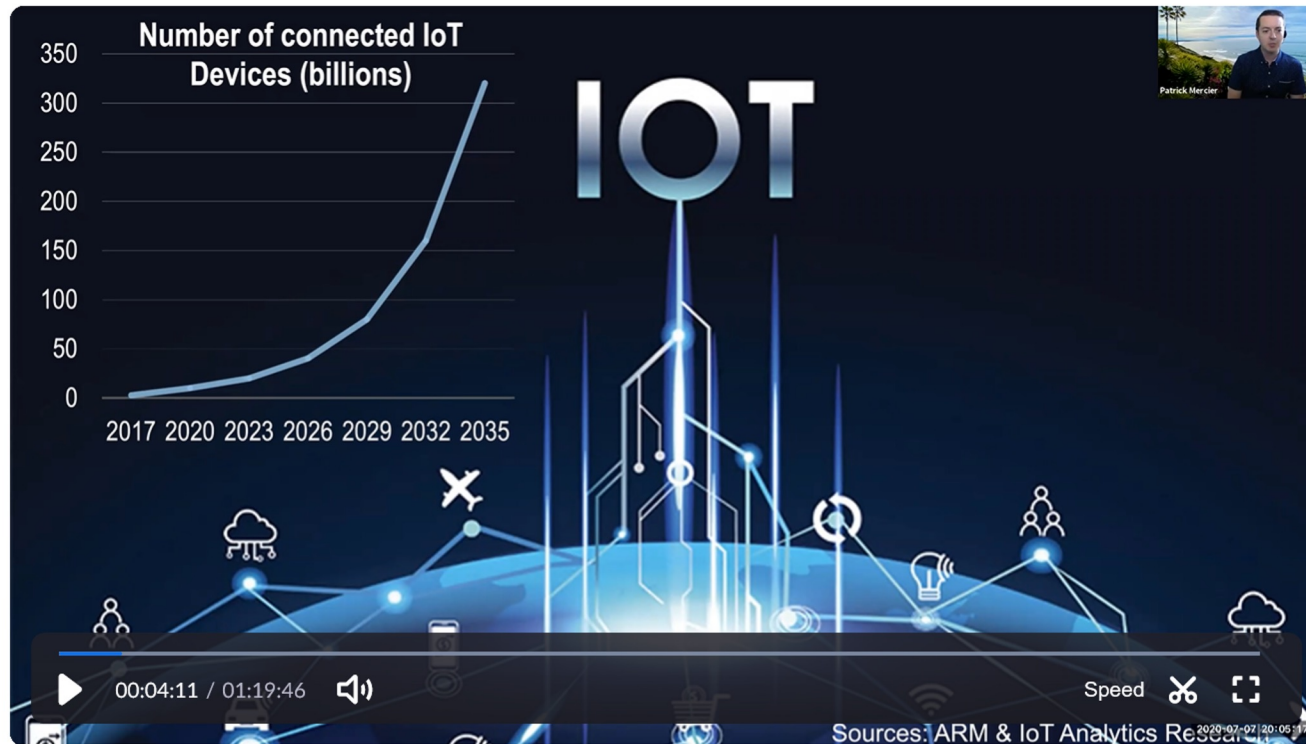
System Tray: ENG 20:39

Israel Chapter hosted online lecture by SSCS DL Patrick Mercier



ACRC Webinar by Prof. Mercier - Shared screen with speaker view

Download (3 files)



Chat Messages

envelope detector must be very coarse in both those frequency bands, which is why this is susceptible to interference.

חיים מדר 46:38

Oren. Tks. Also the Noise Figure is independent of RF?

Oren Eliezer 47:35

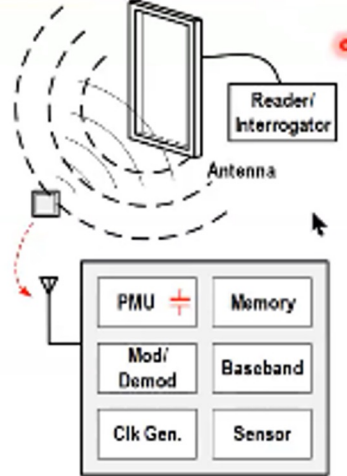
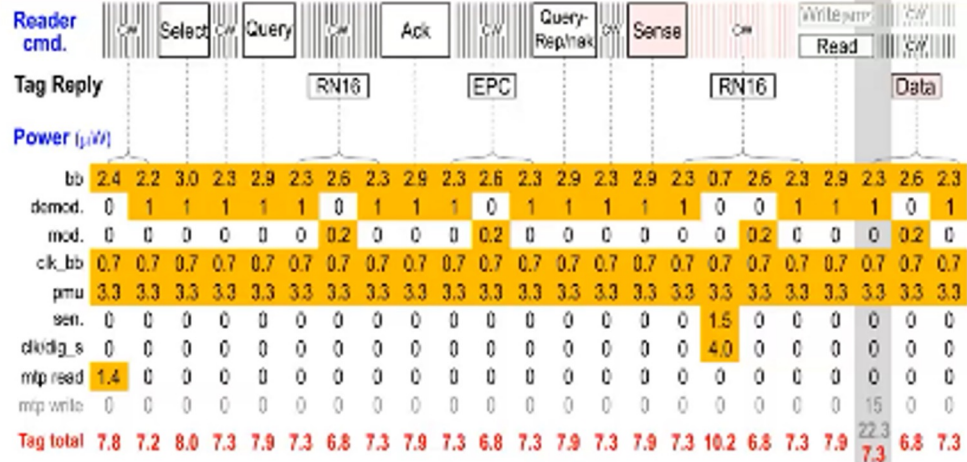
It both cases the LNA can deliver low NF (below 2dB?), so there



SSCS DL Prof. Man-Kay Law gave online lecture at the SSCS Switzerland Chapter



Passive EPC Gen2 RFID Sense Tag Protocol



- MTP writing consumes most power
 - Avoid MTP writing for sensing
 - Store sensor data with customized data storage with long retention time (tens to hundreds of ms)

Where You Fit In

- Geographic Regions/Sections vs. Technical Societies



Build Your Team of Officers

- Don't do this alone!
- Recruit a team of enthusiastic and dependable volunteers
- Other chapter roles
 - Vice Chair, Secretary, Treasurer, Webmaster, ...
- Rotate roles so that everyone interested has a chance, e.g., every two years
- Critical for succession
 - You may start with unbounded energy, but life happens (get busier, other priorities, more SSCS responsibilities, etc.)
 - Important to communicate changes to SSCS Administration ASAP
- Student chapters
 - Important to have close ties with sponsoring faculty (glue year-over-year)

Decide on Your Chapter Focus

- What does your membership want?
 - Most chapters organize technical talks/seminars/webinars
 - Other events, e.g., social gatherings, full- or half-day short courses
- How frequently?
 - Quarterly? Monthly?
 - Need minimum of two events per year
 - Don't overdo it - attendance may suffer, reward for your hard work gets diluted

Organizing Talks

- Recipe for most effective talks
 - Mostly tutorial, with possibly some high-end talks added
 - Target the masses - goal is to please high % of customers
 - Good and engaging speaker!!! An awesome speaker covering a mediocre topic often satisfies way more than a mediocre speaker covering an awesome topic
 - Content must stay technical, e.g., marketing-oriented materials not allowed
- Use the Distinguished Lecturer (DL) program
 - 10-15 speakers added to list on 2-year tenure
 - SSCS picks up DL travel expenses
- You run the show → OK to be selfish when choosing topics 😊
- Being shameless is a good thing 😊
 - Don't be shy to approach prospective speakers
 - Use your network - ask friends / other chapters for contacts

Getting the Word Out

- You owe the speaker a good crowd for his/her effort, it's that basic
 - Remember: no speaker, no talk!
- Announce events two weeks ahead of time
 - Last-minute announcements don't work
- Set up chapter email list
 - SSCS can provide list of local SSCS members open to be contacted □ ask Lauren
 - Ask if you can use section-level mailing list □ reach out to Section Chair
 - Do NOT restrict to only SSCS or even IEEE members □ evangelize your cause
- Website
 - Keep up to date
- Social media
 - Reach out to Abira to advertise your event on SSCS social media channels

Show Speaker You Truly Appreciate Their Time

- Don't forget - your speaker is volunteering time out of his/her crazy schedule to help your chapter
- During the speaker's visit
 - Take the speaker out to a good meal, a locally themed meal is a nice touch
 - Offer to make speaker's experience as pleasant and convenient as possible, e.g., rides from/to hotel to seminar venue, rides from/to airport
 - Local hikes, sightseeing, etc.
- Prepare a memento for the speaker, can present at conclusion of talk
 - Certificate with a nice hardcover, engraved plaque, etc.
- Opportunity to meet mentors and lifelong friends, learn all sorts of interesting non-technical, cross-cultural enrichment

SSCS Distinguished Lecturers

2020 - 2021



Massimo Alioto



Andrea Bevilacqua



Venu Bhagavatula



Jaehyouk Choi



Stephen Kosonocky



Man-Kay Law



Qiang Li



Dejan Markovic



Shahriar Mirabbasi



Omeed Momeni



Masato Motomura



Kazuko Nishimura



Rikky Muller



Makoto Nagata

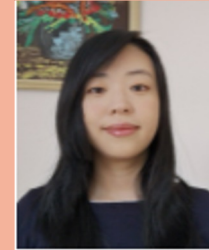


Bernhard Wicht

2021 - 2022



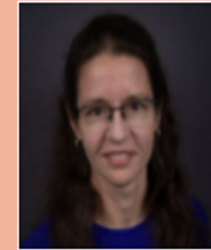
Mike Chen



Qinwen Fan



Brian Ginsburg



Danielle Griffith



Jaydeep Kulkarni



Noriyuki Miura



Alyosha Molnar



Arijit Raychowdhury



Chris Rudell



Seung-Tak Ryu



Visvesh Sathe



Sudip Shekhar



Nan Sun



Filip Tavernier

Pointers for Hosting Webinars

- Staple of virtually all chapter activity during pandemic
- At least two chapter officers should host each meeting
 - One person manages the platform, start recording, etc.
 - Other person introduces speaker, moderates Q&A
- Rehearse connection with speaker ahead of time
 - Some companies have security firewalls, something you don't want to find out 15 minutes before start of webinar
 - Test sharing of slides, speaker's camera (suggest SSCS background screen)
- Nice to insert Q&A intermissions along the way to break zoom fatigue
- Have prepared questions ahead of Q&A and not wait for audience to ask
 - Don't be shy to ask speaker for provide questions ahead of time
- Stay within 60 minutes for entire webinar (including Q&A) if possible
 - Attendees typically have meetings and often drop after one hour
- Great opportunity to share events with other chapters in nearby time zones
- More info on platform resources later

Webinar Hosting Tools

Several options to enable chapters to organize virtual meetings:

- Free remote conferencing and screen-casting tools are available to IEEE chapters and sections. See <https://site.ieee.org/vtools/remote-conferencing> for more information. All WebEx variants linked from that page (including the Premium option for up to 1,000 participants) are free for chapters to use. Support for those platforms is available through Answer Central.
- If WebEx or Google Meet do not meet your requirements, SSCS will support chapter purchases of up to a one-year license for another virtual platform (e.g., Zoom) provided
 1. the license is obtained before November 1, 2021, and
 2. the one-year cost does not exceed USD\$300. Reimbursement requests and supporting information (receipt, bank name, address, account number, chapter account name, IBAN number, SWIFT code) should be sent no later than November 1 to Lauren Caruso at l.caruso@ieee.org.
- If you would like to obtain a virtual platform, please note the following additional policies: Chapters must hold at least four (4) virtual events per one-year period. The virtual platform license may only be used for chapter activities and events. This may include chapter officer meetings but is not permitted for personal use.
- For virtual DL tours, the Society has purchased a Zoom license that can be used on request.

Archiving Events

- Chapter website
 - Make it a habit for people to use
 - Links to past presentation slides and video recordings (YouTube channel?)
 - Links to society-level sites (e.g., webinars, resource center, etc.) or other chapter websites
- YouTube
 - Create your own YouTube channel
 - Society-wide channel -
https://www.youtube.com/playlist?list=PLvYonHCKSWag8a_z2KH6XQVoeEl9GOQcw
 - Contribute to society-wide channel □ contact Abira
- **Must have speaker's permission to post slides and/or video recordings!**

Announce Other SSCS Activities

- Webinars
 1. SSCS Technical Webinars
 - Focus on technical topics of contemporary interest (AI/ML hardware, RF, data converters, wireline, IoT, etc.)
 - Monthly (12 per year)
 - Contact: Filip Tavernier, filip.tavernier@kuleuven.be (Webinar Chair)
 2. SSCS Webinars for Young Excellence (WYE)
 - Focus on non-technical topics related to career development (career advice, career transitions, growing areas, etc.)
 - Quarterly (4 per year)
 - Contact: Xinfei Guo, xinfei.guo@gmail.com & Ka Meng Lei, kamenglei@um.edu.mo (WYE Co-Chairs)
- Events hosted by other chapters
 - Pandemic has made webinars mainstream and created opportunities to share chapter activities, ironically bringing us closer together

IEEE Chapter Briefs

- Chapter Briefs is a bi-monthly newsletter dedicated to sharing information of interest to IEEE Chapters.
- Some articles may have been compiled from internal IEEE communications, as well as Society newsletters.
- View archived issues of [Chapter Briefs Newsletter](#).

CHAPTER BRIEFS

a newsletter for IEEE Society Chapters

January 2021

A Chapter is required to report and file not less than two (2) technical meetings per year. Changes to its roster of officers need to be submitted in a timely manner using electronic reporting tools provided by MGA <<http://vtools.ieee>>. Failure to hold/report meetings annually could result in dissolution of your chapter.

2021 Geographic Unit Rebate Schedule

This page contains the 2021 Rebate Schedule (section 9.0.E of the MGA Operations Manual). Additional information can be found on the [Required Reporting web page](#) and in the [MGA Operations Manual](#).

The deadline for submitting annual financial reports is the last day of February, and the deadline for annual officer and meeting reports is 15 March. To be eligible for the 10% bonus, all reporting (financial, meeting, and officer) must be submitted by the third Friday in February.

All Sections in existence on 31 December 2020 and meeting minimum requirements shall receive an annual allowance.

Chapter and Affinity Group rebate

US\$200 for each Chapter and Affinity Group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

- **Section 9.6.J** - Chapter Requirements for Membership and Meeting Activity
- **Section 9.9.J** - Affinity Group Requirements for Membership and Meeting Activity

Required Reporting

- In order to maintain viability and to ensure that all Chapters are meeting the needs of their members, each Chapter is required to submit annual reports.
- Scheduling and reporting meetings requires an IEEE Account and must be done using vTools events.
- Officers can schedule future events or report an event that has taken place via vTools. All meetings, including those scheduled in vTools, must be reported with the number of members and guests attended
- All meetings, including social events and administrative meetings must be held. Categories include (administrative/executive committee meetings, professional development meetings, technical meetings such as technical talks or DL's, non-technical meetings such as social activities or awards dinners, and humanitarian meetings).
- Minimum meeting requirements are as follows: FIVE meetings for sections and subsections, **TWO meetings for Chapters**, and TWO meetings for Affinity Groups

Important: Communicate with SSCS Executive Office and notify us of any changes to Chapter Officers, Events, etc.

Subsidies/Financial Support

- Each year, SSCS runs a Subsidy Program where Chapters may apply for financial subsidies.
- SSCS single chapters are eligible for up to \$2,000 a year to subsidize chapter maintenance costs or activities.
- SSCS Joint Chapters are eligible for up to \$1,000.
- Subsidies are currently prepared through OpenWater, however, in 2022 there will be a change to move the process to Smartsheet.
- Chapter Chairs are provided with instructions on how to submit an application.
- The SSCS Chapters Chair makes the final decision on who gets subsidies and the amount. This is based on the available budget.
- Once Subsidies are decided upon, the money is wire transferred to the Chapter's bank account or Concentration Banking Account.

Concentration Banking Account

- It is **strongly** recommended that Chapters set up a Concentration Banking Account
- This will allow you to quickly receive Chapter Funding/Subsidies
- Reach out to Lauren Caruso for more information and how to get started -l.caruso@ieee.org

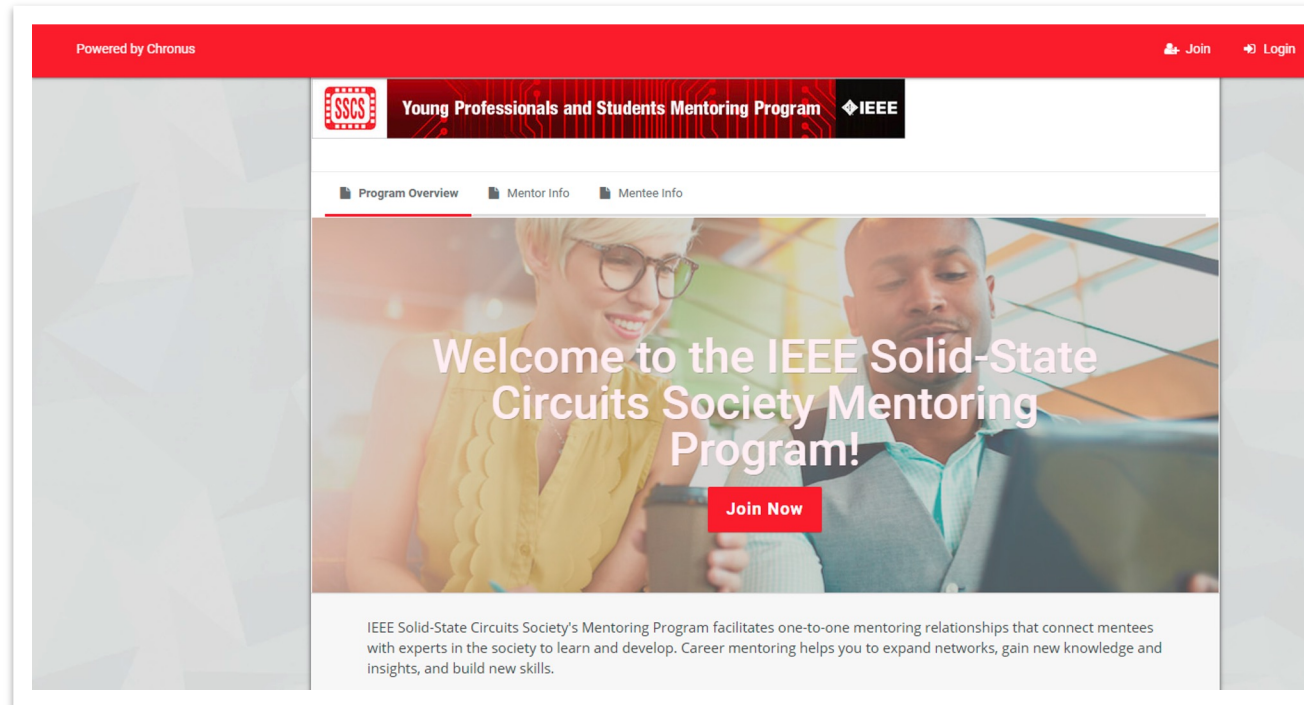
Networking Opportunities - Annual SSCS Chapters Luncheon

- The Society holds an annual SSCS Chapters Luncheon at ISSCC (San Francisco, CA).
- Great opportunity to meet and connect with other Chapter Chairs, meet the SSCS Executive Team, and share what your Chapter has been up to.



Be a Mentor on SSCS' Virtual Mentoring Platform

- A great way to give back to the SSCS Community is to volunteer to be a mentor on SSCS' Virtual Mentoring Platform
- The mentoring connection is 100% virtual
- To get started, go to: sscsmentoring.Chronus.com

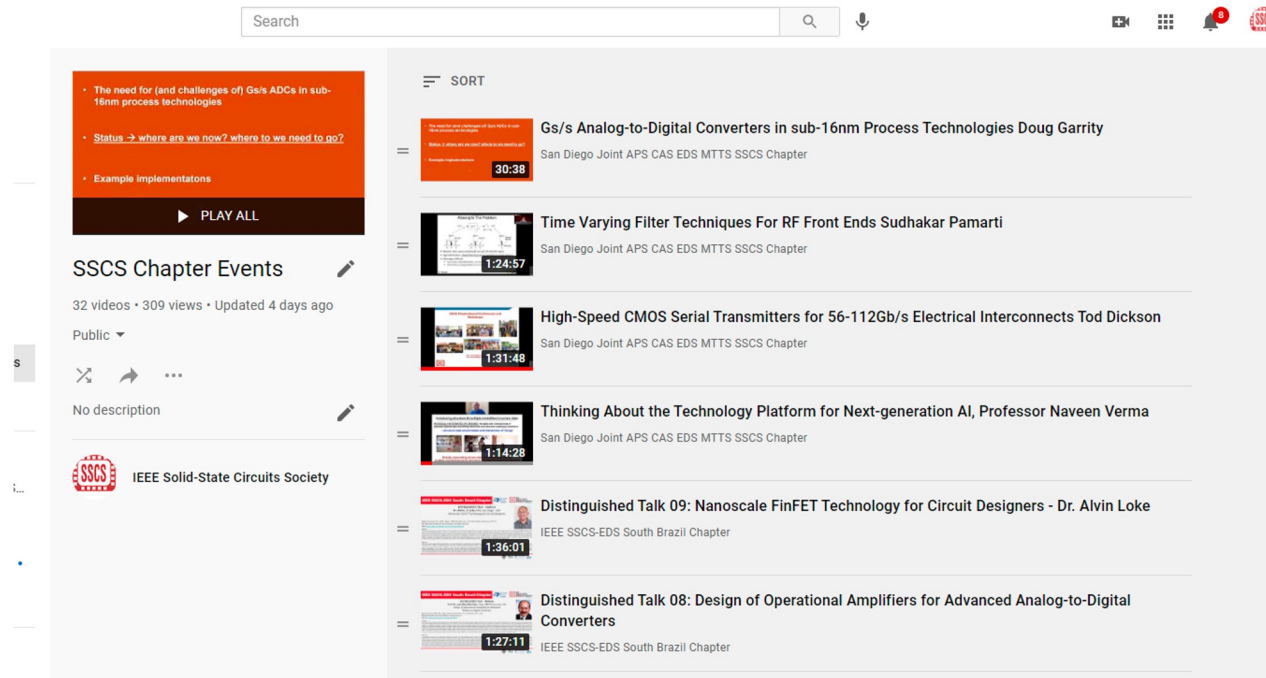


SSCS Chapters Collabratec Community

- We've created a Collabratec Community for SSCS Chapter Chairs to collaborate, communicate, and connect on the SSCS Chapters Program.
- Use the community to discuss how to grow your Chapter membership, share ideas on chapter events, and more.
- To get started: <https://iee-collabratec.ieee.org/app/workspaces/7464/activities> - Request to be approved. You must be a Chapter Chair or on an SSCS Chapter Executive Committee to participate.

SSCS Chapters YouTube Channel

- The Society has a YouTube Channel where we have a playlist of virtual event recordings that Chapters have held
- If you'd like your Chapters event added to the channel, please contact Abira Altvater - abira.Altvater@ieee.org



Accessing Membership Data in OU Analytics

- Chapter Chairs can access membership data instantly via OU Analytics
- Training is available here:

<https://mga.ieee.org/resources-operations/volunteer-tools/samiee>

- Note - The annual service deactivation is run each February. Members who have not paid their current year's dues are changed to an IEEE membership status of "arrears," and members who were previously in arrears are changed to "inactive."

Get Recognized - SSCS Outstanding Chapter Award

- Presented annually to a chapter that has consistently shown outstanding leadership and initiative in organizing activities, the SSCS Outstanding Chapter Award is based on programs from 1 July in a given year to 30 June of the following year and is presented during the ISSCC. The award consists of a check for \$1,000, to be used for chapter activities, and a Certificate of Recognition.
- The selection of the "Outstanding Chapter Award," managed by the SSCS Chapters Steering Committee, is based on:
 - the quality and quantity of activities and programs sponsored by the chapter
 - the accrual of practical benefits for local chapter members
 - demonstrations of successful outreach programs to the professional community
 - growth of chapter membership
- Instructions on how to apply will be sent to Chapters via email when the application period opens

Helpful Links and Information for Chapters

<u>vTools</u>	Electronic Tools for IEEE Volunteers
<u>IEEE Entity Web Hosting</u>	Post your Chapter web page free on IEEE's server; includes 24-hour hosting and technical help
<u>IEEE YP</u>	Help your younger members become active in the community
<u>Member and Geographic Activities</u>	Information on IEEE Regions, Sections, and membership development
<u>IEEE Xplore</u>	Full-text access to IEEE transactions, journals, magazines, and conference proceedings published since 1988 and all current IEEE standards

Q&A