**Steps for Holding an IEEE Technical Meeting at a Company**

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**In preparation:**

* Identify a contact at a company, to check availability for hosting.
* Identify, date, time, topic.
* Work with the contact to make arrangements with the company speaker.
* Delegate on-site meeting planning duties such as security clearances through the company contact.
* Workout a meeting agenda, announcement flier and assign meeting facilitator with the company contact.
* Program chair enter meeting into IEEE vTools at least two weeks before the meeting (attach the announcement in pdf format).
* Gather RSVPs.
* Program chair sends the attendees list to the on-site company contact (Time could be agreed upon with the on-site contact).
* Company contact handles the on-site meeting planning duties such as reserving the meeting room, security clearances, parking, etc...
* Program chair and on-site contact arrange for food, beverage and supplies.
* Work with the section treasurer and/or chair to arrange payment with the IEEE commercial credit card (if possible).

**On day of event:**

* 24 hours before: Confirm menu, food quantity and delivery time. Confirm with company contact that on-site arrangements are good to go.
* 30 minutes before: Program chair arrives early to discuss with speaker how the talk will progress (timing and logistics).
* Welcome attendees as they arrive.
* At meeting time: Facilitator will greet the attendees and introduce the speaker(s).
* After talk: Thank the speaker
* After talk: Move to section meeting and introduce the section chair.
* At section meeting: Follow agenda.
* After Section meeting: Program chair announce upcoming events, and make sure that everything is cleaned up.

**Later – after talk (within two weeks):**

* Send a thank you note to speaker, share comments from attendees.
* Secretary reports attendance in vTools (Follow section vTools document).
* Treasurer reports financial activities in NetSuite (Follow section NetSuite document).

**History**

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