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

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**In preparation:**

* Identify target date, time, duration, special equipment or services needed and number of people.
* Identify Company host contact phone and email.
* Secure space. Confirm meeting date and time based upon availability and special needs, i.e. Projector and comply any company regulations/security/parking, etc.
* Enter meeting into IEEE vTools including RSVP person address/map and email/phone.
* Create eNotice, VTools, Meetup, or similar announcement with map.
* Review RSVP and check for issues.

**On day of event:**

* 2 hours before: Put IEEE signs out for parking and arrows if allowed.
* **Make sure you bring the parking passes with you if required.**
* When attendees arrive: Welcome IEEE members to the meeting, talk to them one on one. Make sure they feel welcome. Talk to them about where they parked, make sure they parked in the designated lot. Hand them a parking pass if required.
* At meeting time: Welcome all attendees, inform them of emergency exit, bathrooms, and availability of parking passes. Discuss IEEE and its benefits. Announce other upcoming meetings.
* After talk: Thank host , ask attendees to help clean up- leave the place as found.

**Later – after talk:**

* Send a thank you note to host, share comments from attendees.
* Report attendance in vTools.

**History:**

2014-03-14 Bill LaBelle, Paul Goodson and Ron Ogan; Reviewers Rami Haddad, Chris Hardy