**Steps for Engaging IEEE Members**

**Version 1.0, 2014-03-14**

**In preparation:**

* Enter meeting into IEEE vTools
* Nametags, Colored Stickers

**On day of event:**

* 2 hours before: Print out nametags from vTools
* 30 minutes before: Set up greeting table with name tags
* When attendees arrive:
  + Greet Members and ask membership level.
  + Add colored stickers to nametags for membership level.
    - Students/Graduate Students – Red
    - New Members – Orange
    - Young Professionals – Yellow
    - Regular Member – Green
    - Senior Members – Blue
    - Fellow Members – Purple
  + Note may have more than one color for a member
* At meeting time: Announce what sticker colors mean
* After talk: Ask members to try and meet with some that is a different color as yourself
* After talk: As Meeting Leader identify and talk to all orange level members

**Later – after talk:**

* Send a email to all new members thanking them for attending meetings
* Report attendance in vTools.

**History**

2014-03-14 - Original