

ExComm Meeting – April 2020

Report

Paulo Vasconcelos - Chair
Justin Wagner – Vice-Chair
Lee Oien - Treasurer
Heidi DeGarmo - Secretary

Best practices for remote conferencing

Membership Development - Training Topic

1 Use a Unique ID for Large or Public Zoom Calls



When you schedule a Zoom meeting, look for the Meeting ID options and choose Generate Automatically. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.

2 Require a Meeting Password



One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.



3 Create a Waiting Room

When participants log into the call, they see a Waiting Room screen, the host, lets them in. You can let people in all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

4 Only the Hosts Should Share Their Screen



Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.

5 Create an Invite-Only Meeting



5

Only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

6



6 Lock a Meeting Once It Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.



7 Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.

8 Disable Someone's Camera



If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.

9 Prevent Animated GIFs and Other Files in the Chat



In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them.

10 Disable Private Chat



Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Info credit: <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>

Design: Liberty Leadership Development, LLC

Upcoming Conferences – Portland

https://conferences.ieee.org/conferences_events/conferences/search?q=portland,%20or

- Reach out to organizers to welcome them and offer help with advertisement

2020 IEEE 27th Symposium on Computer Arithmetic (ARITH)

7 - 10 June 2020 | Portland, Oregon, USA

Sponsors: IEEE Computer Society

Field of Interest: Components, Circuits, Devices and Systems; Computing and Processing; Engineering Profession; General Topics for Engineers

2020 IEEE Symposium on Product Compliance Engineering - (SPCE Portland)

16 - 17 November 2020 | Portland, Oregon, USA

Sponsors: IEEE Product Safety Engineering Society

Field of Interest: General Topics for Engineers

2020 IEEE PES Transactive Energy Systems Conference (TESC)

8 - 10 December 2020 | Portland, Oregon, USA

Sponsors: Gridwise Architecture Council (GWAC); IEEE Power & Energy Society; IEEE Smart Cities Initiative; IEEE Smart Grid

Field of Interest: Components, Circuits, Devices and Systems; Computing and Processing; Power, Energy and Industry Applications

Remote Conferencing

News from IEEE



▶ WebEx

- Up to 1,000 – **contact IEEE if expect more than 100 meeting participants*
- Request a WebEx session to IEEE staff at <http://site.ieee.org/vtools/tools-ok/webex/webex-registration/>
- Request a WebEx session to Secretary ([Heidi DeGarmo](#))

▶ Google Hangouts Meet

- Comes with ieee.org email
- Business-oriented version of Google's Hangouts platform
- Suitable for GROUPS of all sizes.
- Integrates with G Suite versions of Google Calendar and Gmail and shows the complete list of participants and scheduled meetings.

▶ Google Hangouts Classic

- Comes with ieee.org email
- Works well for small groups (10 – 15 participants)

Travel communication

News from IEEE



Best practices for events in vTools

Membership Development - Training Topic

- ▶ Make sure to include a catching graphic and title
- ▶ Include the following questions to engage potential attendees:
 - Who should attend?
 - Why they should attend?
 - How will they use the knowledge gained after attending?
- ▶ Send e-notice 1 week before the event and then schedule for 2 days prior event.
- ▶ Send verbiage for our Social Media Collaborator posts ([Collabratec](#), [YP Meet-up](#), [LinkedIn](#), [Facebook](#) and [Twitter](#)).
 - Use short post in LinkedIn (about 240 characters with spaces) with a graphic.

Summer Social - 2020

July 25th – Portland Pickles Game



Treasurer Report

Monthly reconciliation, Section/Chapter expenses

- ▶ Pending checks?

2020 Section Support Disbursement

Transfer directly into Chapters Concentration Account




Secretary Report

Events list with missing attendance reports

IEEE vTools **EVENTS**

[VTOOLS](#) [SEARCH](#) [EVENT/REPORT ADMINISTRATION](#) [VIEW FEEDS](#) [ABOUT](#) [CONTACT](#)


IEEE
 Welcome, Paulo Santos Vasconcelos

SEARCH EVENTS

Learn how to integrate Event notices with your website
Hey! I want the new Search page.

Search term [?]
☐ Exact

Region [?]
R6 - Western USA - Regi

Society/Affinity Group [?]

Location [?]
Within

Event Category

Section [?]
R60031 - Oregon Sector

Event Date & Time [?]
Recent | Upcoming
After
01 Jan 2020 07:20 PM

of

Event Sub-category

Organizational Unit [?]

Before
15 Apr 2020 07:20 PM

Virtual? [?]
☐

Recent Events for my Section Upcoming Events for my Section Recent Events for my Region Upcoming Events for my Region

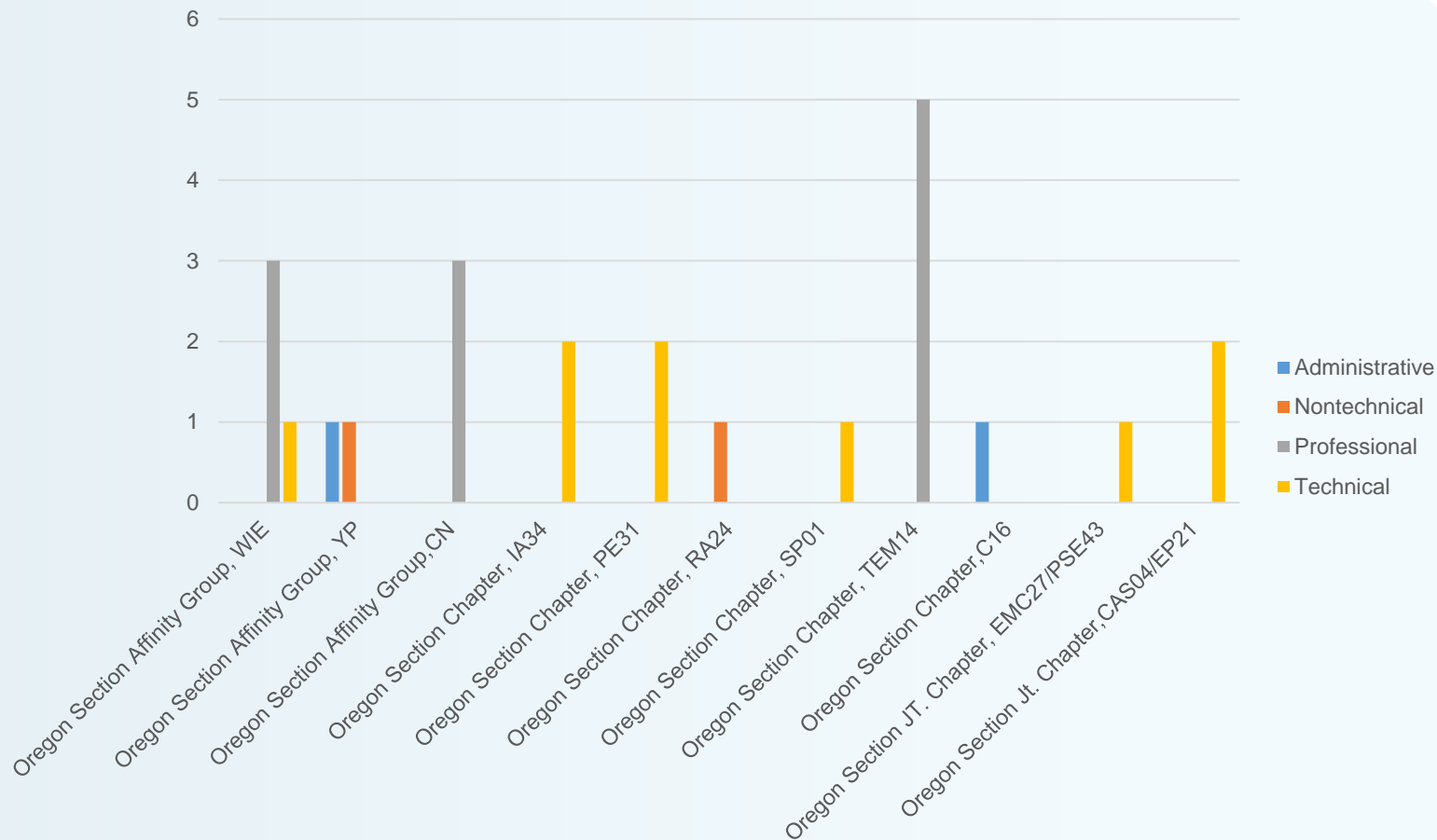
Clear Search

Displaying 1-30 of 56 Events found, sorted by Reported On, Event Date. [Download results as CSV](#)

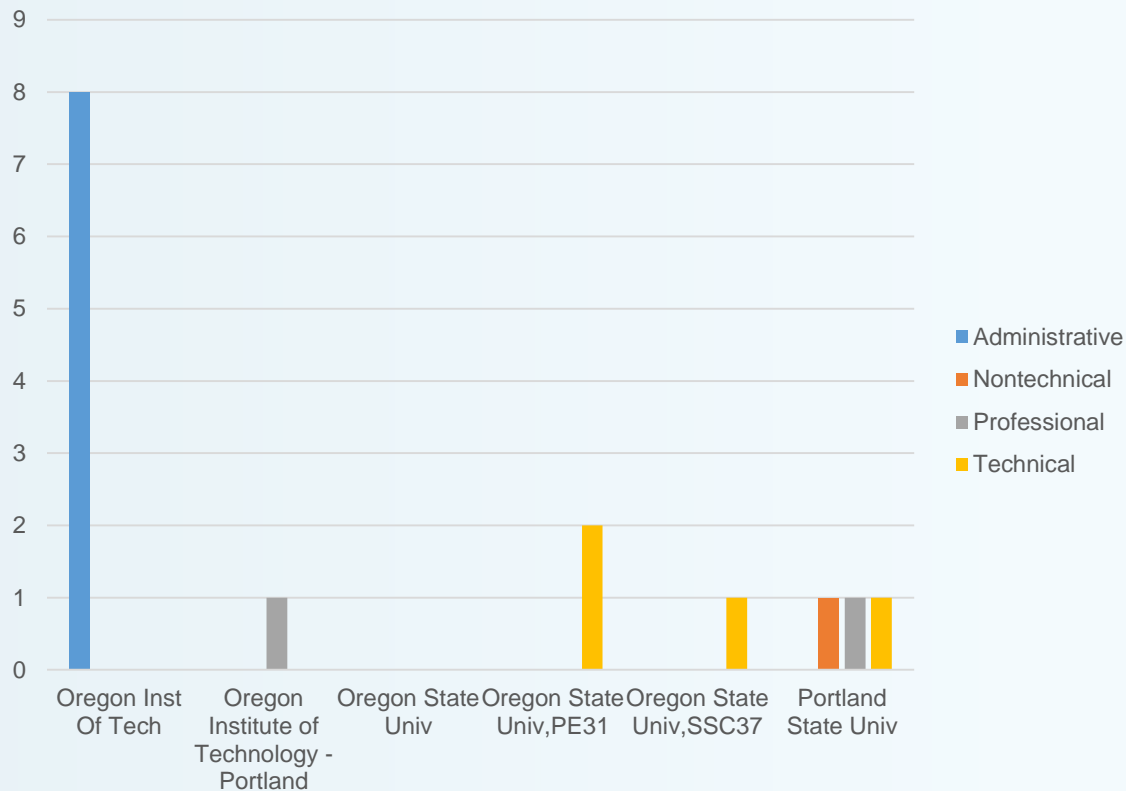
← Previous 1 2 Next →

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
Engineers Week 2020 - Liquid Nitrogen Ice C...	18 Feb 2020...	R6	R60031	Corvallis, Or...	No	File Report	View Manage
Engineers Week 2020 - Overclock 'till You Dr...	21 Feb 2020...	R6	R60031	Corvallis, Or...	No	File Report	View Manage
2020 Research on Equity and Sustained Parti...	11 Mar 202...	R6	R60031	Portland, Or...	No	File Report	View Manage
Dalziel Revisited 75 Years Later; Analysis of ...	17 Mar 202...	R6	R60031	Portland, Or...	No		View Manage
Section ExCom - April (VIRTUAL) : Oregon S...	14 Apr 2020...	R6	R60031	Meet Online...	Yes		View Manage

Affinity Groups & Chapter Events – YTD



Student Branches Events - YTD



YP PNW Leadership Summit - 2020

July 17th – 19th – Portland



Senior Member Elevation

Region 6 Meeting – April 18th

- ▶ AR:
 - Create slide with Senior Member Elevation requirements
 - Send to Chapter Chairs for them to advertise during meetings

Become a Senior Member



Membership Requirements

Oregon section will help with the application process as well as getting references.

For information on becoming a senior member or to start an application, please contact:

Diwakar Agarwal: diwakar@ieee.org

Paulo Vasconcelos: paulo.vasconcelos@ieee.org

To start an application:

1. Update your work and education on IEEE site. Please ensure to fill out the start date, end date, city, university, and degree.
 1. Goto <http://www.ieee.org>
 2. Sign in at the top of the page
 3. Click on your name at the top -> Select "My Account"
 4. Select "Professional and Education Information" on the left under "Manage your profile"
 5. Update the information
2. Contact Diwakar@ieee.org to start the application. Please provide:
 1. CV - Please provide (as applicable) education, work experience, publications, patents, involvement with IEEE
 2. Provide text or word document highlighting of significant performance in any 5 years. Specify the time period, performance in that period and its impact. Mention publications and patents. It is ok if you do not have publications or patents.
3. Oregon section will initiate your application and get references. You may also seek references from IEEE Senior members who are familiar with your work.

