**Steps for Holding an IEEE Technical Meeting at UNC Charlotte**

**Version 1.0, 2013-09-17**

**In preparation:**

1. Identify date, speaker and topic.
2. Secure space. If Thursday, 6:30 pm desired, ask the instructors of ENGR1202-E01 if IEEE could piggy-back on their recitation time and use EPIC G287.
3. Create Meetup announcement, including RSVP person.
4. Enter meeting into IEEE vTools.
5. Create announcement for UNC Charlotte (ppt/pptx file) and mail to Mike H and Nancy C for display on TVs.
6. Gather RSVPs
7. Purchase water, soft drinks, cups, napkins (if needed), and plates (if needed) based on estimated attendees. Feel free to also get cookies and chips. Use treasurer/president PCard if possible.

**On day of event:**

1. 4 hours before: Call pizza place (i.e. Papa Johns, 704-503-5032) warning them about a large order later.
2. 2 hours before: Put IEEE signs out for parking.
3. 2 hours before: Buy ice (Food Lion across the street is close!).
4. 1 hour before: Call pizza place to place order. Ask for delivery to be 15 minutes before meeting start. Ask for plates and napkins so you do not need to buy next time. Tell them to deliver to the EPIC loading dock (NOT the front of the building). Use treasurer/president PCard if possible.
5. 30 minutes before: Haul drinks, ice, cups, etc. to the meeting room. Use a department cart. If using EPIC G287, set up in the back of the room. **Make sure you bring the parking passes with you.**
6. 30 minutes before: Grab two trash cans from the recycling/trash area near the ground floor entrance. Activate the lecture podium for the speaker.
7. 20 minutes before: Send a student to the loading dock with a cart to get pizzas.
8. 20 minutes before: Discuss with the speaker how the talk will progress (n minutes for talk, m minutes for questions). It is best the meeting not extend more than 75 minutes, even with questions.
9. 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 EPIC deck (have them move their car if they parked out front). Hand them a parking pass if they parked in the deck.
10. 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. Sell registering for Meetup. Introduce speaker.
11. After talk: Thank speaker, provide them a gift (if available), ask attendees to help clean up their plates.
12. After talk: Clean up (trash and pizza boxes back to the trash/recycle area at ground floor entrance). Distribute leftovers to helpers.

**Later – after talk:**

1. Send a thank you note to speaker, share comments from attendees.
2. Report attendance in vTools.
3. Submit reimbursement (if PCard not used).