



IEEE R10 Annual General Meeting

eNotice

3-4 March 2018, Langkawi

eNotice?

- ▶ **Definition:**

IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events, and IEEE conference materials.

- ▶ **Source of Email Addresses:**

IEEE Membership Database. New members are automatically added, members who move to a new section are automatically moved, and deceased members are automatically omitted.

Geographic OU Submissions

- ▶ Organizational unit mailings are limited to only the members of that organizational unit. Mailings to additional organizational units must be pre-approved by executive officers of those organizational units.
- ▶ To use eNotice, you must be an officer of the organizational unit to which you want to send notices.
- ▶ Officer positions with authority to submit eNotices are Chairs, Vice Chairs, Secretaries, Treasurers, and newsletter Editors. All others require approval from the current Chair.

R10 Policy on eNotice

- ▶ R10 is charging a fee on disseminating conference announcement via IEEE eNotice to all members in Region 10.
 - US\$ 300 for one eNotice broadcast
 - US\$ 500 for two eNotice broadcast.
- ▶ Two exceptional cases:
 - Conferences and events organized and/or financially supported by R10 are allowed to use eNotice at free of charge.
 - Conferences and events which are not focused on any particular technical areas and approved by R10 Director for all the members in R10 to participate in, can waive the charges.

R10 Procedure (1)

1. When R10 office receives request from conference organizer to distribute conference announcement to all members in R10, they will check if the conference is an IEEE Conference and they will forward to R10 Secretary.
2. R10 Secretary will check whether it is appropriate to send the eNotice to all R10 members and inform the conference organizer about the R10's charging policy.
3. If the conference organizer agrees with the payment, R10 Secretary will send them the R10's bank account transfer details and ask conference organizer to transfer the payment.

R10 Procedure (2)

4. After making the payment, the conference organizer may submit their announcement message via eNotice:
<http://sites.ieee.org/vtools/conference-enotice-submission/>
5. Once the eNotice is successfully submitted by the conference organizer, the eNotice administrator (from HQ) will seek approval from R10 Director / R10 Secretary before the message goes out to all members in Region 10.

Or, the conference organizer can also forward the email approval from R10 Director / R10 Secretary to the eNotice administrator in order to process the eNotice.