**Region 10 Section Report Format**

(Please replace above heading with your Section name)

*Please use the following format to submit your Section’s annual report to Region 10. Please note that the annual reports are used for selecting the outstanding Sections in the region and reports submitted after the announced due date will not be considered for the award. Please do not include more than 3 photographs and preferably put them on additional pages attached to the report (please delete this paragraph in your report).*

## PART A - SECTION SUMMARY

**A.1 Executive Summary – (**Please follow the format given below)

* Section Executive Committee Member List
* Section Highlights
* Major Events (International, National)
* Major Chapter Activities
* Major Student and Affinity Group Activities
* Awards

**A.2 Financial Report – (**Please follow the format given below)

* Summary (as per submitted on NetSuite)
* Any other financial activities

## PART B - ORGANIZATIONAL ACTIVITIES

**B.1 Membership Development Activities**

* Total number of active members in the past 3 years.
* Summary and evidence of work done to improve the value of membership, which leads to retention and growth of members

**B.2 Chapter Activities**

* Total number of Chapters in the Section
* Number of Chapters formed in the current year
* Number of active Chapters (Chapters who have reported required number of meetings during the year)
* Summary of Chapter activities (Chapter wise with attachment table/information)

**B.3 Professional and Continuing Education Activities**

Summary of continuing Educational activities including conferences, technical activities, training courses, and distinguished lecture programs with attachment table / information

**B.4 Students Activities**

* Total number of Student Branches in the Section
* Number of Student Branches formed in the current year
* Section level student activities (student congress, paper and other contests, awards etc)
* Number of active Student Branches (Student Branches who have reported required number of meetings during the year)
* Summary of Student Branch activities (Student Branch wise with attachment table/information)

**B.5 Affinity Group Activities**

* Young Professional (YP)
* Women In Engineering (WIE)
* Life Member (LM)

**B.6 Awards & Recognition Activities**

* Award constituted by the Section
* Please list all Awards and Recognitions received by the Section, and members in the Section, from R 10 and IEEE HQ during the year

**B.7 Communication Activities (Newsletter, Home Page, E-mail etc.)**

* Newsletter (name and number of issues in the year)
* Home Page of the Section (give the URL and how often it is updated)
* Other means of contacts with Section members including social media

**B.8 Industry Relations**

* Membership growth and retention
* Activities for/with industrial members

**B.9 Humanitarian Technology Activities**

* Humanitarian Technology related activities supported by the Section including collaboration with other OUs.
* SIGHT Activities

**B.10 Community Activities**

* IEEE Social activities (Family day, IEEE day, Engineers Week)”

## PART C - OTHERS

**C.1 Special Events**

* Please briefly describe the importance of special events and the outcomes achieved
* Funding secured from the IEEE and external sources including sponsorships

**C.2 Relationship with National and International Societies and Non-Government Organizations (NGO)**

* Nature of relationship and details of any formal agreement signed
* Details of joint activities
* Benefit to IEEE members (for example discounts, access to technical information etc.)
* Benefit to Section (for example help in membership development, venue facilities, cost saving etc.)

**C3. Collaboration with other IEEE Sections**

* Support extended to neighboring Sections
* Joint activities with any other Section

**C.4 Support extended to Sub-sections & Society Chapters within the Section**

* Support extended for organising technical, educational and professional activities
* Joint activities for membership development
* Support extended for the formation of a Sub-section or transition of a Sub-section into a full Section

**C.5 Best Practices of your Section (which you would like to share with other Sections for the benefits of members)**

**C.6 Problems anticipated and suggestions for solutions, if any**

## PART D - GOALS AND PLANS

**D.1 Continuation of project/activity in progress and their implementation  
plans**

**D.2 Goals and Future Plans**

**D.3 Any innovative ideas to make IEEE more creative and value added for sustaining the membership retention and recruitment goals.**

**D.4 Business Plan for Sustainable Growth and Financial Stability.**