2024 IEEE R10 Annual General Meeting
Date: 2-3 March 2024

2024 R10 Newsletter Committee Plan

Akila Wijethunge
R10 Newsletter Committee Chair
2024 R10 Newsletter Committee Plan

Committee Structure
1. Chair: Akila Wijethunge
2. Members: Kevin Huang, Prashant Nair, Takefumi Yamada, Anu Sabu, Sajani Mayadunne, Akarsh Ashok, Kavinda Attapattu, Charindu Abeysekara, Umaya Ballagalla

Objectives
1. To inform the IEEE members, the leadership of Region 10 and the volunteers of OUs, and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner.
2. To report on appropriate IEEE matters.
3. To provide a platform for relevant content creation and sharing for IEEE R10
4. Enhance engagement and create awareness of IEEE to R10 membership and beyond

Projects / Tasks
Project 1: Publish Newsletter Issues and Media Handling
Project 2: Prepare Special Issues and Digital Content
Project 3: Enhance Reader Interactions

Project / Task Measurable
Project 1: Number of reaches (Members/Non-Members)
Project 2: Number and importance of shared and archived content
Project 3: Coverage of R10 Events, Promoting newsletter in IEEE activities

Major Milestones & Timeline
Project 1: March/June/ September/ December
Project 2: January/ May/ October
Project 3: Throughout the year
Details of Project 1 - Publish Quarterly Newsletter and Media Handling

Project objectives

• To inform the IEEE members, the leadership of Region 10 and the volunteers of OUs, and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner.

• To report on appropriate IEEE matters.

Project measurable deliverables

• Newsletter issues and other social media content related to articles
• Quality of the news article content
• Operation of website and other communications
• Statistics of reaches and downloads

Budget breakdown

• Grammarly
• Web plugins
• Special templates
Details of Project 2:- Prepare Special Issues and Digital Content

**Project objectives**

- **To provide a platform for relevant content creation and sharing for IEEE R10**
- **Enhance engagement and create awareness of IEEE to R10 membership and beyond**
- **Support region realignment**

**Project measurable deliverables**

- **Special Issues (Timely relevant Themes)**
- **Contribution to region realignment**
- **Special news on IEEE Flagship Events- Ex: TENSYMP, R10 HTC, TENCON, R10 Robotics Competition**
- **Video interviews, Flyers on R10 News**
- **Statistics of reaches and downloads**

**Budget breakdown, Expenses**

- **Web plugins**
- **Video recording and editing tools**
- **Special templates**
Details of Project 3 - Enhance Reader Interactions

Project objectives

• To inform the IEEE members, the leadership of Region 10 and the volunteers of OUs, and IEEE staff of newsworthy Region 10 activities in a timely and frequent manner

• To provide a platform for relevant content creation and sharing for IEEE R10

• Enhance engagement and create awareness of IEEE to R10 membership and beyond

Project measurable deliverables

• Special news from R10/MGA committees, technical

• Coverage of special R10 events- Live streaming

• Online Competitions/ Interactive sessions at R10 events

• Statistics of reaches and downloads

Budget breakdown, Expenses

• Software and hardware Tools for live streaming

• Promotional Material for Interactive sessions

• Social media campaigns