IEEE Canada Training – Event Management

Cinnati Loi, IEEE Canada Volunteer Tools Committee Chair

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Cinnati Loi, Ph.D., P.Eng.

c.loi@ieee.org

- IEEE Canada Volunteer Tools Committee Chair (2021)
- IEEE Canada vTools Coordinator (2019 – 2020)
- North Saskatchewan Section Chair (2018 – 2019)
- Senior Hardware Engineer at Calian Advanced Technologies, Saskatoon, SK
- Ph.D., University of Saskatchewan (2015)

IEEE

Event Management Steps

1. Create event on vTools Events
   - Description of the event
   - Event fees
   - Event details can be updated
2. Set up Remote Conferencing (if applicable)
3. Promote event using vTools eNotice
   - Send email to target audience
4. Communication with Registrants
   - E.g. changes to the event, remote conferencing information
5. Management at the event
6. After the event
   - Reporting
   - Follow-up Email

Agenda

- What is vTools?
- How vTools can help with event management?

1. Create event on vTools Events
2. Set up Remote Conferencing (if applicable)
3. Promote event using vTools eNotice
4. Communication with Registrants
5. Management at the event
6. After the event

- Demo

Agenda

- **What is vTools?**
- How vTools can help with event management?

1. Create event on vTools Events
2. Set up Remote Conferencing (if applicable)
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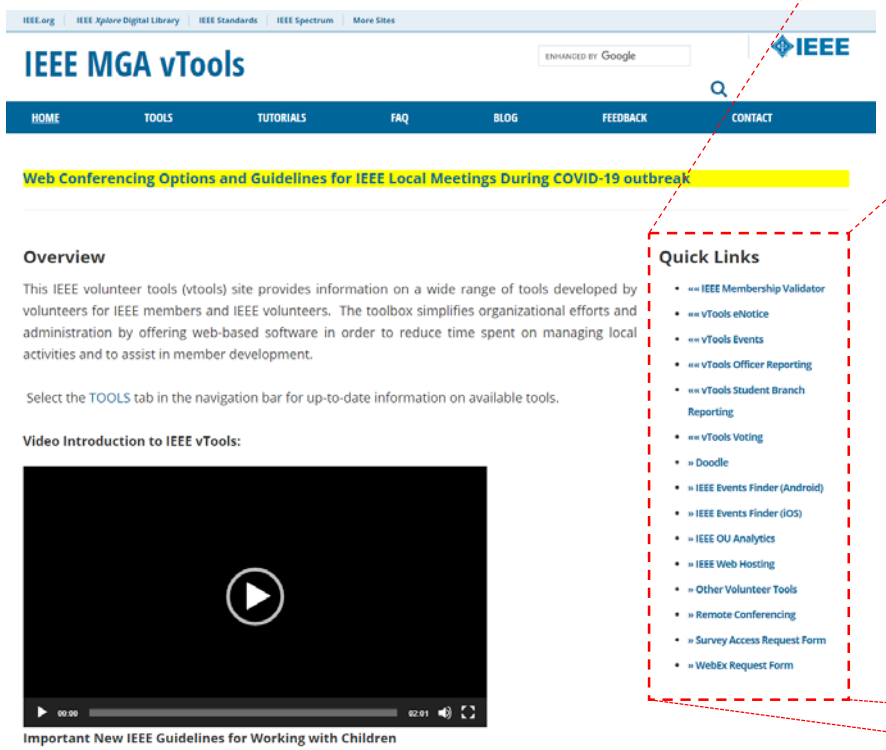
5. Management at the event
6. After the event

- Demo

What is vTools?

- https://site.ieee.org/vtools/
  - Google: IEEE vTools



Quick Links

- «« IEEE Membership Validator
- «« vTools eNotice
- «« vTools Events
- «« vTools Officer Reporting
- «« vTools Student Branch Reporting
- «« vTools Voting
- » Doodle
- » IEEE Events Finder (Android)
- » IEEE Events Finder (iOS)
- » IEEE OU Analytics
- » IEEE Web Hosting
- » Other Volunteer Tools
- » Remote Conferencing
- » Survey Access Request Form
- » WebEx Request Form

Agenda

- What is vTools?
- How vTools can help with event management?

1. **Create event on vTools Events**
2. Set up Remote Conferencing (if applicable)
3. Promote event using vTools eNotice
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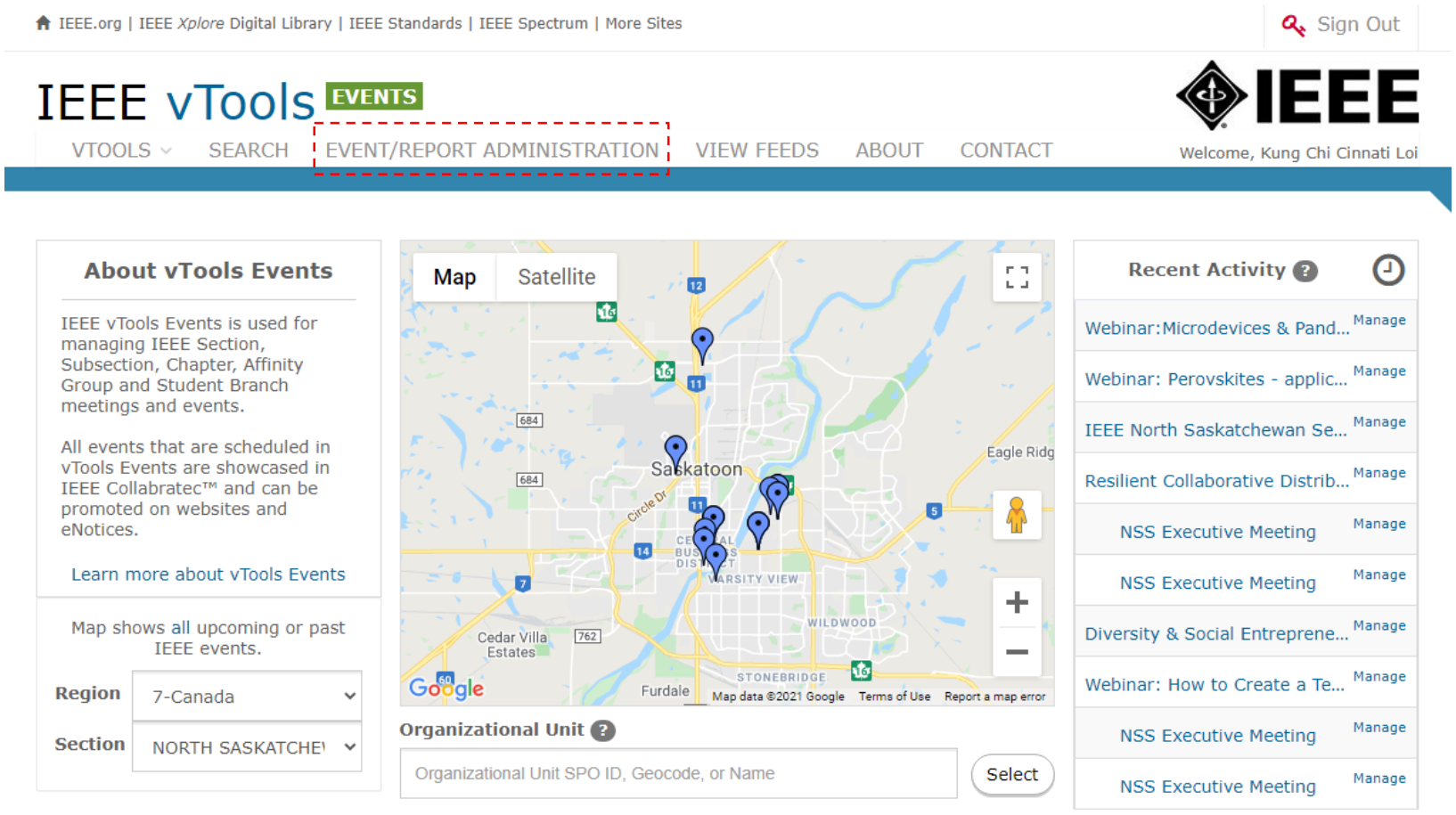
- Demo

Events



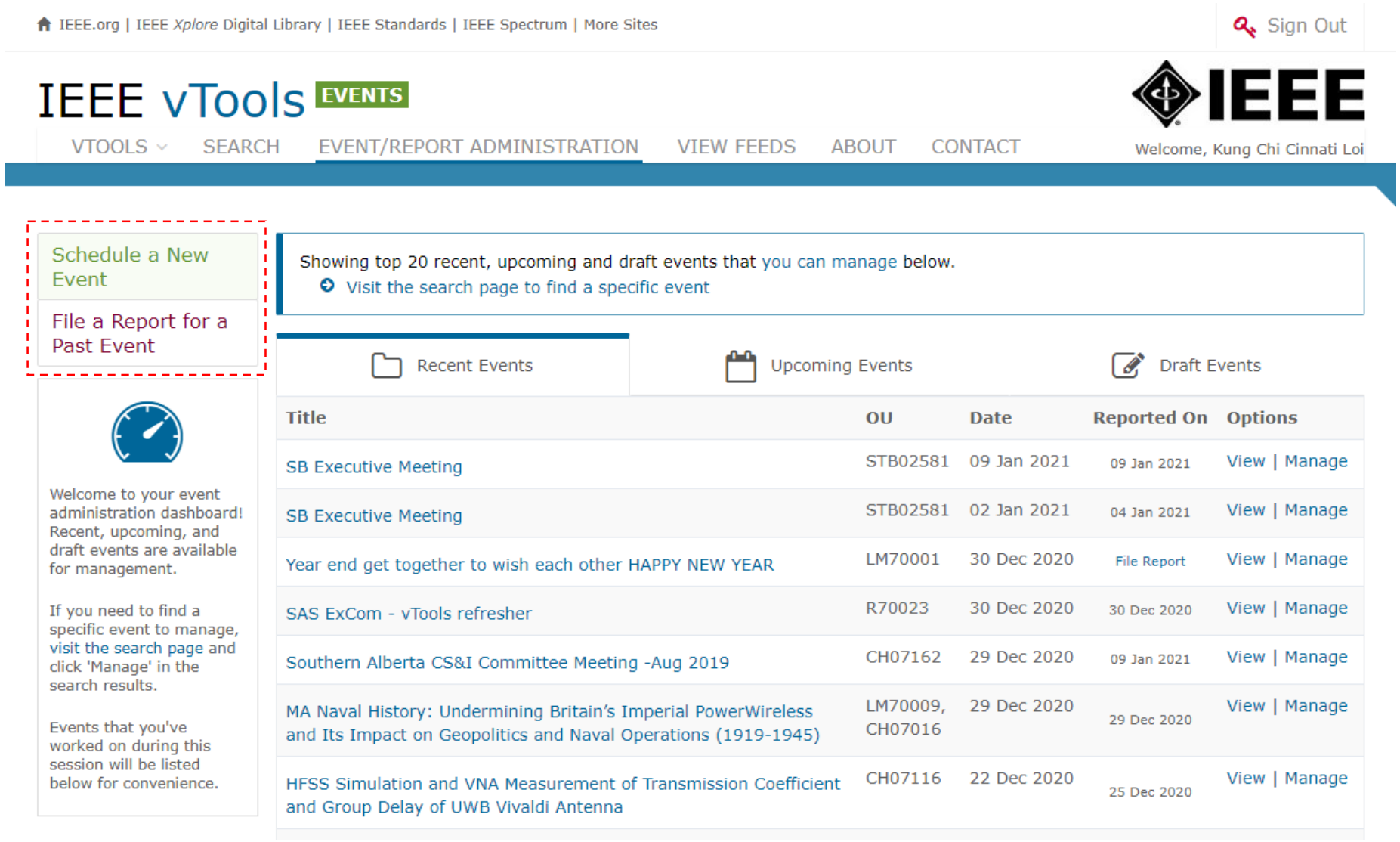
Search Events

Event/Report Administration

View Feeds

IEEE

Events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Sign Out
IEEE vTools EVENTS
VTOOLS
SEARCH
EVENT/REPORT ADMINISTRATION
VIEW FEEDS
ABOUT
CONTACT
IEEE
Welcome, Kung Chi Cinnati Loi
Schedule a New Event
File a Report for a Past Event
Welcome to your event administration dashboard! Recent, upcoming, and draft events are available for management.
If you need to find a specific event to manage, visit the search page and click 'Manage' in the search results.
Events that you've worked on during this session will be listed below for convenience.
Showing top 20 recent, upcoming and draft events that you can manage below.
Visit the search page to find a specific event
Recent Events
Upcoming Events
Draft Events
Title
OU
Date
Reported On
Options
SB Executive Meeting
STB02581
09 Jan 2021
09 Jan 2021
View | Manage
SB Executive Meeting
STB02581
02 Jan 2021
04 Jan 2021
View | Manage
Year end get together to wish each other HAPPY NEW YEAR
LM70001
30 Dec 2020
File Report
View | Manage
SAS ExCom - vTools refresher
R70023
30 Dec 2020
30 Dec 2020
View | Manage
Southern Alberta CS&I Committee Meeting -Aug 2019
CH07162
29 Dec 2020
09 Jan 2021
View | Manage
MA Naval History: Undermining Britain's Imperial PowerWireless and Its Impact on Geopolitics and Naval Operations (1919-1945)
LM70009, CH07016
29 Dec 2020
29 Dec 2020
View | Manage
HFSS Simulation and VNA Measurement of Transmission Coefficient and Group Delay of UWB Vivaldi Antenna
CH07116
22 Dec 2020
25 Dec 2020
View | Manage

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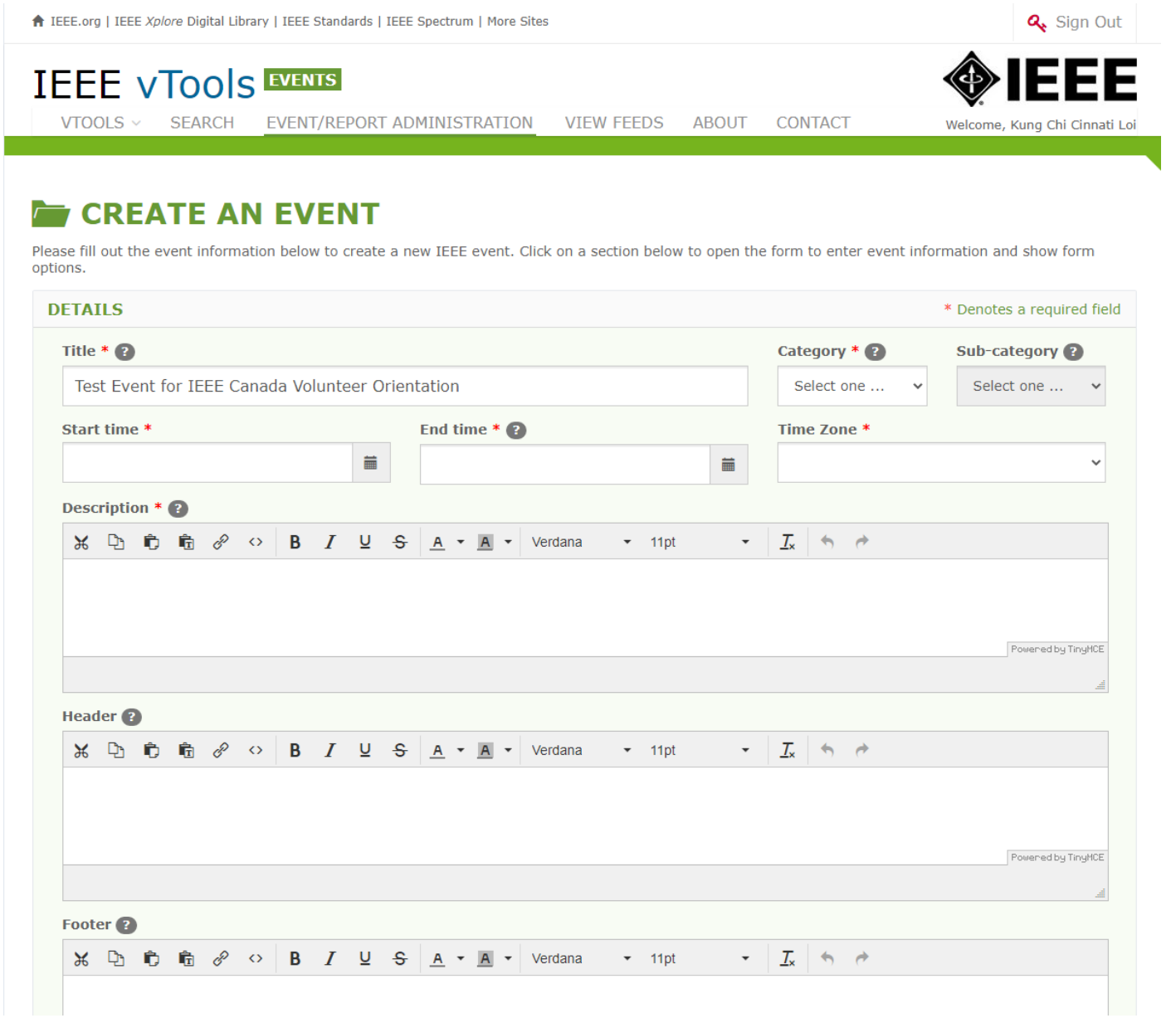
Events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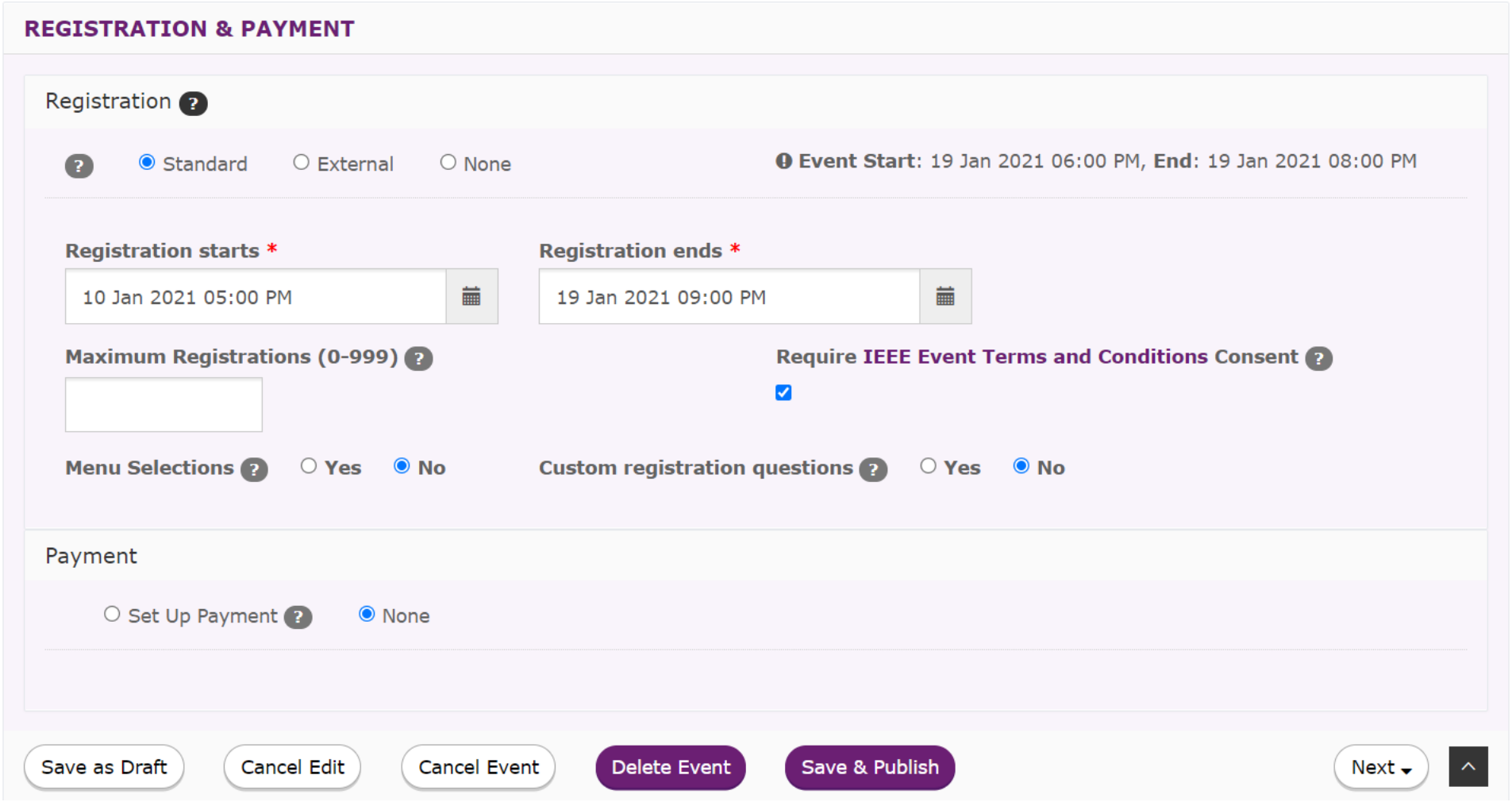
Welcome, Kung Chi Cinnati Loi
CREATE AN EVENT
Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and show form options.
DETAILS
* Denotes a required field
Title *
Test Event for IEEE Canada Volunteer Orientation
Category *
Select one ...
Sub-category
Select one ...
Start time *
End time *
Time Zone *
Description *
Verdana
11pt
Powered by TinyMCE
Header
Verdana
11pt
Powered by TinyMCE
Footer
Verdana
11pt

IEEE

Events


REGISTRATION & PAYMENT
Registration
Standard
External
None
Event Start: 19 Jan 2021 06:00 PM, End: 19 Jan 2021 08:00 PM
Registration starts *
10 Jan 2021 05:00 PM
Registration ends *
19 Jan 2021 09:00 PM
Maximum Registrations (0-999)
Require IEEE Event Terms and Conditions Consent
Menu Selections
Yes
No
Custom registration questions
Yes
No
Payment
Set Up Payment
None
Save as Draft
Cancel Edit
Cancel Event
Delete Event
Save & Publish
Next

Events

Pricing

Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.

Description ? | **Amount** ? | **Applies To** ?

☐ **Use fee level start time** ☐ **Use fee level end time** ☐ **Use tax (percent, ex: 8.0) :**

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the Section's account. For more information see accepting credit card payments and IEEE Concentration Banking Program.

Add Level

Online payment account organization

R7

Currency ?

CAD

Time of Payment

◉ This fee is required to be paid by credit card at the time of registration.
○ This fee is NOT required at the time of registration and can be paid in person by check or cash at the meeting.

Make fee optional

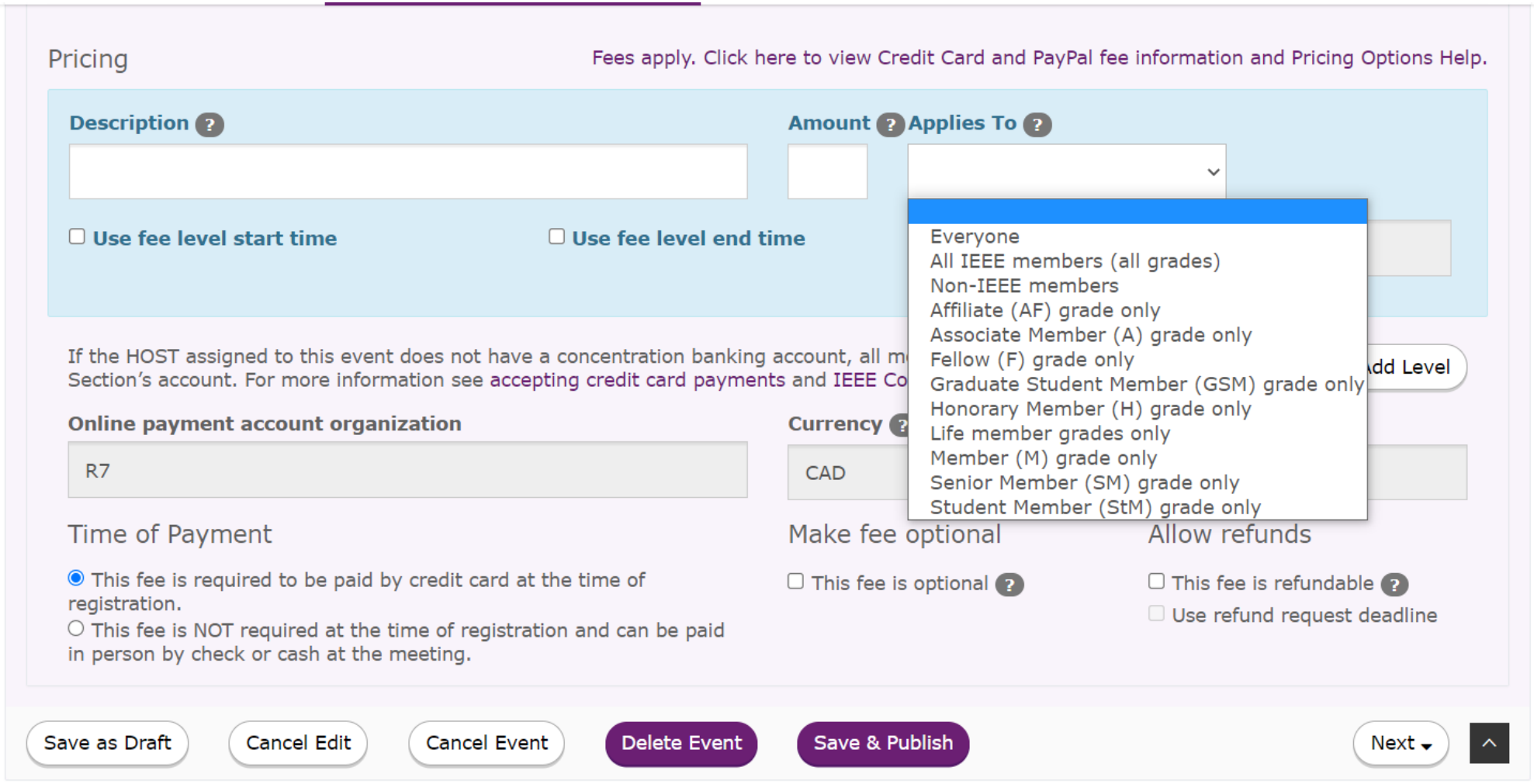
☐ This fee is optional ?

Allow refunds

☐ This fee is refundable ?
☐ Use refund request deadline

Save as Draft | Cancel Edit | Cancel Event | Delete Event | Save & Publish | Next

Events


Pricing
Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.
Description
Amount
Applies To
Use fee level start time
Use fee level end time
Everyone
All IEEE members (all grades)
Non-IEEE members
Affiliate (AF) grade only
Associate Member (A) grade only
Fellow (F) grade only
Graduate Student Member (GSM) grade only
Honorary Member (H) grade only
Life member grades only
Member (M) grade only
Senior Member (SM) grade only
Student Member (StM) grade only
If the HOST assigned to this event does not have a concentration banking account, all m
Section's account. For more information see accepting credit card payments and IEEE Co
dd Level
Online payment account organization
R7
Currency
CAD
Time of Payment
This fee is required to be paid by credit card at the time of registration.
This fee is NOT required at the time of registration and can be paid in person by check or cash at the meeting.
Make fee optional
This fee is optional
Allow refunds
This fee is refundable
Use refund request deadline
Save as Draft
Cancel Edit
Cancel Event
Delete Event
Save & Publish
Next

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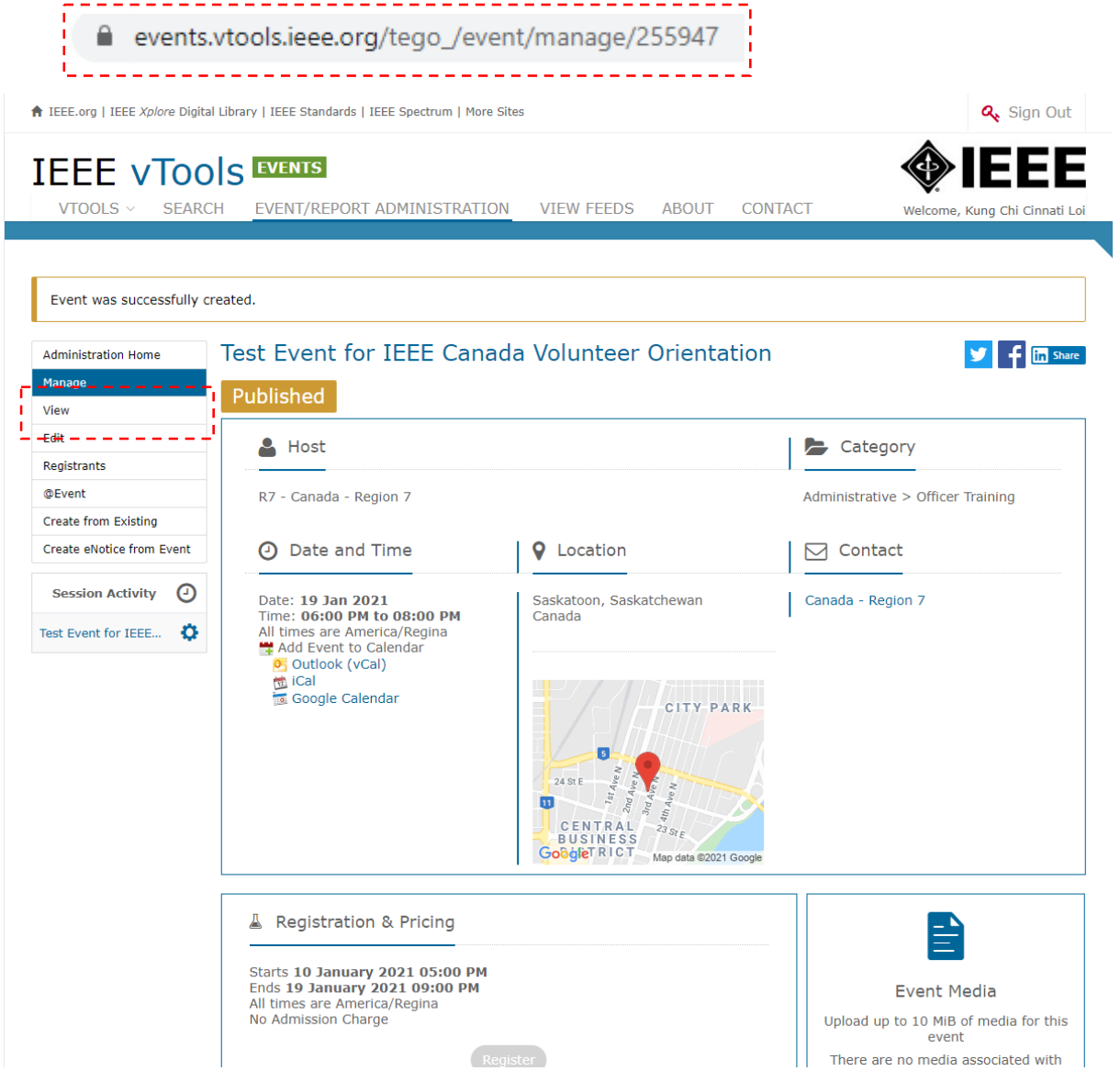
events.vtools.ieee.org/tego_/event/manage/255947
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Sign Out
IEEE vTools EVENTS
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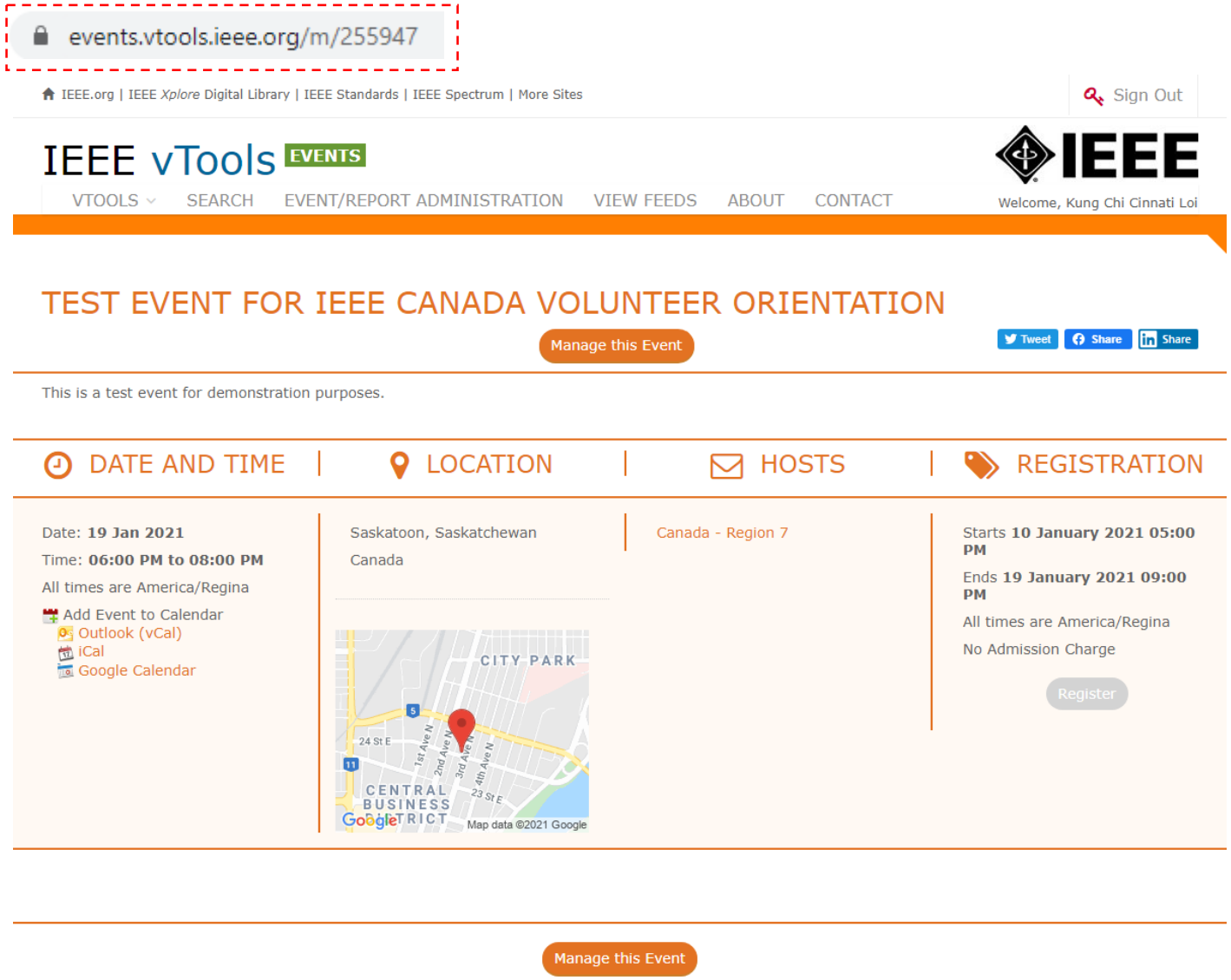
IEEE
Welcome, Kung Chi Cinnati Loi
Event was successfully created.
Administration Home
Manage
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event
Session Activity
Test Event for IEEE...
Test Event for IEEE Canada Volunteer Orientation
Share
Published
Host
R7 - Canada - Region 7
Category
Administrative > Officer Training
Date and Time
Date: 19 Jan 2021
Time: 06:00 PM to 08:00 PM
All times are America/Regina
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar
Location
Saskatoon, Saskatchewan
Canada
Contact
Canada - Region 7
CITY PARK
CENTRAL BUSINESS DISTRICT
Map data ©2021 Google
Registration & Pricing
Starts 10 January 2021 05:00 PM
Ends 19 January 2021 09:00 PM
All times are America/Regina
No Admission Charge
Register
Event Media
Upload up to 10 MiB of media for this event
There are no media associated with

Events


events.vtools.ieee.org/m/255947
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IEEE
Welcome, Kung Chi Cinnati Loi
TEST EVENT FOR IEEE CANADA VOLUNTEER ORIENTATION
Manage this Event
Tweet
Share
Share
This is a test event for demonstration purposes.
DATE AND TIME
LOCATION
HOSTS
REGISTRATION
Date: 19 Jan 2021
Time: 06:00 PM to 08:00 PM
All times are America/Regina
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar
Saskatoon, Saskatchewan
Canada
Canada - Region 7
Starts 10 January 2021 05:00 PM
Ends 19 January 2021 09:00 PM
All times are America/Regina
No Admission Charge
Register
CITY PARK
CENTRAL BUSINESS DISTRICT
24 St E
1st Ave N
2nd Ave N
3rd Ave N
4th Ave N
23 St E
Map data ©2021 Google
Manage this Event

Agenda

- What is vTools?
- How vTools can help with event management?

1. Create event on vTools Events
2. **Set up Remote Conferencing (if applicable)**
3. Promote event using vTools eNotice
4. Communication with Registrants
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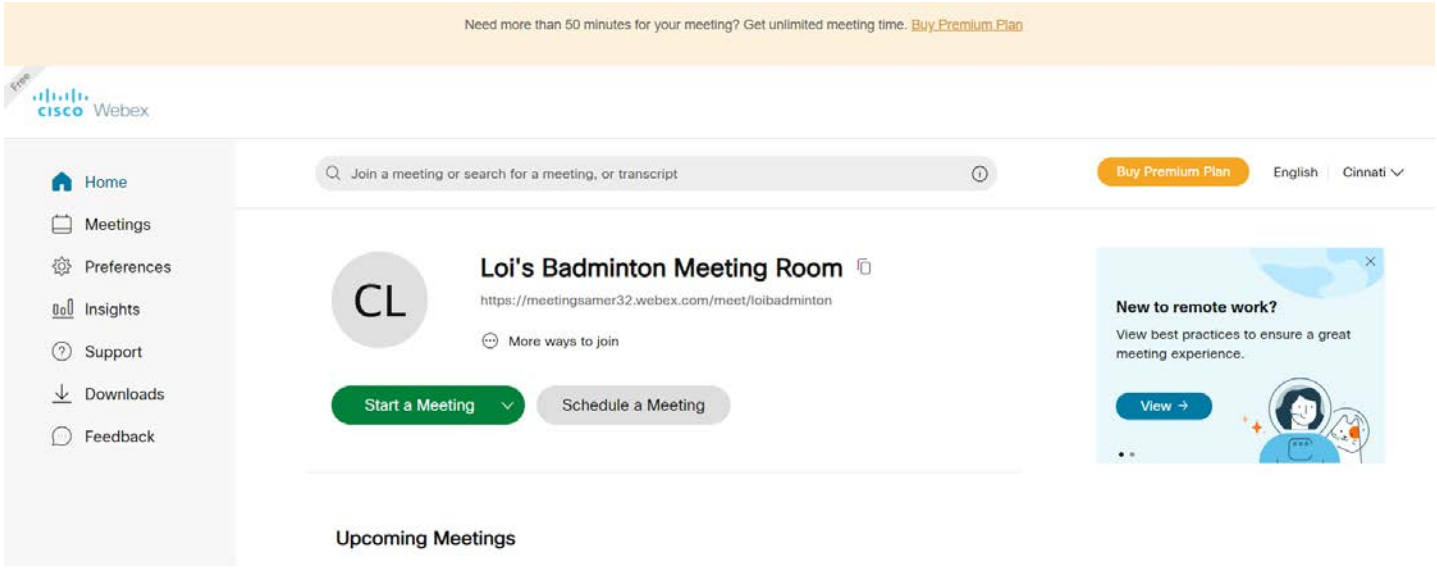
6. After the event

- Demo

Remote Conferencing

https://site.ieee.org/vtools/remote-conferencing/

- WebEx Meetings FREE Plan
  - Meetings up to 50 minutes
  - Up to 100 people
  - Start instant meetings with your Personal Room



Remote Conferencing

https://site.ieee.org/vtools/remote-conferencing/

- WebEx Meetings (Premium)
  - IEEE License / IEEE Canada License
  - Request at: http://site.ieee.org/vtools/tools-ok/webex/webex-registration/

- Webex Meeting
  - Attendee limit up to 1,000 participants (500 Call-in/500 VOIP)
  - Present information, share applications, and collaborate on projects in a centralized space.

- Webex Events
  - Attendee limit up to 3000 participants with the audio broadcast feature, streaming through the browser
  - participants automatically muted upon entry
  - Moderate Q&A
  - Attendee registration
  - Polling
  - Post event surveys (event center only)
  - Establish a panel of presenters.

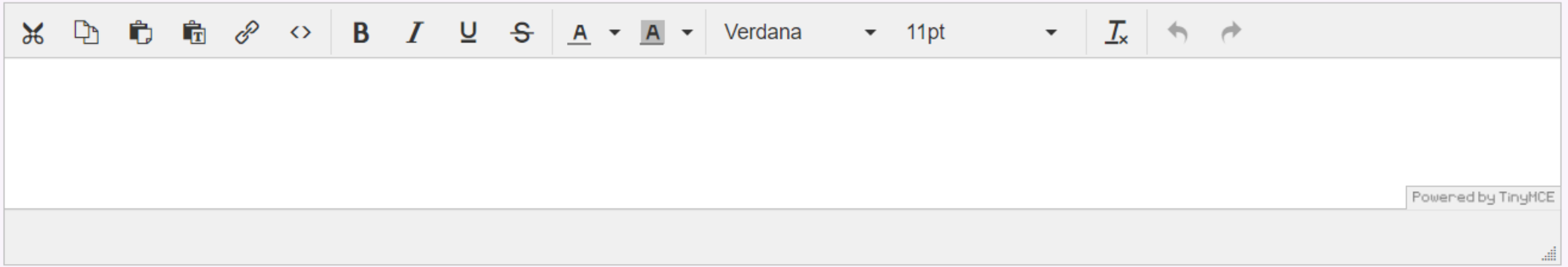
Remote Conferencing

LOCATION

Virtual ?

Please note that Webex URLs will be obfuscated for anonymous users to protect against fraudulent usage, available upon ReCAPTCHA authorization. When using free accounts, please be aware of any maximum numbers of attendees, and any recording must include privacy consideration.

Virtual Info * ?



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eNotice

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Sign In

IEEE vTools ENOTICE

VTOOLS CONTACT

VTOOLS ENOTICE

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

The source of email addresses for eNotice is the IEEE Membership Database. New members are automatically added, members who move to a new Section are automatically moved, and past members are excluded by default.

Each message gives the member an opportunity to opt-out of future eNotices.

When an IEEE officer requests an eNotice, it is sent to the organizational unit (OU) to which that officer belongs (e.g. when IEEE Boston PES Chapter Chair requests an eNotice, it is sent to IEEE Boston PES Chapter members only).

Automatic access is granted to Region Directors, Section Executive Committee Members, MD Chairs, SAMIEEE Recipients, Newsletter Editors, Webmasters; Chapter Executive Committee Members, Affinity Group Executive Committee Members, Student Branch Executive Committee Members and eNotice Coordinators.

Staff processed eNotices may take up to **5 business days** due to the volume of requests received daily.

For **critical eNotice requests** (e.g., **cancellations**), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

IEEE organizational units using this service are strongly encouraged to limit emailings to **one per week**.

Is this eNotice for an IEEE sponsored conference?
Please use the IEEE conference eNotice form.

For additional help, please view the tutorials.

Express eNotice

- Self Service
- Available for standard geo unit eNotices
- Exceptions will be processed by staff
  - Special requests

eNotice

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Sign Out

IEEE vTools ENOTICE

VTOOLS | MANAGE ENOTICES | HELP | CONTACT

IEEE

Welcome, Kung Chi Cinnati Loi

VTOOLS ENOTICE

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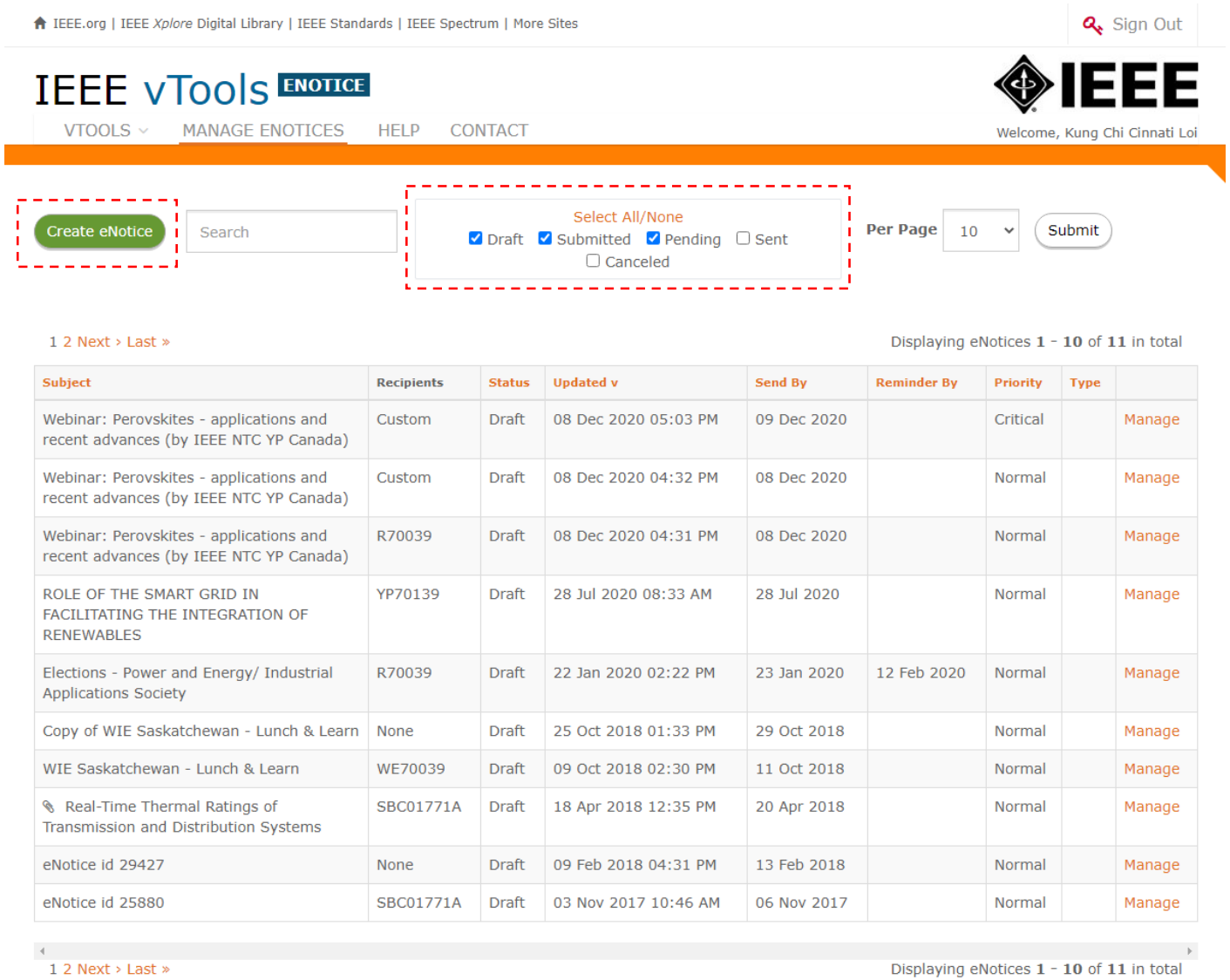
IEEE

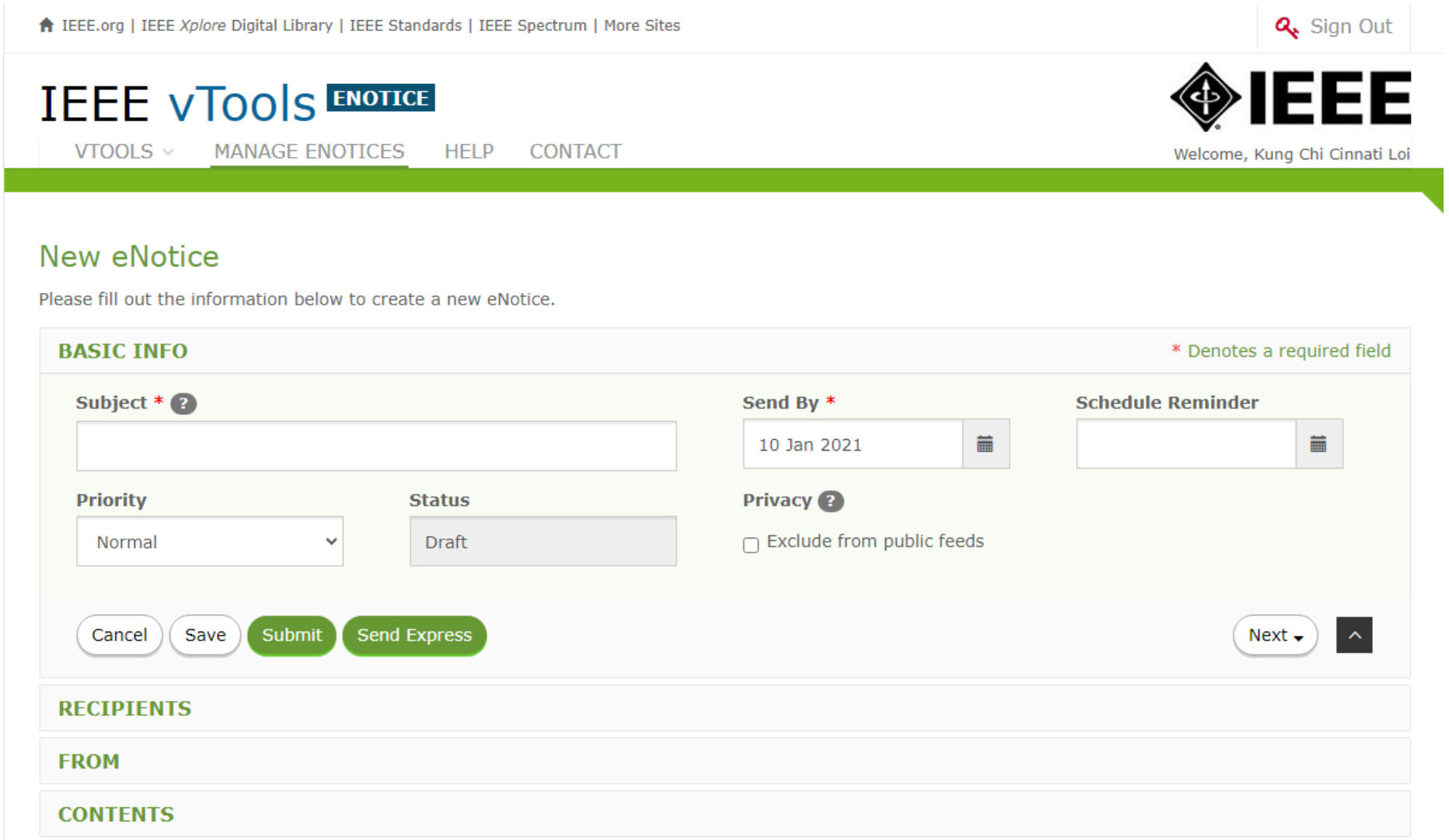
eNotice



Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	
Webinar: Perovskites - applications and recent advances (by IEEE NTC YP Canada)	Custom	Draft	08 Dec 2020 05:03 PM	09 Dec 2020		Critical		Manage
Webinar: Perovskites - applications and recent advances (by IEEE NTC YP Canada)	Custom	Draft	08 Dec 2020 04:32 PM	08 Dec 2020		Normal		Manage
Webinar: Perovskites - applications and recent advances (by IEEE NTC YP Canada)	R70039	Draft	08 Dec 2020 04:31 PM	08 Dec 2020		Normal		Manage
ROLE OF THE SMART GRID IN FACILITATING THE INTEGRATION OF RENEWABLES	YP70139	Draft	28 Jul 2020 08:33 AM	28 Jul 2020		Normal		Manage
Elections - Power and Energy/ Industrial Applications Society	R70039	Draft	22 Jan 2020 02:22 PM	23 Jan 2020	12 Feb 2020	Normal		Manage
Copy of WIE Saskatchewan - Lunch & Learn	None	Draft	25 Oct 2018 01:33 PM	29 Oct 2018		Normal		Manage
WIE Saskatchewan - Lunch & Learn	WE70039	Draft	09 Oct 2018 02:30 PM	11 Oct 2018		Normal		Manage
Real-Time Thermal Ratings of Transmission and Distribution Systems	SBC01771A	Draft	18 Apr 2018 12:35 PM	20 Apr 2018		Normal		Manage
eNotice id 29427	None	Draft	09 Feb 2018 04:31 PM	13 Feb 2018		Normal		Manage
eNotice id 25880	SBC01771A	Draft	03 Nov 2017 10:46 AM	06 Nov 2017		Normal		Manage

1 2 Next › Last »
Displaying eNotices 1 - 10 of 11 in total

eNotice



IEEE

eNotice

RECIPIENTS

Organizational Units * ?

- [x] R7 - Canada - Region 7

Select an OU to send to:

Click here to display list of Organizational Units

Membership Status * ?

- [x] Active
- [ ] Arrears

Membership Grades * ?

- [x] Honorary
- [x] Associate Members
- [x] Members
- [x] Senior Members
- [x] Fellows
- [x] Life Members
- [x] Life Seniors
- [x] Life Fellow
- [x] Graduate Student Members
- [x] Student Members

- [ ] Include Society Affiliates

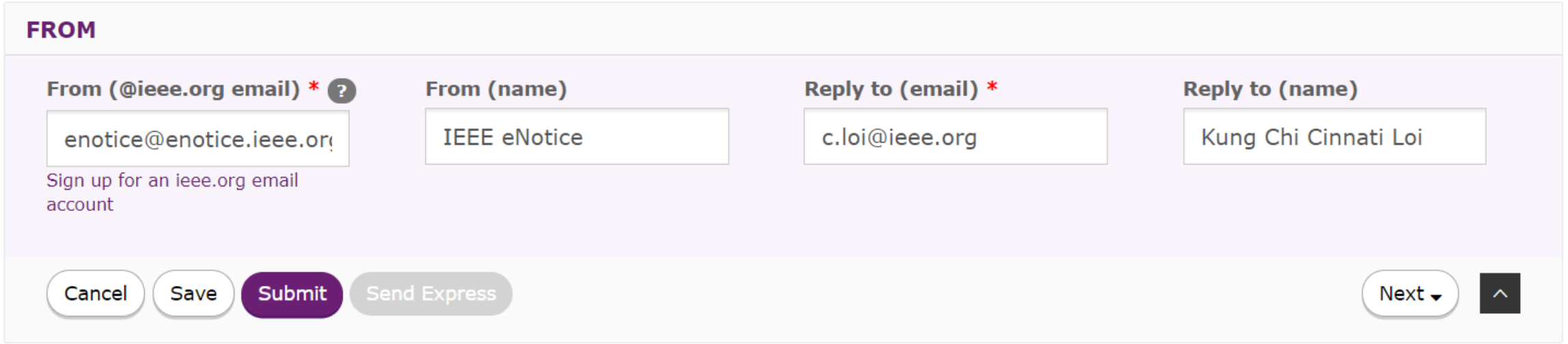
All IEEE members

Life members only

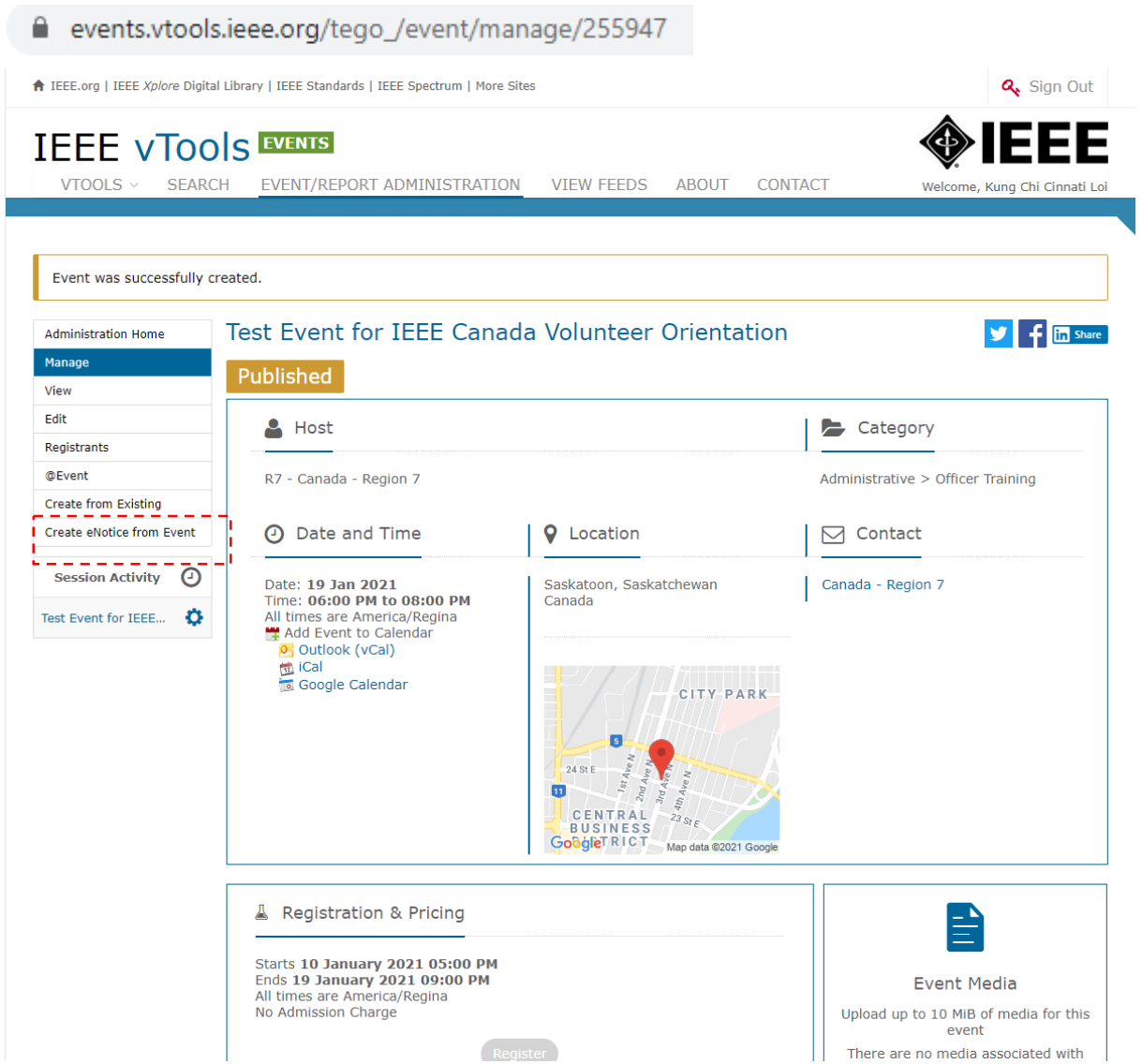
Higher grades only

Cancel | Save | Submit | Send Express | Next

eNotice


FROM
From (@ieee.org email) *
enotice@enotice.ieee.or
Sign up for an ieee.org email account
From (name)
IEEE eNotice
Reply to (email) *
c.loi@ieee.org
Reply to (name)
Kung Chi Cinnati Loi
Cancel
Save
Submit
Send Express
Next

eNotice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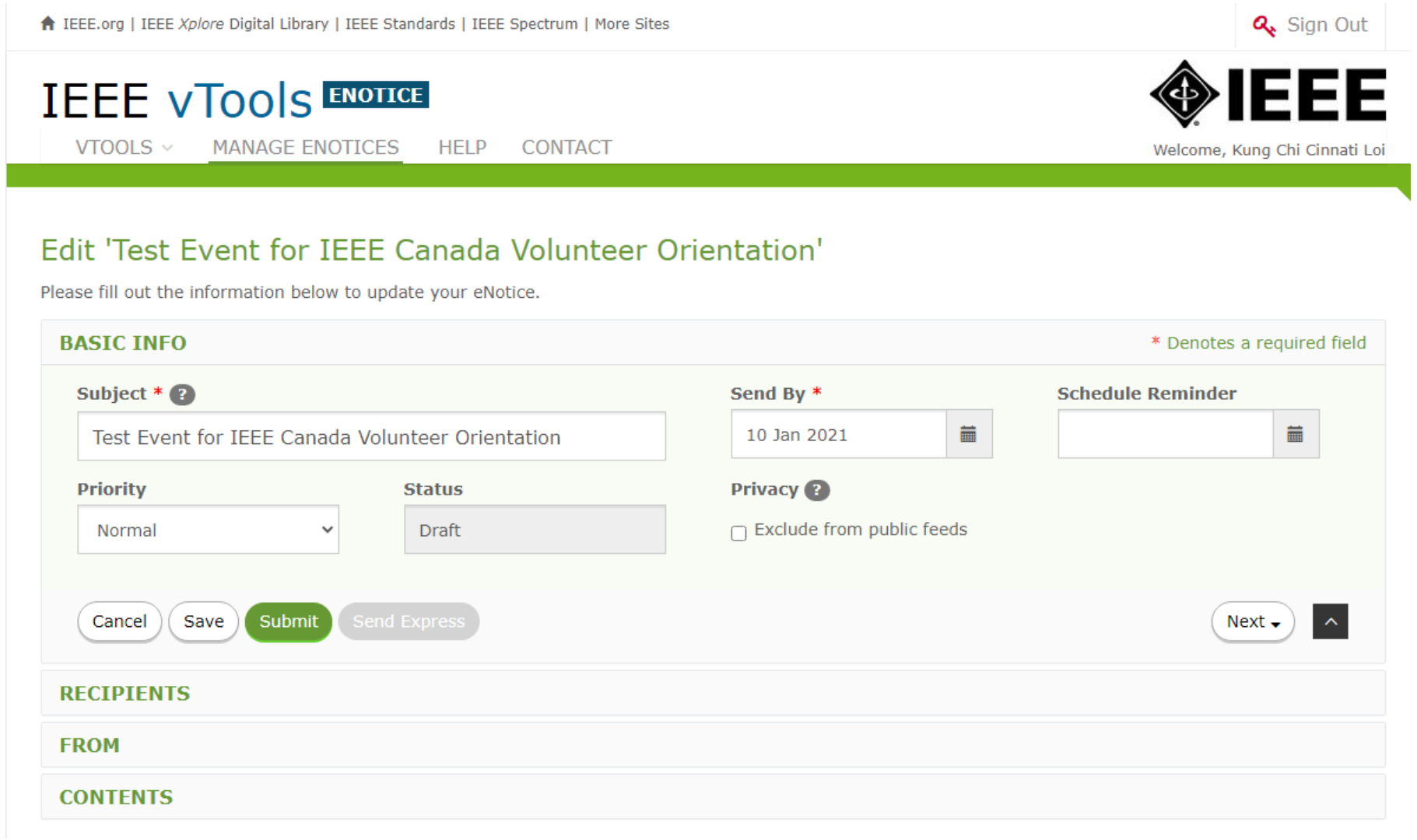
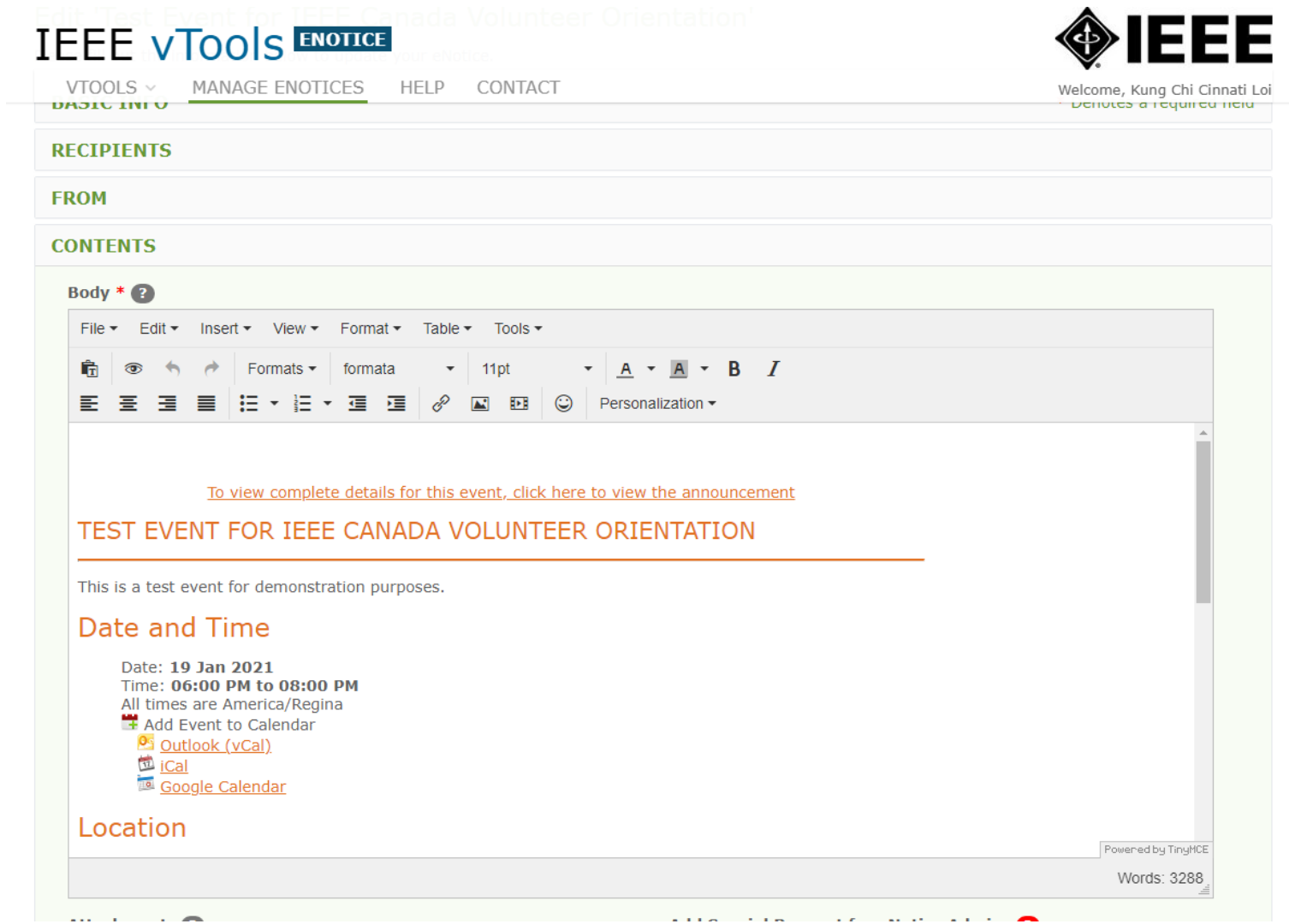
Test Event for IEEE Canada Volunteer Orientation
Share
Published
Host
R7 - Canada - Region 7
Category
Administrative > Officer Training
Date and Time
Date: 19 Jan 2021
Time: 06:00 PM to 08:00 PM
All times are America/Regina
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar
Location
Saskatoon, Saskatchewan
Canada
Contact
Canada - Region 7
CITY PARK
CENTRAL BUSINESS DISTRICT
Map data ©2021 Google
Registration & Pricing
Starts 10 January 2021 05:00 PM
Ends 19 January 2021 09:00 PM
All times are America/Regina
No Admission Charge
Register
Event Media
Upload up to 10 MiB of media for this event
There are no media associated with

eNotice



IEEE

eNotice



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1. Create event on vTools Events
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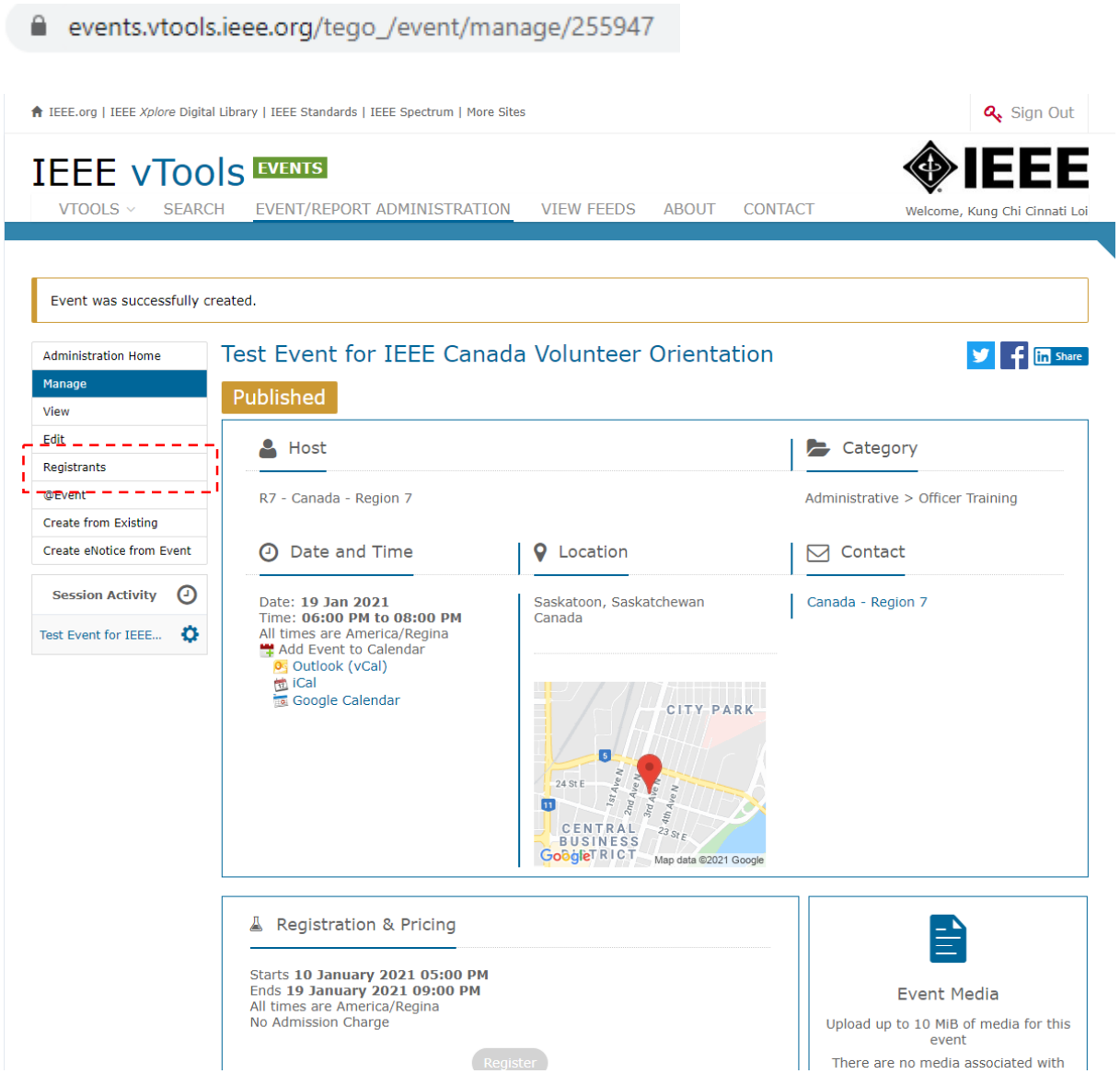
Events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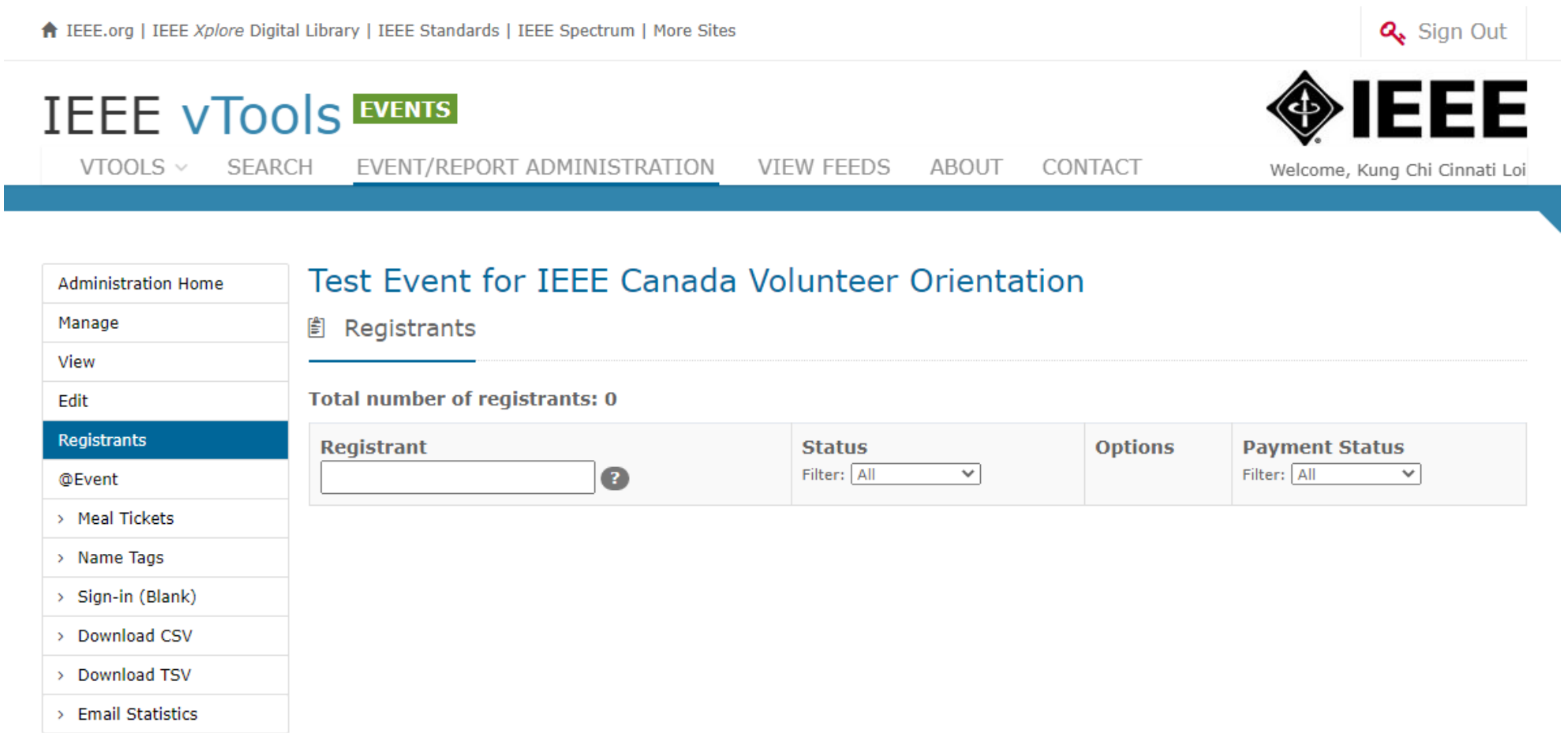
Category
Administrative > Officer Training
Date and Time
Date: 19 Jan 2021
Time: 06:00 PM to 08:00 PM
All times are America/Regina
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar
Location
Saskatoon, Saskatchewan
Canada
Contact
Canada - Region 7
CITY PARK
CENTRAL BUSINESS DISTRICT
Map data ©2021 Google
Registration & Pricing
Starts 10 January 2021 05:00 PM
Ends 19 January 2021 09:00 PM
All times are America/Regina
No Admission Charge
Register
Event Media
Upload up to 10 MiB of media for this event
There are no media associated with

Events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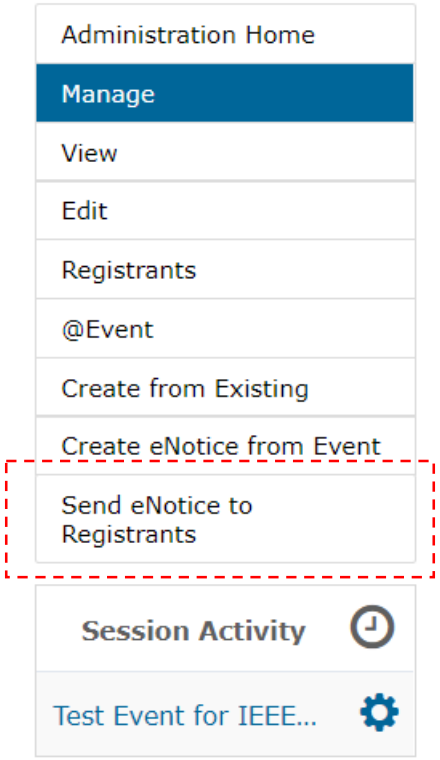
IEEE vTools EVENTS
VTOOLS
SEARCH
EVENT/REPORT ADMINISTRATION
VIEW FEEDS
ABOUT
CONTACT
IEEE
Welcome, Kung Chi Cinnati Loi
Administration Home
Manage
View
Edit
Registrants
@Event
Meal Tickets
Name Tags
Sign-in (Blank)
Download CSV
Download TSV
Email Statistics
Test Event for IEEE Canada Volunteer Orientation
Registrants
Total number of registrants: 0
Registrant
Status
Filter: All
Options
Payment Status
Filter: All

IEEE

eNotice


Administration Home
Manage
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event
Send eNotice to Registrants
Session Activity
Test Event for IEEE...

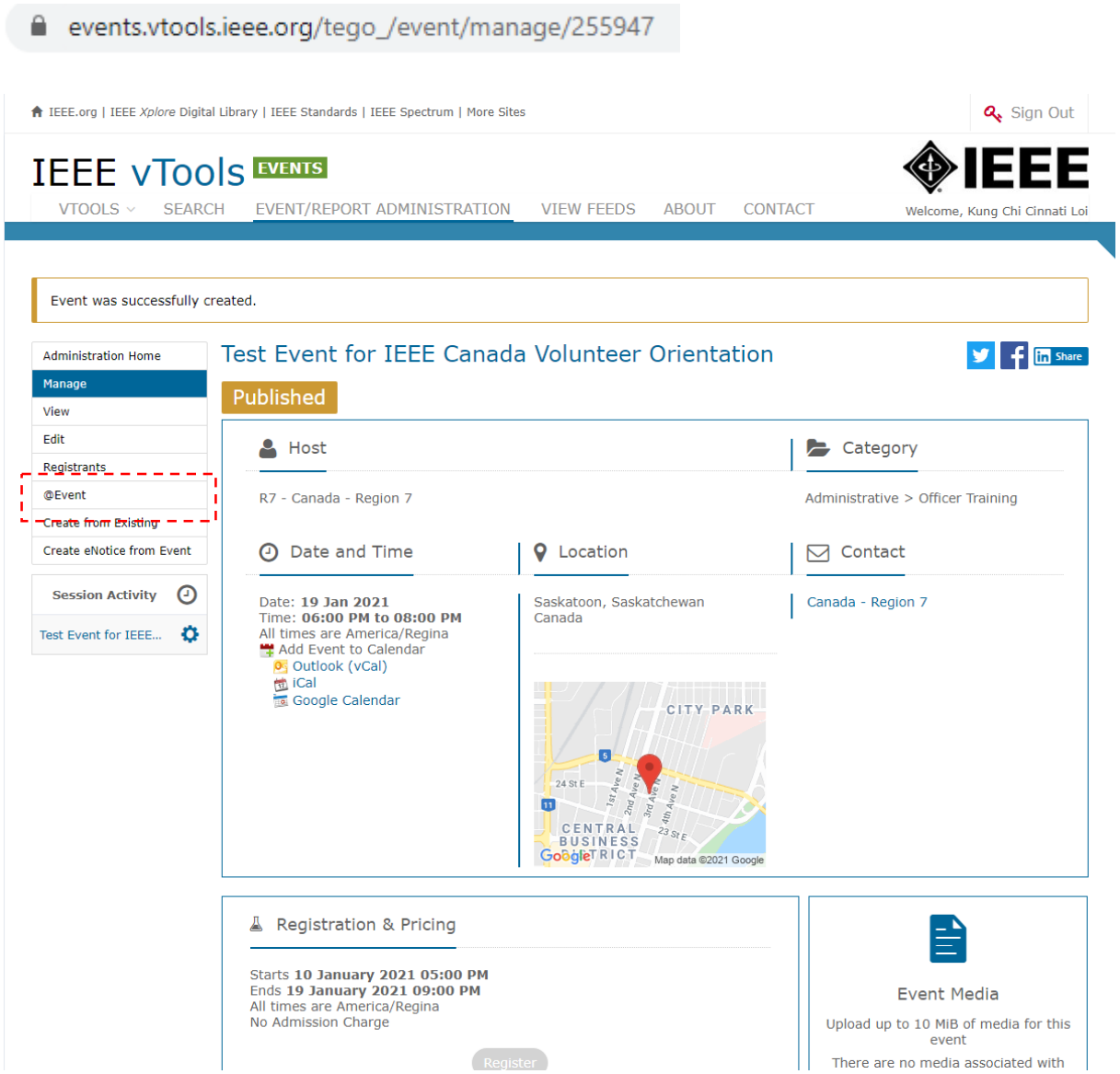
Agenda

- What is vTools?
- How vTools can help with event management?

1. Create event on vTools Events
2. Set up Remote Conferencing (if applicable)
3. Promote event using vTools eNotice
4. Communication with Registrants
5. **Management at the event**
6. After the event

- Demo

Events


events.vtools.ieee.org/tego_/event/manage/255947
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IEEE vTools EVENTS
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SEARCH
EVENT/REPORT ADMINISTRATION
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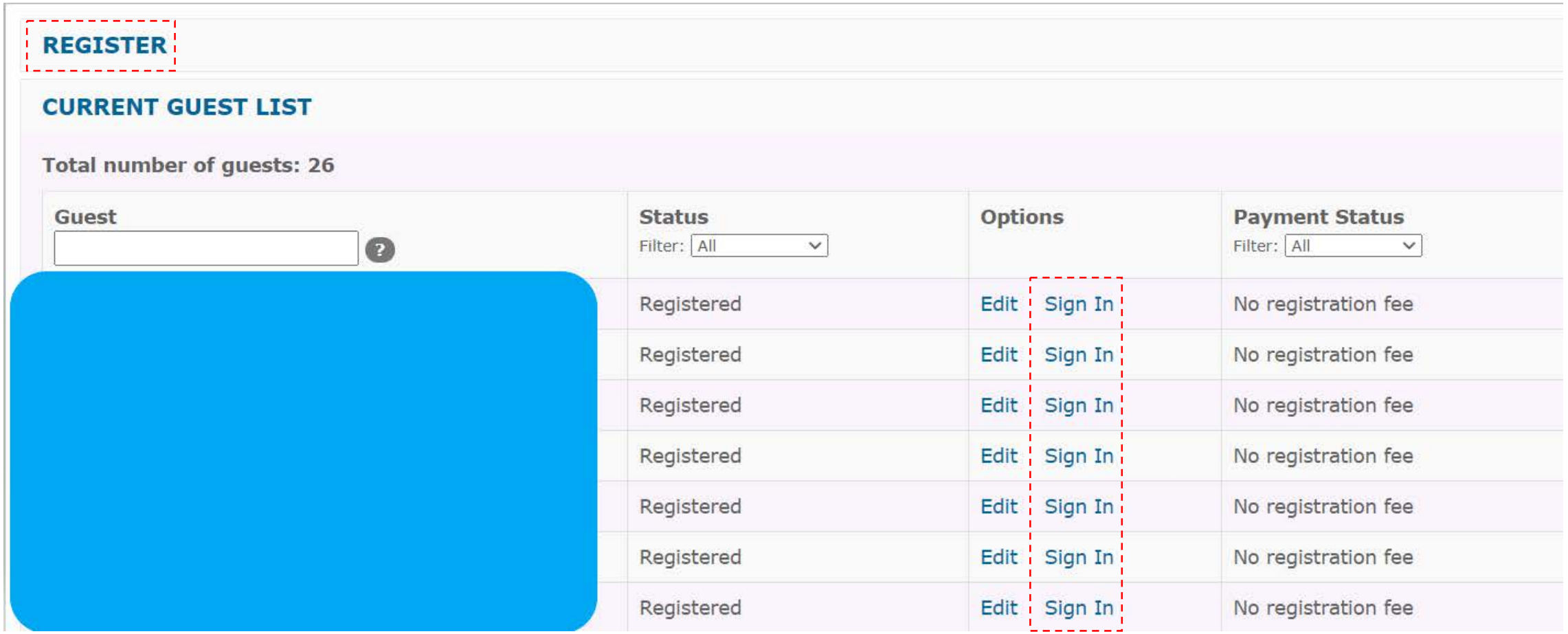
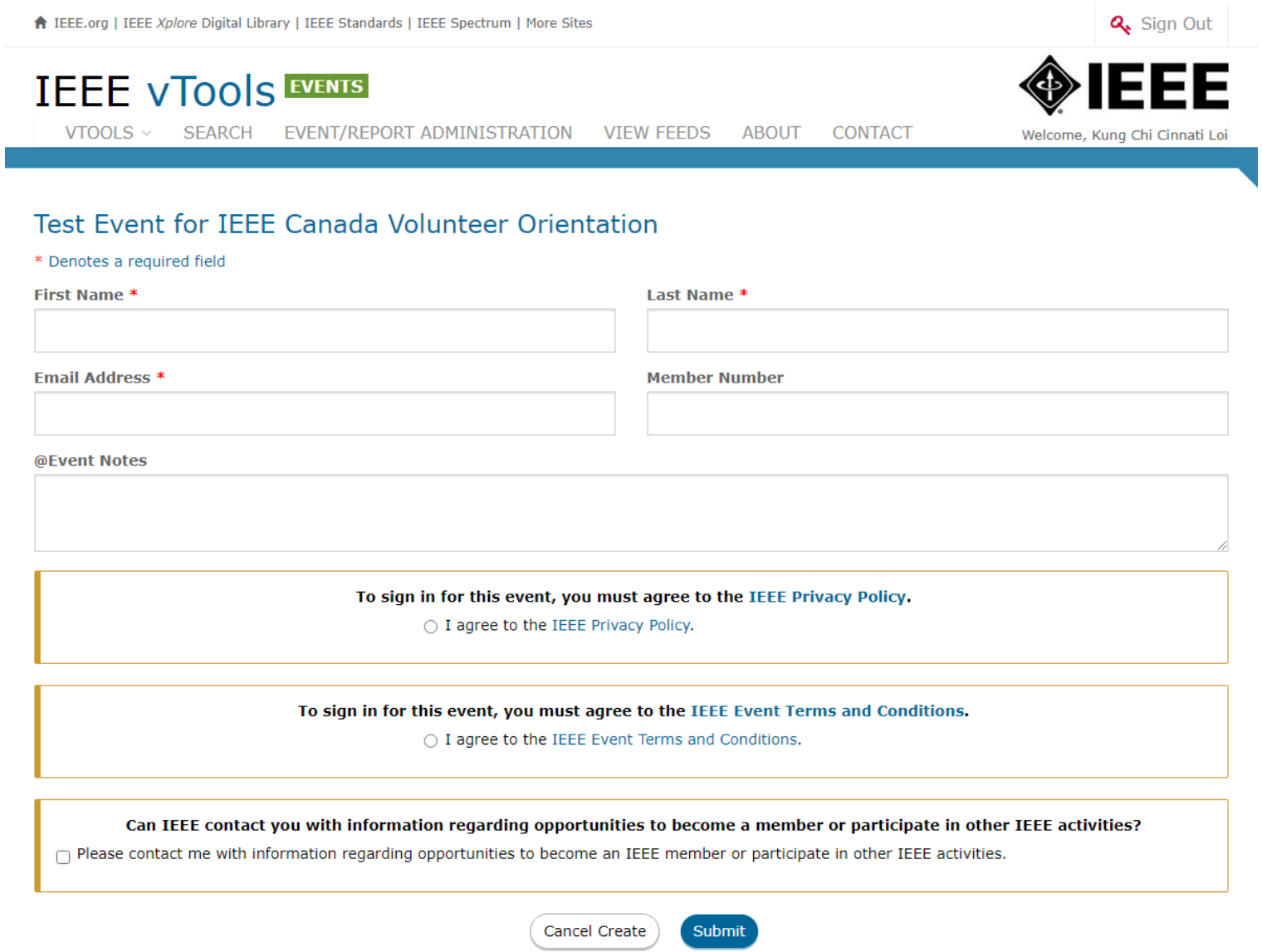
CONTACT
IEEE
Welcome, Kung Chi Cinnati Loi
Event was successfully created.
Administration Home
Manage
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event
Session Activity
Test Event for IEEE...
Test Event for IEEE Canada Volunteer Orientation
Share
Published
Host
R7 - Canada - Region 7
Category
Administrative > Officer Training
Date and Time
Date: 19 Jan 2021
Time: 06:00 PM to 08:00 PM
All times are America/Regina
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar
Location
Saskatoon, Saskatchewan
Canada
Contact
Canada - Region 7
CITY PARK
CENTRAL BUSINESS DISTRICT
Map data ©2021 Google
Registration & Pricing
Starts 10 January 2021 05:00 PM
Ends 19 January 2021 09:00 PM
All times are America/Regina
No Admission Charge
Register
Event Media
Upload up to 10 MiB of media for this event
There are no media associated with

Events


REGISTER
CURRENT GUEST LIST
Total number of guests: 26
Guest
Status
Filter: All
Options
Payment Status
Filter: All
Registered
Edit
Sign In
No registration fee

Events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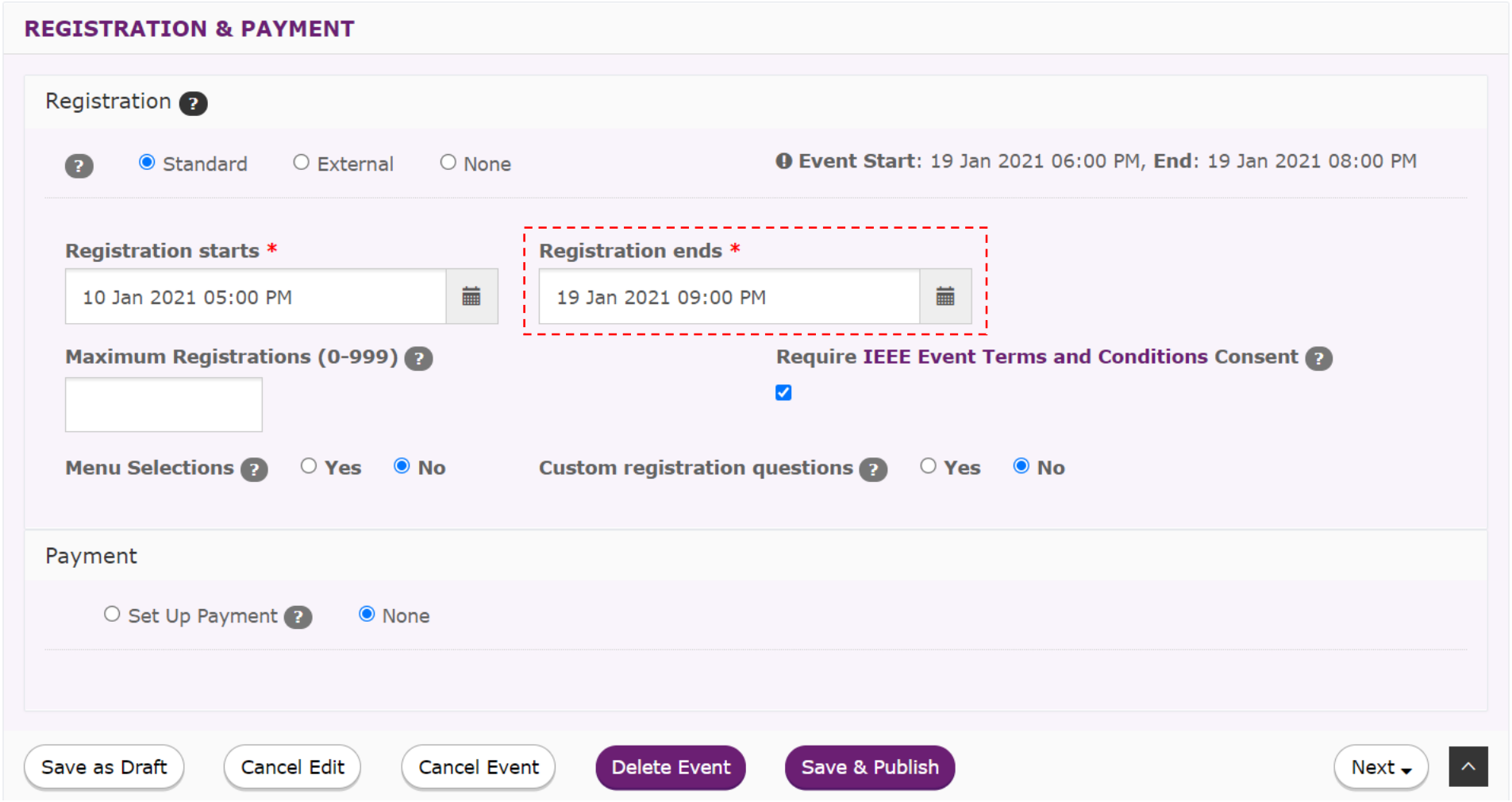
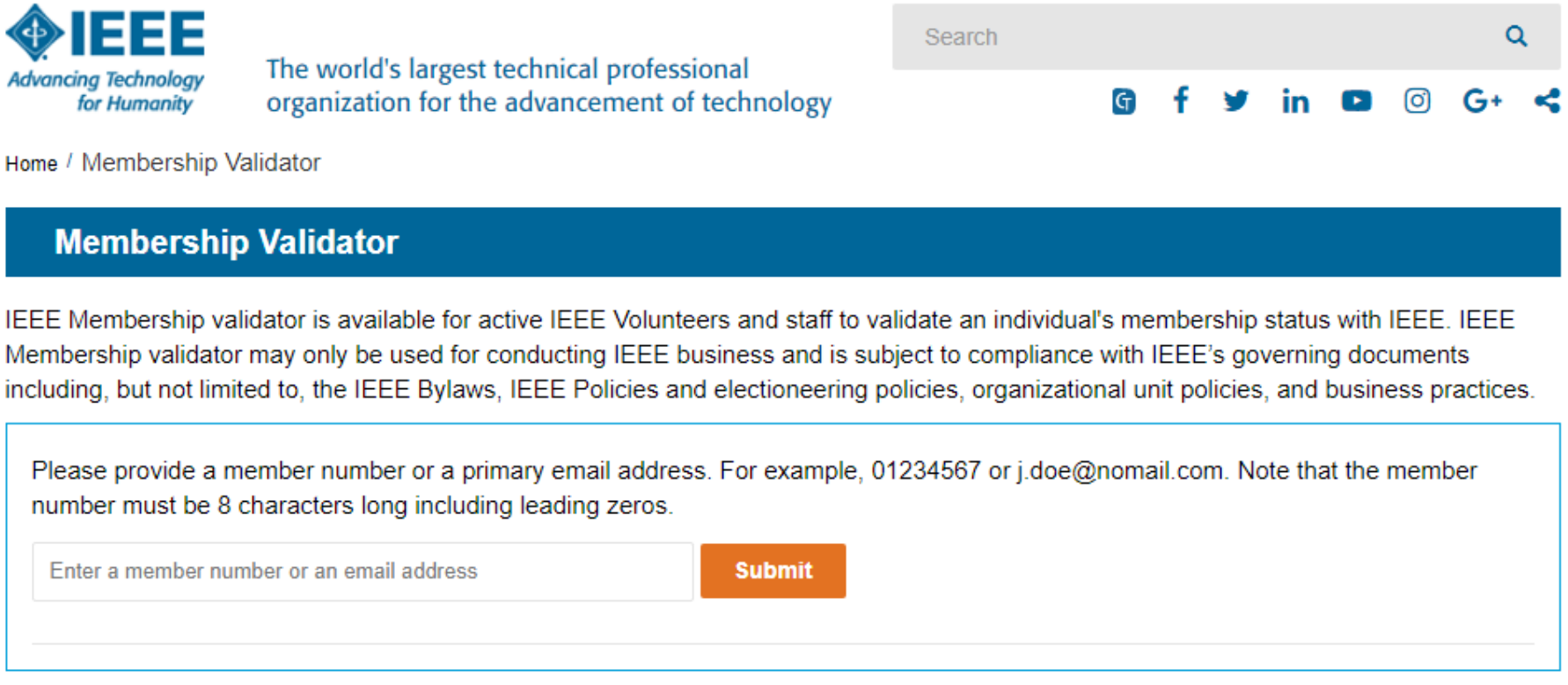
Sign Out
IEEE vTools EVENTS
VTOOLS
SEARCH
EVENT/REPORT ADMINISTRATION
VIEW FEEDS
ABOUT
CONTACT
IEEE
Welcome, Kung Chi Cinnati Loi
Test Event for IEEE Canada Volunteer Orientation
* Denotes a required field
First Name *
Last Name *
Email Address *
Member Number
@Event Notes
To sign in for this event, you must agree to the IEEE Privacy Policy.
I agree to the IEEE Privacy Policy.
To sign in for this event, you must agree to the IEEE Event Terms and Conditions.
I agree to the IEEE Event Terms and Conditions.
Can IEEE contact you with information regarding opportunities to become a member or participate in other IEEE activities?
Please contact me with information regarding opportunities to become an IEEE member or participate in other IEEE activities.
Cancel Create
Submit

IEEE

Events


REGISTRATION & PAYMENT
Registration
Standard
External
None
Event Start: 19 Jan 2021 06:00 PM, End: 19 Jan 2021 08:00 PM
Registration starts *
10 Jan 2021 05:00 PM
Registration ends *
19 Jan 2021 09:00 PM
Maximum Registrations (0-999)
Require IEEE Event Terms and Conditions Consent
Menu Selections
Yes
No
Custom registration questions
Yes
No
Payment
Set Up Payment
None
Save as Draft
Cancel Edit
Cancel Event
Delete Event
Save & Publish
Next

Membership Validator



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Membership Validator

Membership Validator

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Please provide a member number or a primary email address. For example, 01234567 or j.doe@nomail.com. Note that the member number must be 8 characters long including leading zeros.

c.loi@ieee.org Submit

Membership validation status

First and last name initials: K. L.
Membership status: Active
IEEE member grade: Senior Member
Society membership(s):

- IEEE Circuits and Systems Society Membership
- IEEE Communications Society Membership
- IEEE Computer Society Membership
- IEEE Signal Processing Society Membership

IEEE

Agenda

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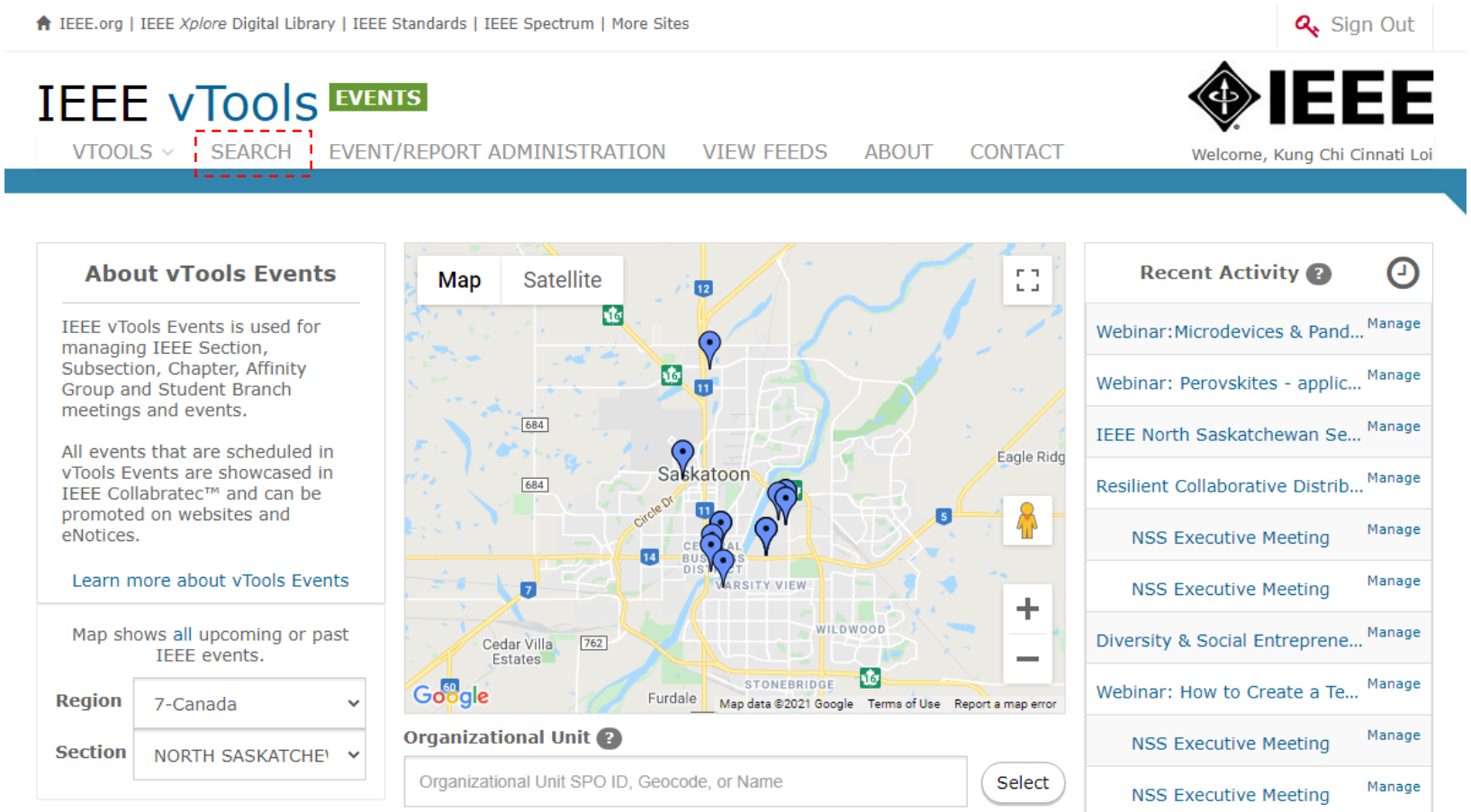
6. **After the event**

- Demo

Events



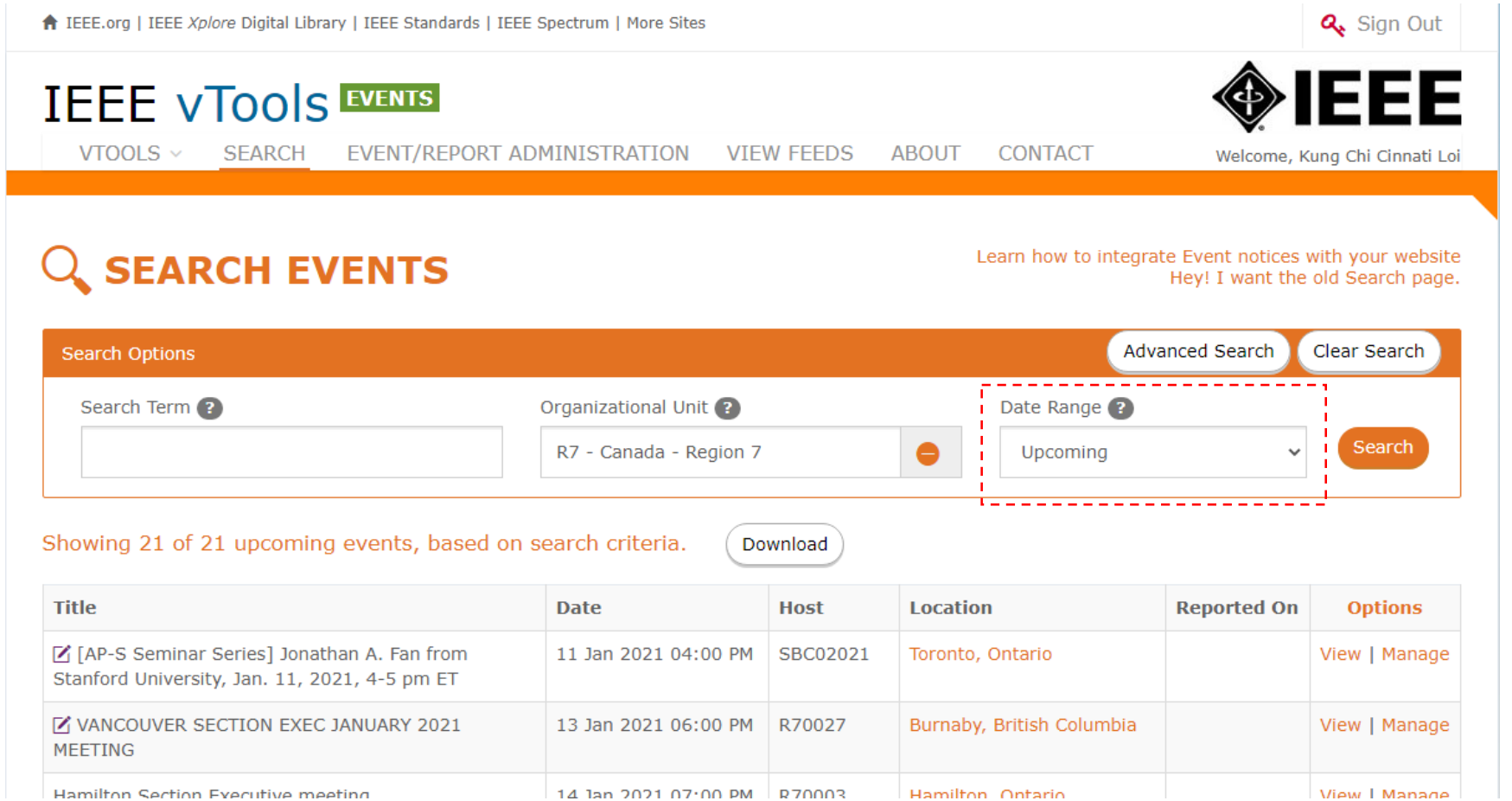
Search Events

Event/Report Administration

View Feeds

IEEE

Events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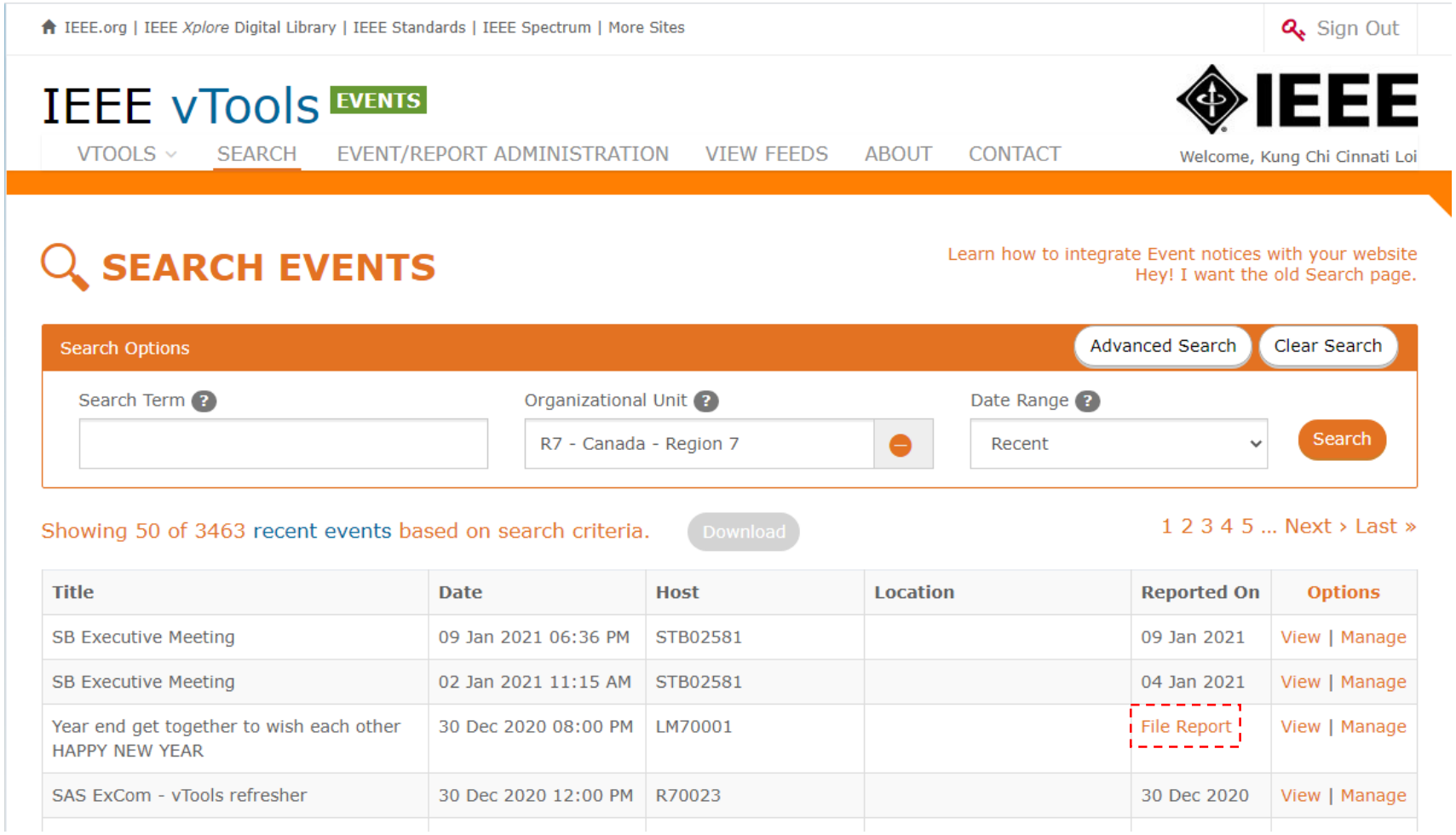
Welcome, Kung Chi Cinnati Loi
SEARCH EVENTS
Learn how to integrate Event notices with your website
Hey! I want the old Search page.
Search Options
Advanced Search
Clear Search
Search Term
Organizational Unit
R7 - Canada - Region 7
Date Range
Upcoming
Search
Showing 21 of 21 upcoming events, based on search criteria.
Download
Title
Date
Host
Location
Reported On
Options
[AP-S Seminar Series] Jonathan A. Fan from Stanford University, Jan. 11, 2021, 4-5 pm ET
11 Jan 2021 04:00 PM
SBC02021
Toronto, Ontario
View | Manage
VANCOUVER SECTION EXEC JANUARY 2021 MEETING
13 Jan 2021 06:00 PM
R70027
Burnaby, British Columbia
View | Manage
Hamilton Section Executive meeting
14 Jan 2021 07:00 PM
R70003
Hamilton, Ontario
View | Manage

IEEE

Events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VTOOLS
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EVENT/REPORT ADMINISTRATION
VIEW FEEDS
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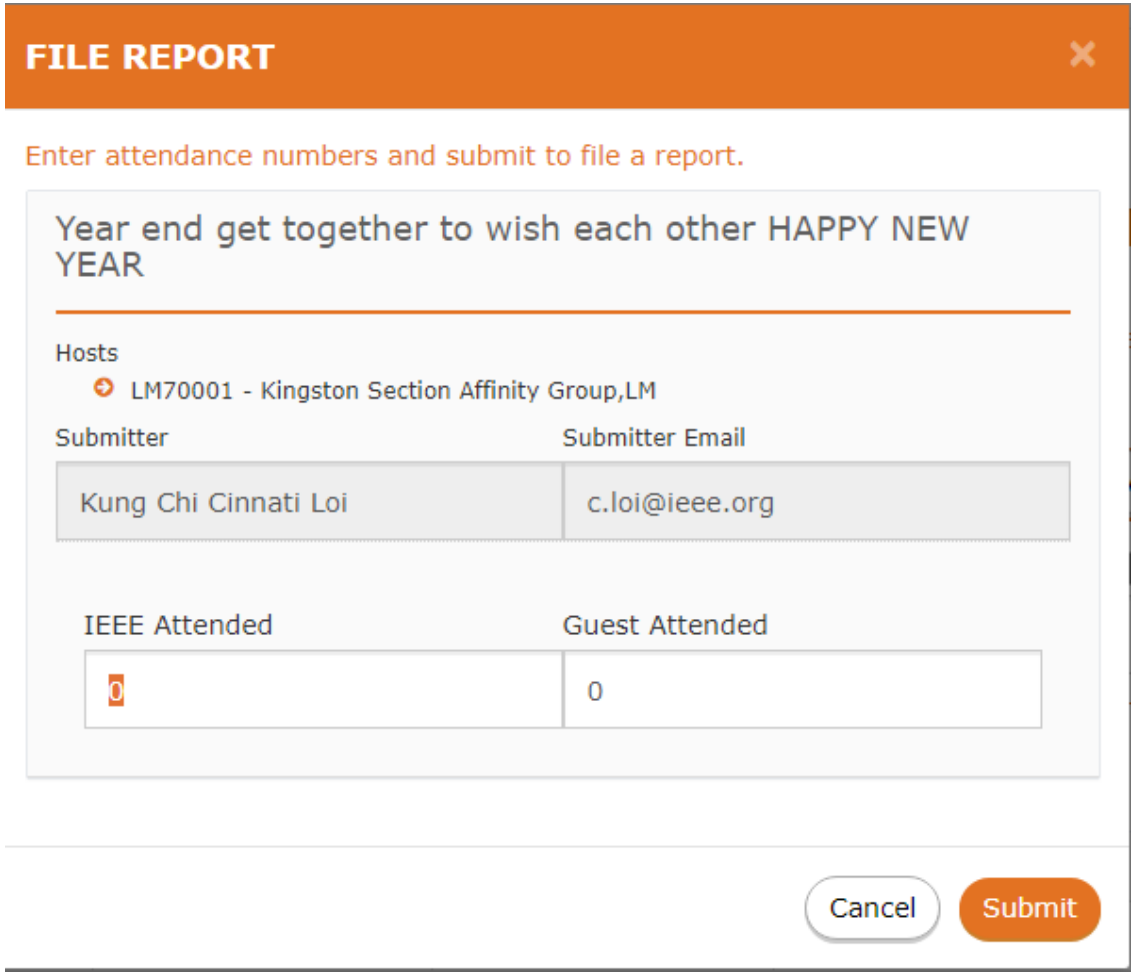
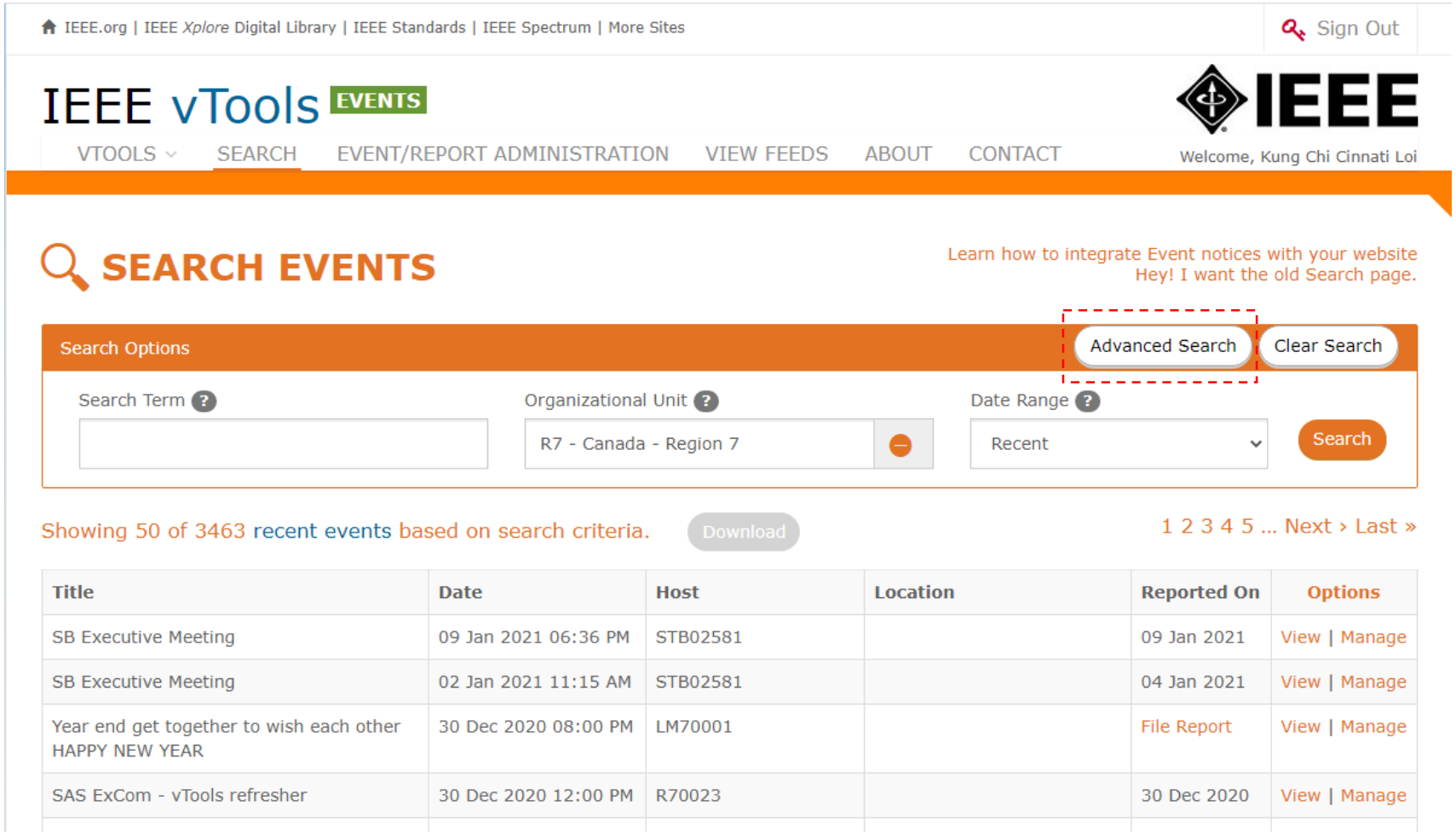
Learn how to integrate Event notices with your website
Hey! I want the old Search page.
Search Options
Advanced Search
Clear Search
Search Term
Organizational Unit
R7 - Canada - Region 7
Date Range
Recent
Search
Showing 50 of 3463 recent events based on search criteria.
Download
1 2 3 4 5 ... Next › Last »
Title
Date
Host
Location
Reported On
Options
SB Executive Meeting
09 Jan 2021 06:36 PM
STB02581
09 Jan 2021
View | Manage
SB Executive Meeting
02 Jan 2021 11:15 AM
STB02581
04 Jan 2021
View | Manage
Year end get together to wish each other HAPPY NEW YEAR
30 Dec 2020 08:00 PM
LM70001
File Report
View | Manage
SAS ExCom - vTools refresher
30 Dec 2020 12:00 PM
R70023
30 Dec 2020
View | Manage

IEEE

Events


FILE REPORT
Enter attendance numbers and submit to file a report.
Year end get together to wish each other HAPPY NEW YEAR
Hosts
LM70001 - Kingston Section Affinity Group,LM
Submitter
Submitter Email
Kung Chi Cinnati Loi
c.loi@ieee.org
IEEE Attended
Guest Attended
0
0
Cancel
Submit

Events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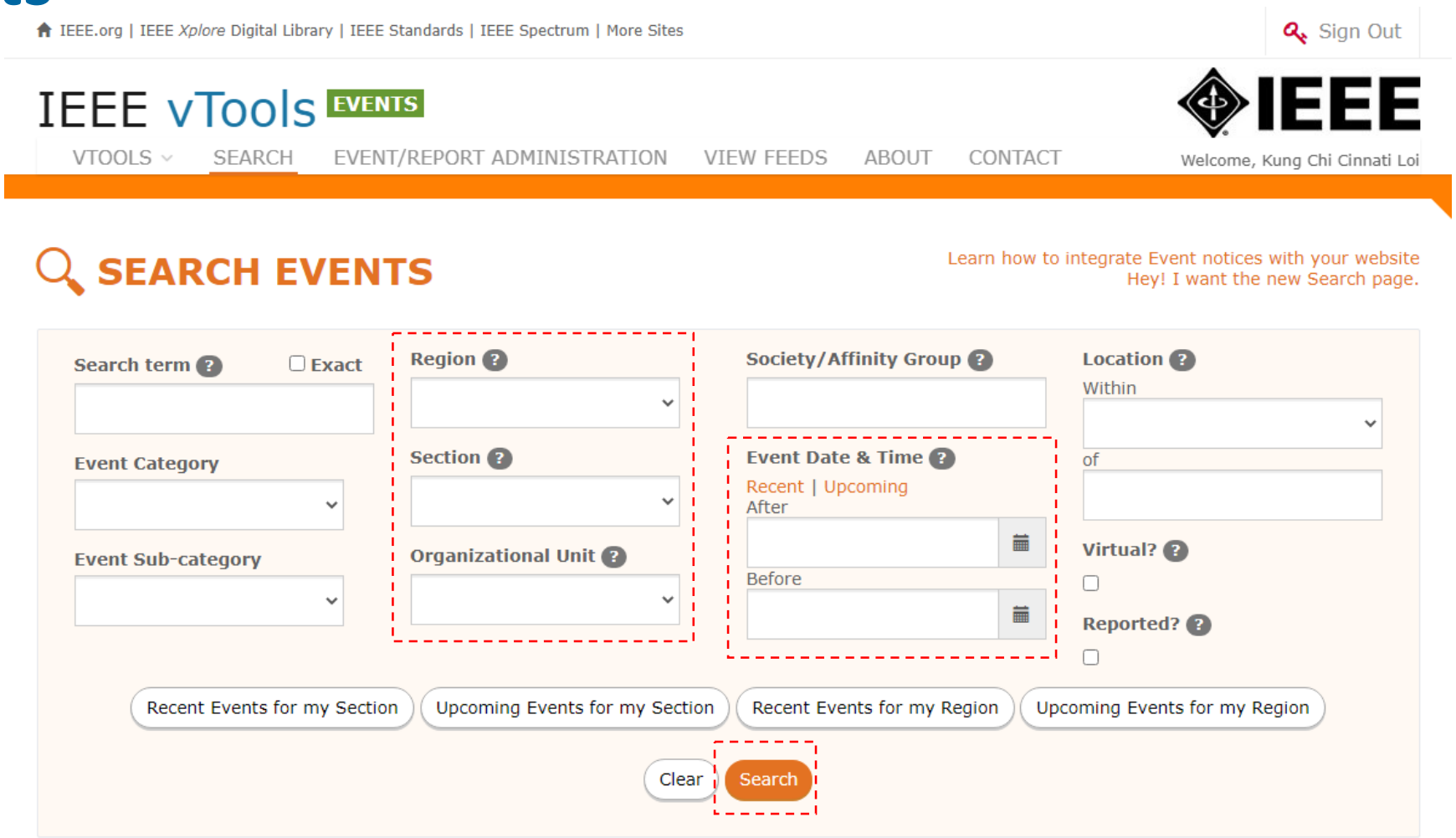
Advanced Search
Clear Search
Search Term
Organizational Unit
R7 - Canada - Region 7
Date Range
Recent
Search
Showing 50 of 3463 recent events based on search criteria.
Download
1 2 3 4 5 ... Next › Last »
Title
Date
Host
Location
Reported On
Options
SB Executive Meeting
09 Jan 2021 06:36 PM
STB02581
09 Jan 2021
View | Manage
SB Executive Meeting
02 Jan 2021 11:15 AM
STB02581
04 Jan 2021
View | Manage
Year end get together to wish each other HAPPY NEW YEAR
30 Dec 2020 08:00 PM
LM70001
File Report
View | Manage
SAS ExCom - vTools refresher
30 Dec 2020 12:00 PM
R70023
30 Dec 2020
View | Manage

IEEE

Events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Hey! I want the new Search page.
Search term
Exact
Event Category
Event Sub-category
Region
Section
Organizational Unit
Society/Affinity Group
Event Date & Time
Recent | Upcoming
After
Before
Location
Within
of
Virtual?
Reported?
Recent Events for my Section
Upcoming Events for my Section
Recent Events for my Region
Upcoming Events for my Region
Clear
Search

IEEE

Questions

Cinnati Loi, Volunteer Tools Committee Chair
c.loi@ieee.org

Agenda

- What is vTools?
- How vTools can help with event management?

1. Create event on vTools Events
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- **Demo**