

IEEE Canada Training – Event Management

Cinnati Loi, IEEE Canada Volunteer Tools Committee Chair

c.loi@ieee.org

April 27, 2021



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)



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)
 3. Promote event using vTools eNotice
 4. Communication with Registrants
 5. Management at the event
 6. After the event
- ▶ Demo

What is vTools?

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

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE MGA vTools

ENHANCED BY Google

HOME TOOLS TUTORIALS FAQ BLOG FEEDBACK CONTACT

Web Conferencing Options and Guidelines for IEEE Local Meetings During COVID-19 outbreak

Overview

This IEEE volunteer tools (vtools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing local activities and to assist in member development.

Select the TOOLS tab in the navigation bar for up-to-date information on available tools.

Video Introduction to IEEE vTools:

Important New IEEE Guidelines for Working with Children

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

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
- 4. Communication with Registrants
- 5. Management at the event
- 6. After the event
 - ▶ Demo

Events

IEEE vTools **EVENTS**



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



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 * ?	Category * ?	Sub-category ?
<input type="text" value="Test Event for IEEE Canada Volunteer Orientation"/>	<input type="text" value="Select one ..."/>	<input type="text" value="Select one ..."/>
Start time *	End time * ?	Time Zone *
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Description * ?		
<div style="border: 1px solid #ccc; padding: 5px;"><p>✂ 📄 🗑 📁 🔗 <> B <i>I</i> <u>U</u> S <u>A</u> <u>A</u> Verdana 11pt <i>I</i>_x ↶ ↷</p><hr/><p style="text-align: right; font-size: small;">Powered by TinyMCE</p></div>		
Header ?		
<div style="border: 1px solid #ccc; padding: 5px;"><p>✂ 📄 🗑 📁 🔗 <> B <i>I</i> <u>U</u> S <u>A</u> <u>A</u> Verdana 11pt <i>I</i>_x ↶ ↷</p><hr/><p style="text-align: right; font-size: small;">Powered by TinyMCE</p></div>		
Footer ?		
<div style="border: 1px solid #ccc; padding: 5px;"><p>✂ 📄 🗑 📁 🔗 <> B <i>I</i> <u>U</u> S <u>A</u> <u>A</u> Verdana 11pt <i>I</i>_x ↶ ↷</p><hr/></div>		

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) :

Add Level

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](#).

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 ^v



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](#)

Online payment account organization

Currency ?

Add Level

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

events.vtools.ieee.org/tego_/event/manage/255947

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



Welcome, Kung Chi Cinnati Loi

VTOLS SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT CONTACT

Event was successfully created.

Test Event for IEEE Canada Volunteer Orientation



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

Published

Host	Category	
R7 - Canada - Region 7	Administrative > Officer Training	
Date and Time	Location	Contact
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

Registration & Pricing	Event Media
Starts 10 January 2021 05:00 PM Ends 19 January 2021 09:00 PM All times are America/Regina No Admission Charge Register	Upload up to 10 MIB of media for this event There are no media associated with



Events

events.vtools.ieee.org/m/255947

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



Welcome, Kung Chi Cinnati Loi

VTOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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

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
 5. Management at the event
 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

The screenshot displays the Cisco Webex Meetings user interface. At the top, a yellow banner reads: "Need more than 50 minutes for your meeting? Get unlimited meeting time. [Buy Premium Plan](#)". The main header includes the Cisco Webex logo, a search bar with the text "Join a meeting or search for a meeting, or transcript", and buttons for "Buy Premium Plan", "English", and "Cinnati". A left-hand navigation menu lists: Home, Meetings, Preferences, Insights, Support, Downloads, and Feedback. The central content area features a meeting room card for "Loi's Badminton Meeting Room" with a URL, a "More ways to join" link, and buttons for "Start a Meeting" and "Schedule a Meeting". A "New to remote work?" pop-up is visible on the right, and the "Upcoming Meetings" section is partially visible at the bottom.

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.

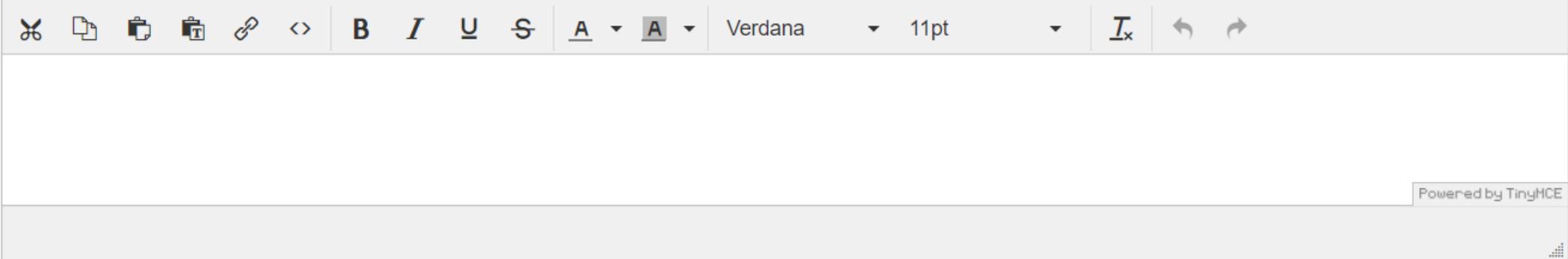
Remote Conferencing

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 * ?



A rich text editor toolbar with the following icons from left to right: cut, copy, paste, insert table, link, code, bold (B), italic (I), underline (U), strikethrough (S), text color (A), background color (A), font family (Verdana), font size (11pt), subscript (I_x), undo, and redo. Below the toolbar is a large empty text area. In the bottom right corner of the text area, there is a small box that says "Powered by TinyMCE".

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

eNotice

🏠 [IEEE.org](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards](#) | [IEEE Spectrum](#) | [More Sites](#)

🔍 [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.

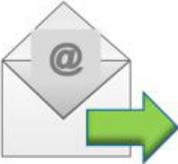
For **critical eNotice requests** (e.g., **cancellations**), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

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](#).

An icon of an envelope with an '@' symbol on it, and a green arrow pointing to the right, indicating an express or direct action.

Express eNotice

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



eNotice

🏠 IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

🔑 Sign Out

IEEE vTools **ENOTICE**

VTOLS ▾

MANAGE ENOTICES

HELP

CONTACT



Welcome, Kung Chi Cinnati Loi

VTOLS ENOTICE

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.

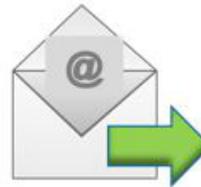
For **critical eNotice requests** (e.g., **cancellations**), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

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

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **ENOTICE**



Welcome, Kung Chi Cinnati Loi

VTOOLS ▾ MANAGE ENOTICES HELP CONTACT

Create eNotice

Search

Select All/None
 Draft Submitted Pending Sent
 Canceled

Per Page 10 ▾

Submit

1 2 Next > Last »

Displaying eNotices 1 - 10 of 11 in total

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.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

🔍 Sign Out

IEEE vTools **ENOTICE**

VTTOOLS ▾ MANAGE ENOTICES HELP CONTACT



Welcome, Kung Chi Cinnati Loi

New eNotice

Please fill out the information below to create a new eNotice.

BASIC INFO

* Denotes a required field

Subject * ?

Send By *

10 Jan 2021



Schedule Reminder



Priority

Normal ▾

Status

Draft

Privacy ?

Exclude from public feeds

Cancel

Save

Submit

Send Express

Next ▾



RECIPIENTS

FROM

CONTENTS



eNotice

RECIPIENTS

Organizational Units * ?

- R7 - Canada - Region 7

Select an OU to send to:

[Click here to display list of Organizational Units](#)

Membership Status * ?

- Active
- Arrears

Membership Grades * ?

- Honorary
- Associate Members
- Members
- Senior Members
- Fellows
- Life Members
- Life Seniors
- Life Fellow
- Graduate Student Members
- 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) * ? <input type="text" value="enotice@enotice.ieee.org"/> <small>Sign up for an ieee.org email account</small>	From (name) <input type="text" value="IEEE eNotice"/>	Reply to (email) * <input type="text" value="c.loi@ieee.org"/>	Reply to (name) <input type="text" value="Kung Chi Cinnati Loi"/>
--	---	--	---

eNotice

events.vtools.ieee.org/tego_/event/manage/255947

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



VTOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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



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

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.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **ENOTICE**

VTTOOLS ▾ MANAGE ENOTICES HELP CONTACT



Welcome, Kung Chi Cinnati Loi

Edit 'Test Event for IEEE Canada Volunteer Orientation'

Please fill out the information below to update your eNotice.

BASIC INFO

* Denotes a required field

Subject * ?

Test Event for IEEE Canada Volunteer Orientation

Send By *

10 Jan 2021

Schedule Reminder

Priority

Normal ▾

Status

Draft

Privacy ?

Exclude from public feeds

Cancel

Save

Submit

Send Express

Next ▾



RECIPIENTS

FROM

CONTENTS



eNotice

Edit Test Event for IEEE Canada Volunteer Orientation'

IEEE vTools **ENOTICE**

VTOLS ▾ MANAGE ENOTICES HELP CONTACT

Welcome, Kung Chi Cinnati Loi
Denotes a required field

BASIC INFO

RECIPIENTS

FROM

CONTENTS

Body * ?

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formata 11pt A A B I

Personalization ▾

[To view complete details for this event, click here to view the announcement](#)

TEST EVENT FOR IEEE CANADA VOLUNTEER ORIENTATION

This is a test event for demonstration purposes.

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

Powered by TinyMCE
Words: 3288



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

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



VTOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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



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

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 this event



Events

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



Welcome, Kung Chi Cinnati Loi

VTOLS ▾ SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT CONTACT

- 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	Options	Payment Status
<input type="text"/> ?	Filter: All ▾		Filter: All ▾



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

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



VTOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

Welcome, Kung Chi Cinnati Loi

Event was successfully created.

Test Event for IEEE Canada Volunteer Orientation



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

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

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

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

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



The world's largest technical professional organization for the advancement of technology

Search



Home / Membership Validator

Membership Validator

IEEE Membership validator is available for active IEEE Volunteers and staff to validate an individual's membership status with IEEE. IEEE Membership validator may only be used for conducting IEEE business and is subject to compliance with IEEE's governing documents including, but not limited to, the IEEE Bylaws, IEEE Policies and electioneering policies, organizational unit policies, and business practices.

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.



Membership Validator

Membership Validator

IEEE Membership validator is available for active IEEE Volunteers and staff to validate an individual's membership status with IEEE. IEEE Membership validator may only be used for conducting IEEE business and is subject to compliance with IEEE's governing documents including, but not limited to, the IEEE Bylaws, IEEE Policies and electioneering policies, organizational unit policies, and business practices.

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

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

IEEE vTools **EVENTS**

VTOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

CONTACT



Welcome, Kung Chi Cinnati Loi

About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter, Affinity Group and Student Branch meetings and events.

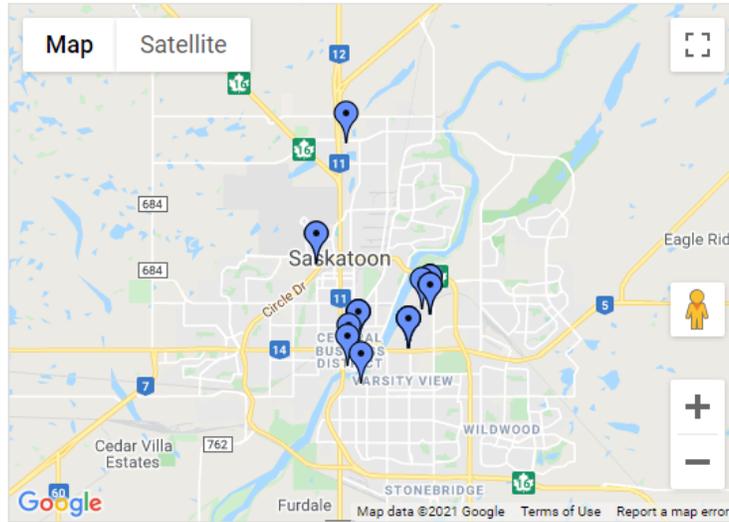
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



Organizational Unit ?

Organizational Unit SPO ID, Geocode, or Name

Select

Recent Activity ?

Webinar:Microdevices & Pand... [Manage](#)

Webinar: Perovskites - applic... [Manage](#)

IEEE North Saskatchewan Se... [Manage](#)

Resilient Collaborative Distrib... [Manage](#)

NSS Executive Meeting [Manage](#)

NSS Executive Meeting [Manage](#)

Diversity & Social Entreprene... [Manage](#)

Webinar: How to Create a Te... [Manage](#)

NSS Executive Meeting [Manage](#)

NSS Executive Meeting [Manage](#)



Search Events



Event/Report Administration



View Feeds



Events

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign Out

IEEE vTools **EVENTS**  **IEEE**
Welcome, Kung Chi Cinnati Loi

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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

Showing 21 of 21 upcoming events, based on search criteria.

Title	Date	Host	Location	Reported On	Options
<input checked="" type="checkbox"/> [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
<input checked="" type="checkbox"/> 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



Events

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign Out

IEEE vTools **EVENTS** Welcome, Kung Chi Cinnati Loi

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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 [?] Recent

Showing 50 of 3463 recent events based on search criteria. 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



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
<input type="text" value="0"/>	<input type="text" value="0"/>

Cancel Submit



Events

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign Out

IEEE vTools **EVENTS** Welcome, Kung Chi Cinnati Loi

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

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 [?] Recent

Showing 50 of 3463 recent events based on search criteria. 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



Events



SEARCH EVENTS

Learn how to integrate Event notices with your website
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



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
 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**