

IEEE Signal Processing Society

Chapter Best Practices

Meeting Format

- A suggested meetings format could be as follows: Welcome by Chapter Chair, Sponsoring society news update, Seminar/DL update, Chapter news update, Employment status, and Calendar overview.
- If in-person events are not possible, use virtual meeting platforms (WebEx, Zoom, Google Meet) to host events and lectures.

Student and Special Interest Group Involvement

- Actively promote student participation.
- Organize student, women-in-engineering, and young professionals networking events.
- Promote and advise SP Student Branches in Universities around the Chapter's location.

Industry Involvement

- Promote industry-based events and organize events at the premises of interested industries.
- Balance academic and industry topics, even at the same meeting.
- Consider professional development events.
- Stay connected to the local community, recruit hometown speakers, especially from industry and particularly those who have presented at major conferences.

Distinguished Lectures (DL), Distinguished Industry Speakers (DIS), and Seminars

- Arrange DL/DIS tours, so that DL/DIS talks serve multiple local chapters in one trip. The lectures should be treated as high profile events and advertised accordingly.
- Invite local IEEE/Society/Section leadership to your seminars and events.

Dissemination

- Document meetings on Chapter's website.
- Advertise Section and Chapter events effectively.
- Get your events covered in a local newspaper, blogs, and social media forums.
- With appropriate approvals, post notices of IEEE activities on bulletin boards and electronic communication.
- Keep the Section and Society leadership advised of Chapter accomplishments; give credit where credit is due. Find examples of excellence on the part of Chapter members and provide a means for recognizing these accomplishments.

Conferences, Workshops, and Seasonal Schools

- Chapters should participate in conference organizations; possibly bringing SPS related conferences to the area. Financial support can be provided to Chapters, provided the Chapter actively participated in the organization of the event.
- Chapters should participate, get involved, and promote SPS Seasonal Schools.

Encourage Membership

- Include membership recruitment reminders in Section and Chapter newsletters.
- For all Section events and activities in which non-members may be in attendance i) have membership brochures available, and ii) dedicate time to ask non-members to join IEEE.
- Distribute IEEE membership applications to conference attendees or encourage them to apply online.

Chapter Organization

- Develop a working knowledge of Chapter operations from manuals, guidelines, and best practices.
- Maintain a fully functional chapter executive leadership group. Develop and promote teamwork.
- Develop a consistent leadership succession and offer your successor assistance.
- Elections should be held at least once every two years. Request for nominations should be published together with meeting announcements and during meetings at least two months in advance of election.