INSTRUCTIONS TO FILL OUT AN L31 FORM

1. Go to this web address:
   http://www.ieee.org/organizations/rab/scs/Required_Reporting/Meetforms.html

   And choose Click here for L31 form & to view submitted reports

2. Start filling out the form.

   Sponsor of the meeting is [YOUR SECTION] --- EMB18 --- CHAPTER
   Your chapter is always called EMB18.

   You usually have two kinds of meetings:
   • Your Planning meetings with your officers
   • Your event meetings.

   When you have a planning meeting with your officers, this is how you fill it out:

   There is no admission charge.

   If at the planning meeting you were 6 officers, you fill out Attendance: 6 for IEEE members, 0 for guests

   Choose PROFESSIONAL for the Category.

   The meeting was not joined with a Student Branch

   And it was not part of a Distinguished Lecturer Program.
Under Title of Paper: write Officers’ planning meeting

The entry is submitted by you

CC: your chapter chair

Then just press SUBMIT and you are done.

For an event, you go through same process

The fields are self explanatory. You may want to note that the category becomes “TECHNICAL”

For event description you can provide presentation title and speaker name. The rest can be skipped if you don’t know it.

If you another kind of event (such as a job fair, ...) just write the name of the event in the “title box”