

## INSTRUCTIONS TO FILL OUT AN L31 FORM

1. Go to this web address:

[http://www.ieee.org/organizations/rab/scs/Required\\_Reporting/Meetforms.html](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:**

**MEETING REPORT**

Make selections, as required, below. Use TAB key or mouse to move between fields.

All fields with \* are required fields

\* SPONSOR OF MEETING:

Select from dropdown list which includes:  
Parent Section Name -- Subsection Name -- CHAPTER / SUBSECTION / AFFINITYGROUP  
(or)  
Parent Section Name -- SECTION

BUENAVENTURA --- EMB18 --- CHAPTER

\* MEETING DATE (MM/DD/YYYY): 01/25/2006

WAS THERE AN ADMISSION CHARGE?  YES  NO  
(Optional food or facility expenses with a meeting not considered an admission charge)

\* ATTENDANCE: 6 IEEE Members  
0 Guests

\* CATEGORY: Professional

Was this meeting joint with Student Branches?  YES  NO

Was this meeting part of the Distinguished Lecturers Program?  YES  NO

Your Section

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"

Meeting Report Form - Microsoft Internet Explorer provided by AMI-USC

File Edit View Favorites Tools Help

Search the Web Search Address <http://ewh.ieee.org/cgi-bin/l31/ReportForm.pl> Go Links

Parent Section Name -- SECTION

BUENAVENTURA --- EMB18 --- CHAPTER

\* MEETING DATE (MM/DD/YYYY): 01/25/2006

WAS THERE AN ADMISSION CHARGE?  YES  NO  
(Optional food or facility expenses with a meeting not considered an admission charge)

\* ATTENDANCE: 20 IEEE Members  
71 Guests

\* CATEGORY: Technical

Was this meeting joint with Student Branches?  YES  NO

Was this meeting part of the Distinguished Lecturers Program?  YES  NO

\* Title of Paper 1: Cellular movement and Force

Speaker: Kevin Burton

Organization: Cedars-Sinai Surgery

Phone:

Address:

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