**1. Chapter**

**2. Officers**

Position Name

Chair

Vice Chair

Secretary

Treasurer

**3. Committee Members**

Position Name

**4. Chapter Sponsored Technical Meetings (Not Joint with Other Organizations)**

Do not include training courses, lecture series, or conferences, which are counted in Section 6. **Meetings count only if entered via VTools**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date | Topic | Speaker(s) | Attendance |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Number of Chapter Sponsored Meetings

Total Attendance at Chapter Sponsored Meetings

**5. Jointly Sponsored Technical Meetings (with Other Organizations)**

Do not include training courses, lecture series, or conferences, which are counted in Section 7. Meetings count only if entered via VTools.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | Topic | Speaker(s) | Co-Sponsoring  Organization(s) | Attendance |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Total Number of Jointly Sponsored Meetings

Total Attendance at Jointly Sponsored Meetings

**6. Chapter Sponsored Training Courses, Lecture Series, and Conferences (Not Joint with Other Organizations)**

Short (1-2 hour) technical meetings on a single topic should be included in Section 4, not here. An agenda or program that lists the topics, speakers, and schedule must be provided for each event. Events count only if submitted via Vtools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date(s) | Title of Event | Location | Hours |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Hours of Chapter Sponsored Training Courses, Lecture Series, and Conferences

**7. Jointly Sponsored Training Courses, Lecture Series, and Conferences (with Other Organizations)**

Short (1-2 hour) technical meetings on a single topic should be included in Section 5, not here. An agenda or program that lists the topics, speakers, and schedule must be provided for each event. Events count only submitted via Vtools.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date(s) | Title of Event | Location | Co-Sponsoring  Organization(s) | Hours |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

Total Hours of Jointly Sponsored Training Courses, Lecture Series, and Conferences

**8. Papers/Presentations in IEEE Publications/Meetings by Chapter Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Title | Author(s)  *Identify Chapter Members* | IEEE  Publication/Meeting | Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Number of Papers/Presentations in IEEE Publications/Meetings

**9. Papers/Presentations in Non-IEEE Publications/Meetings by Chapter Members**

All non-IEEE publications/meetings must be available/open to the public. Internal company publications/meetings are not eligible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Title | Author(s)  *Identify Chapter Members* | Non-IEEE  Publication/Meeting | Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Number of Papers/Presentations in Non-IEEE Publications/Meetings

**10. Participation in IEEE Professional Meetings by Chapter Members**

Do not include papers/presentations, which are counted in Section 8. Chapter members must have an active position/role (e.g., chair, moderator, committee member, etc.) in the meeting. Simply attending the meeting does not qualify. Participation in training courses, lecture series, and conferences included in Sections 6 and 7, and chapter management meetings is not eligible. A limit of four meetings per year per person will be counted for each position/role held by a chapter member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Chapter Member | IEEE  Professional Meeting | Chapter Member’s  Position/Role | Date(s) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Number of Participants in IEEE Professional Meetings

**11. Participation in Non-IEEE Professional Meetings by Chapter Members**

Do not include papers/presentations, which are counted in Section 9. Chapter members must have an active position/role (e.g., chair, moderator, committee member, etc.) in the meeting. Simply attending the meeting does not qualify. All non-IEEE meetings must be open to the public. Participation in internal company meetings is not eligible. A limit of four meetings per year per person will be counted for each position/role held by a chapter member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Chapter Member | Non-IEEE  Professional Meeting | Chapter Member’s  Position/Role | Date(s) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Total Number of Participants in Non-IEEE Professional Meetings

**12. Number of Chapter Reports Published in Reliability Society Newsletter**

Newsletter articles/submissions other than chapter reports should be listed in Section 8. One chapter report per newsletter.

**13. Awards Payment Information (MUST INCLUDE)**

Concentration Bank Account Number (if applicable)

Mailing Address (provide name of chapter/section and person authorized to endorse check)

*If your chapter holds its own bank account, then the check will be payable to IEEE <chapter> Reliability Chapter c/o <authorized person>. If the section holds your chapter bank account, then the check will be payable to IEEE <section> Section c/o <authorized person>. Please ensure all information provided is correct.*

**14. Signature of Chapter Officer**

Signature

Name

Office

Date