

**REGION 3
IEEE
STUDENT CONFERENCE
MANUAL**

April, 2001

**Updated by the Region 3 Student Activities
Committee Chair**

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TABLE OF CONTENTS

| | Page No. |
|--|---------------------|
| 1.0 INTRODUCTION | 1 |
| 2.0 FUNDING..... | 2 |
| 2.1 Sources | 2 |
| 2.2 Surpluses/Deficits | 2 |
| 3.0 SAMPLE STUDENT CONFERENCE SCHEDULE | 3 |
| 3.1 First Day..... | 3 |
| 3.2 Second Day | 3 |
| 3.3 Third Day | 4 |
| 4.0 STUDENT PROGRAM COMPOSITION | 6 |
| 4.1 Required Components..... | 6 |
| 4.2 Traditional Components..... | 6 |
| 4.3 Other (Possible) Components | 6 |
| 5.0 SAMPLE STUDENT CONFERENCE MANAGEMENT | 7 |
| 5.1 Executive Committee | 7 |
| 5.2 Publicity Committee | 7 |
| 5.3 Publications Committee | 7 |
| 5.4 Paper Contest Committee | 8 |
| 5.5 Device Contest Committee | 8 |
| 5.6 "Other" Contest Committees..... | 8 |
| 5.7 Social Events Committee | 8 |
| 5.8 Local Arrangements Committee | 9 |
| 5.9 Registration Committee | 9 |
| 5.10 General Information | 9 |

TABLE OF CONTENTS
(Continued)

| | | Page No. |
|---------------------|--|---------------------|
| 6.0 | SUGGESTED COMMUNICATIONS | 10 |
| 6.1 | Preliminary Announcement at Preceding Region 3 Student Conference | 10 |
| 6.2 | Region 3 Student Conference Announcement..... | 10 |
| 6.3 | Region 3 Student Conference Updates | 10 |
| 6.4 | Region 3 Student Conference Advance Registration | 10 |
| 7.0 | CONTESTS AND AWARDS | 11 |
| 7.1 | Paper Contest | 12 |
| 7.2 | Device Contest | 22 |
| 7.3 | "Other" Contests | 27 |
| 7.4 | Awards | 28 |
| 8.0 | APPLICABLE REGION AND IEEE POLICIES | 29 |
| 8.1 | From Region 3 Bylaws (Article VIII: Student Activities)..... | 29 |
| 8.2 | Registration of Branch Counselors | 30 |
| 8.3 | Use of IEEE Logo | 30 |
| 8.4 | Region 3 Travel Policy | 31 |
| 9.0 | HISTORY OF THE REGION 3 STUDENT CONFERENCE..... | 33 |
| 9.1 | Region 3 Conferences | 33 |
| 9.2 | Region 3 Device Contests | 35 |
| 9.3 | Region 3 Exemplary Student Branch Awards | 36 |
| APPENDIX | | |
| A. | Exemplary Student Branch Award | 37 |
| B. | IEEE Region 3 Expense Report for Student Conference | 42 |

1.0 INTRODUCTION

The primary purpose of this document is to address the needs of people planning a Region 3 Student Conference. A secondary purpose is to acquaint all Region 3 Student Branches with opportunities to participate in the planned events. The anticipated readership includes the Branch Counselor and students at the host Student Branch, all other Region 3 Branch Counselors and student officers, Southeastcon Conference Chair and the Region 3 Executive Committee. An attempt is made to include all the relevant information necessary to organize, conduct and participate in a successful Region 3 Student Conference. To remain a viable document, the information should be updated periodically, and it shall be a duty of the current Region 3 Student Activities Committee Chair to maintain this document. This edition of the Student Conference supersedes the November, 1989 version prepared by Dr. David G. Green. This was later updated by Dr. Charles Hickman in 1995 and last updated by Dr. Bruce Walcott in 2001.

The astute reader will note that the formal name of this conference is the Region 3 Student Conference, not Southeastcon. The Student Conference is mandated by Institute Bylaws and the Region 3 implementation of this conference is to hold it in conjunction with the student branches near the Southeastcon site. Southeastcon itself is the responsibility of a Section (or a collection of Sections) which has been awarded the right to host the particular Southeastcon by the Region 3 Committee. Although the Region 3 Student Conference is somewhat distinct from Southeastcon, a student conference should be highly integrated with Southeastcon activities while still allowing the sponsoring student branch its flexibility. One of the benefits of the Region 3 Conference Model is the opportunity for students to interact with working professionals.

The Section managing Southeastcon should make every effort to ensure that the student leaders get the opportunity to manage the Student Conference. The experience they gain is invaluable both to themselves and to IEEE.

2.0 FUNDING

2.1 Sources

The host Branch derives its funding from the host Section, plus sources it develops in coordination with the host Section. Often, regional industries will be interested in supporting the conference. Solicitation of their support should be done in a professional manner and in coordination with the host Section efforts on behalf of Southeastcon.

2.2 Surpluses/Deficits

Ultimately, the host Section and the Region are responsible for the financial portion of both the Region 3 Student Conference and Southeastcon. Present Region policy is that surpluses (and deficits) will be shared equally by the host Section and the Region.

The Student Branch should endeavor to make the Region 3 Student Conference a success (professionally and financially) but should not expect to have a surplus (or deficit) from the conference.

3.0 SAMPLE STUDENT CONFERENCE SCHEDULE

In the past, most Student Conferences have been held on Sunday, beginning with Registration, through Tuesday, ending with the Awards Luncheon. Some future conferences are planned for Friday through Sunday. Therefore, the following sample schedule will be described as first, second and third day activities rather than by particular days of the week. The Student Conference schedule must be integrated into the overall plan of two other concurrent meetings; Southeastcon and various Region 3 committee meetings. URLs for the most recent Southeastcon websites which include schedules and contest examples are:

<http://www.carol.net/ieee/secon2001/>

<http://www.ewh.ieee.org/reg/3/southeastcon2000/>

http://www.engr.uky.edu/student.orgs/IEEE/SouthEastCON_99/index.html

<http://www.ece.engr.ucf.edu/secon98/main.html>

<http://filebox.vt.edu/org/ieee/secon97/index.html>

3.1 First Day

3.1.1 Registration

3.1.2 Practice Sessions for Contests

3.1.3 Welcome Reception

3.2 Second Day

3.2.1 Morning – Paper Contest

The Student Paper Contest is one of the most important aspects of the conference. The Region 3 Student Activities Committee has voted to avoid conflicts between this event and other events on the student schedule.

3.2.2 Afternoon

3.2.2.1 Device Contest – Preliminaries

3.2.2.2 Tours/Field Trips

3.2.3 Evening

3.2.3.1 Device Contest – Finals

3.2.3.2 Student Social

3.0 SAMPLE STUDENT CONFERENCE SCHEDULE (Continued)

3.3 Third Day

3.3.1 Region 3 Student Activities Committee Meeting (Counselors)

This meeting is usually planned and conducted by the Region 3 Student Activities Committee (RSAC) Chair. All Branch Counselors of IEEE Student Branches in Region 3 are members of this committee and are expected to attend. This meeting is the annual business meeting of the committee.

3.3.2 Region 3 Student Branch Chairs Meeting

This meeting is usually planned and conducted by the Region 3 Student Representative (RSR) with assistance from the RSAC. The meeting provides an opportunity for IEEE Student Branch leaders to interact with each other and the Regional Representatives. All student leaders are invited, but each Branch should make every effort to send its incoming Branch Chair to this meeting. Details of Student Branch Administration are presented and discussed.

Leadership Training Workshop. The most important part of this meeting is the Leadership Training Workshop led by the RSR. This workshop includes training in areas such as how to conduct effective meetings and how to delegate responsibilities.

3.3.3 Alternate Paper Session (if any)

The number of papers selected for the Student Paper Contest (10-12) is limited by time constraints. Therefore, an Alternate Paper Session has been established to ensure that all students who submit acceptable papers will have the opportunity to participate in a written and oral communications learning experience.

3.0 SAMPLE STUDENT CONFERENCE SCHEDULE (Continued)

3.3.4 Region 3 Awards Luncheon

The Region 3 RSAC recognizes and thanks the host Student Branch(es) for contributions to the success of the conference and presents awards for various student activities. Winners of the following activities should be announced.

- Larry K. Wilson Award (Region 3)
- Outstanding Branch Counselor/Advisor Award
- Exemplary Student Branch Award
- Regional Activities Board Student Branch Membership Growth Award
- Student Paper Contest
- Student Software (Small Design) Contest (NOTE 1)
- Student Device Contest
- Student Branch Participation Award (NOTE 2)
- Overall Student Conference Award (NOTE 2)

Details related to these activities such as nomination procedures, deadlines and awards are presented in Section 7 of this manual.

- NOTES
1. Contests other than the Student Paper and Device Contests are planned and conducted at the discretion of the host Student Branch.
 2. Participation awards may be presented based on criteria established by the host Student Branch.

4.0 STUDENT PROGRAM COMPOSITION

4.1 Required Components

- 4.1.1 Region 3 Paper Contest
- 4.1.2 Region 3 Student Activities Committee Meeting – Counselors
- 4.1.3 Region 3 Branch Chairs Meeting

4.2 Traditional Components

- 4.2.1 Device Contest
- 4.2.2 First Night Reception
- 4.2.3 Second Night Social Event
- 4.2.4 Third Day Noon – Awards Luncheon

4.3 Other (Possible) Components

- 4.3.1 Leadership Training
- 4.3.2 Mini-SPAC
- 4.3.3 Other Contests such as Software or Small Design
- 4.3.4 Tours of Local Industries
- 4.3.5 Tours of Local Universities
- 4.3.6 Plenary Sessions
- 4.3.7 Alternate Paper Session

Students and working professionals are encouraged to interact at the Student Conference events, particularly the various contests, awards luncheon and social events.

5.0 SAMPLE STUDENT CONFERENCE MANAGEMENT

The host branch is responsible for establishing the committee structure to ensure high quality management of the Student Conference. Students who are willing to work diligently toward the goal of a successful conference should be sought for leadership goals. Based on the management of previous successful conferences, the following sample committee structure is suggested.

5.1 Executive Committee

- Composition: Student Conference Chair; Various Committee Chairs; Branch Counselor; Student Conference Treasurer.
- Provide oversight of the overall budget
- Ensure that a final report is prepared after the conference. This document will be excellent reference material for future host branches

5.2 Publicity Committee

- Advertise your conference at the current year conference
- Develop promotional events

5.3 Publications Committee

- Prepare attractive, informative Newsletters
- Include contest rules updates in Newsletters
- Prepare Program of Events for students
- Print a limited number of copies of student papers
(As a minimum, each student author should receive a copy of all papers.)

5.0 SAMPLE STUDENT CONFERENCE MANAGEMENT (Continued)**5.4 Paper Contest Committee (See Section 7.1)**

- Coordinate contest with RSAC
- Select judges for oral presentation
- Design and provide plaques for winners

5.5 Device Contest Committee (See Section 7.2)

- Prepare drafts, final version and updates of rules
- Respond to questions
- Construct test facilities
- Conduct contest
- Design and provide appropriate awards

5.6 "Other" Contest Committees

- Decide on type of "other" contest(s)
- Develop rules
- Include concept of contest(s) in Newsletters
- Conduct contest(s)
- Design and provide appropriate awards

5.7 Social Events Committee

- Interact with Southeastcon Local Arrangements Committee
- Plan Welcome Reception and Student Social
- Coordinate Awards Luncheon activities

5.0 SAMPLE STUDENT CONFERENCE MANAGEMENT (Continued)

5.8 Local Arrangements Committee

- Ensure needs of each student committee are met
- Coordinate activities with Southeastcon Local Arrangements Committee and the conference hotel staff

5.9 Registration Committee

- Develop a process for pre-registration and on-site registration (batch Branch Registration should be considered)
- Report registration numbers at Executive Committee meetings
- Prepare registration packets
- Distribute registration packets at the conference
- Handle on-site registration

5.10 General Information

Other conference activities, of course, will need coordination, e.g., tours, exhibits and transportation (particularly if more than one conference hotel is involved). Information in this section is intended to be constructive; host branches can build on past successes to ensure that the Region 3 Student Conferences continue to be positive experiences for all participants.

6.0 SUGGESTED COMMUNICATIONS

All Region 3 Student Branches need to be kept informed as plans for the Student Conference are developed. Web posting and E-mail are some of the ways to communicate your activities. Please note that all Device Contest rules and rule changes shall be coordinated through the RSAC. The host branch should provide at least 200 copies of each Newsletter to the RSAC for distribution to all Region 3 Student Branches and other IEEE representatives.

6.1 Preliminary Announcement at Preceding Region 3 Student Conference

6.2 Region 3 Student Conference Announcement

- 6.2.1 Paper Contest Announcement
- 6.2.2 Device Contest Announcement
- 6.2.3 Major Events Planned

6.3 Region 3 Student Conference Updates

- 6.3.1 Device Contest Refinements
- 6.3.2 Region 3 Travel Policy
- 6.3.3 Other Information

6.4 Region 3 Student Conference Advance Registration

7.0 CONTESTS AND AWARDS

Details of various contests associated with the Region 3 Student Conference follow. Note that the Paper Contest is required, the Device Contest is traditional and "Other" Contests are conducted at the discretion of the host branch.

7.1 PAPER CONTEST

Student Conference 19 IEEE Region 3 Student Paper Competition

The annual Student Paper competition will be held in Place and Date. Each student branch in Region 3 is invited to submit one entry. The guidelines for this competition are discussed below.

1. Timetable

March 1, 20__: The entrants must submit e-mail in PDF format a copy of their papers to the Regional Student Activities Chair no later than this date. The e-mail address for the RSAC chair is b.walcott@ieee.org. A separate cover sheet signed by the branch counselor should be mailed to the RSAC at the following address:

Bruce L. Walcott, Associate Dean
College of Engineering
312 CRMS Bldg.
University of Kentucky
Lexington, KY 40506-0046
(859) 257-8827
b.walcott@ieee.org

When e-mailing, please use the subject header "IEEE Region 3 Paper Contest Entry". This way, you will be sent message upon receipt of your e-mail.

7.1 PAPER CONTEST (Continued)

March 21, 20__: Judging of written papers is to be completed by this date. Contestants whose papers are selected to be presented orally will be notified immediately thereafter by the host Counselor or the Regional Student Activities Chair acting for the host Counselor. In order to ensure prompt notification, please include the branch counselor's telephone number in the letter of transmittal.

April __, 20__: Finalists selected must be in Place to present their papers.

2. Eligibility

To be eligible to enter a paper in the competition, the author must be a paid-up student member of IEEE in Region 3 at the time that the entry is submitted. The student must also be an undergraduate the Spring term of the year the paper is presented. Multiple authors are permitted up to a limit of three, all of whom must be undergraduate students and IEEE student members.

Any questions regarding eligibility or deviation from prescribed procedures will be decided upon by the members of the judging team present at the competition.

3. Prizes

The Institute Life Member Fund provides funds to the Region for prizes as follows:

| | | |
|--------------|---|----------|
| First Place | – | \$800.00 |
| Second Place | – | \$500.00 |
| Third Place | – | \$200.00 |

In addition to the first, second, and third place prizes, the school represented by the Author of the first place paper will receive a plaque.

7.1 PAPER CONTEST (Continued)

4. Written Presentation

The following is a list of the major parts of a suitable paper. It is intended only as a basic guide in establishing the format.

- a. Cover page (use the format described in Section 7.1.10). The cover page, which contains the author(s) name(s) and the Student Branch affiliation, will be removed before the paper is transmitted to the judges.
- b. Title page (names of persons or schools should not appear on this page – see Section 7.1.11).
- c. Abstract (not more than one page)
- d. Introduction
- e. Body of paper
- f. Conclusions and Recommendations
- g. Appendices
- h. References/Bibliography

The paper should be word-processed and put into PDF format for submission to the RSAC for reproduction on 8-1/2" x 11" paper. The pages of the paper must be numbered consecutively. The Introduction, Body, Conclusions, Tables, and Diagrams together may not exceed 15 pages while these sections together with the Appendices may not exceed 20 pages. Judges will penalize those who exceed this length.

Contestants are strongly encouraged to bring additional copies for distribution at the time of the oral presentation. These additional copies need not be in folders.

7.1 PAPER CONTEST (Continued)

5. Oral Presentation

The 10 to 12 highest scoring papers in the written judging will be selected by the RSAC for oral presentation.

Each contestant will have 15 minutes for oral presentation and 5 minutes for a question and answer period. A timekeeper will indicate, by some suitable method, how a contestant's time is progressing and when each of his/her prescribed time periods is completed.

The RSAC will use a random process to determine the order of oral presentation and will endeavor to inform the participating schools of their presentation order prior to the conference.

6. Judges

The basis for the judging is indicated in the following sections. The winners shall be determined from the sum of written and oral scores.

7. Written

There will be three judges of the written papers (See Section 7.1.1.2). They will judge each of the papers independently and send their scores to the RSAC.

8. Oral

Three judges of the oral presentations (See Section 7.1.1.3) and a timekeeper will be selected by the Host Counselor.

7.1 PAPER CONTEST (Continued)

9. Scoring

| WRITTEN PRESENTATION (maximum possible score: 56 points) | |
|--|--|
| <p>Originality</p> <p>1. Originality should be interpreted to give credit for results, investigative procedure, and conclusions that are primarily those of the author. A general guidance from the literature is acceptable.</p> <p>2. Originality can be evidenced by an unusual, imaginative, or concise treatment of the subject. Both (1) and (2) should be present to a reasonable degree to receive full credit.</p> | 12 points |
| <p>Analytical Treatment</p> <p>The fundamental nature of the subject should be clearly revealed, and the component parts of the topic should be carefully related to yield a unified analysis.</p> | 16 points |
| <p>Interest</p> <p>The paper should be of engineering interest and a sound engineering reason for considering the subject should be present.</p> | 12 points |
| <p>Mode of Expression</p> <p>1. Logical organization of material and clarity of presentation</p> <p>2. Concise and coherent expression of thoughts</p> <p>3. Effective and judicial use of electrical theory</p> <p>4. Adequate introduction and closure. The introduction should properly orient the reader for the main body of the material. The closure should include a summary of the writer's contributions, forecast, or conclusions.</p> | 4 points 4 points 4 points 4 points |

7.1 PAPER CONTEST (Continued)

9. Scoring (continued)

| ORAL PRESENTATION (maximum possible score: 44 points) | |
|--|------------------|
| Speaking Techniques The contestant should not be unduly nervous or display annoying mannerisms. Speech should be clear and in good English. | 12 points |
| Style Presentation of material should follow a logical course and should stimulate the thinking of the audience. | 12 points |
| Introduction and Conclusion Presentation should begin with a proper introduction. Background of the problem should be made clear before proceeding to the main body of the presentation. Conclusions should be briefly summarized. | 5 points |
| Technical Presentation The speaker should exhibit a clear understanding of the topic, of the important related literature, and of the associated electrical theory. The presentation should be technically sound and the fundamental nature of the subject should be clearly described. | 10 points |
| Discussion The speaker should display a reasonable knowledge of the subject by answering the questions adequately. | 5 points |

7.1 PAPER CONTEST (Continued)

10. Cover Page

Name and Mailing Address of School

TITLE OF PAPER

Student's Name

Student IEEE Membership Number

Submitted for consideration in

Region 3, IEEE

20__ Student Paper Competition

Endorsement of Branch Counselor

The author(s) of this paper are student members of this IEEE student branch and will still be undergraduate students on April __, 20__. This paper is the only entry of our student branch.

Signature:

Name (Typed):

Telephone Number of Counselor: (___)

7.1 PAPER CONTEST (Continued)

11. Title Page

TITLE OF PAPER

ABSTRACT

Give the abstract . . .

Start paper.

[NOTE: Be sure that this page DOES NOT have the student's name or school affiliation. Also, be sure that the COVER page with names and affiliations can be removed from the paper prior to sending to the judges.]

7.1 PAPER CONTEST (Continued)

7.1.1 General

The following general comments are part of the procedures for running the paper contest.

7.1.1.1 Host Counselor or RSAC

The RSAC is available to assist the Host Counselor in managing the paper contest. The Host Counselor and the RSAC should decide in the Fall prior to the conference who is to receive the results from the written judges and notify the selected finalists. The Host Counselor is always responsible for deciding what number of papers (10-12) are to be presented.

7.1.1.2 Judges – Written Presentation

The judges of the written presentations are usually Branch Counselors at schools that did not submit entries to the paper contest. Usually, the RSAC picks these judges and manages the written portion of the paper contest, notifying the host Branch Counselor and the participants of the results. All papers should be judged by all of the judges.

7.1.1.3 Judges – Oral Presentation

The judges of the oral presentations should be working electrical engineers from the local vicinity of the Student Conference. Usually, the host Branch Counselor picks these judges and makes arrangements for their participation. The same set of oral presentation judges should judge all presentations.

7.1 PAPER CONTEST (Continued)

7.1.1.4 Alternate Paper Sessions

The host branch may wish to have alternate student paper sessions and publish the contest papers and the additional papers. Although participation in an alternate session is encouraged, these students will not be eligible for the monetary awards. Care should be taken not to detract from the Region 3 Paper Contest. Scheduling additional student paper presentations in parallel with the Student Paper Contest has been specifically denied by the Region 3 Student Activities Committee.

7.1.1.5 Paper Presenter Responsibilities

The host Paper Contest Coordinator (and the Branch Counselor) should strongly encourage the paper presenters to arrive at the presentation location 30 minutes prior to the start of the program and to stay while all competing authors make their presentations.

7.1.1.6 Copies of Student Papers

The host branch is responsible for printing several copies of the papers presented by the students. As a minimum, each student author should receive a bound copy of all of the papers, including a Table of Contents.

7.2 DEVICE CONTEST

7.2.1 Introduction

The Region 3 Device Contest involves most of the student branches attending the Region 3 Student Conference and, as a result, has become a traditional part of the Conference and of many Student Branch programs. The contest changes every year because new people participate in planning, organizing and conducting the contest and the branches demonstrate creativity with their entries.

The host branch has a significant amount of flexibility in choosing the contest and establishing the rules. However, as the contest is developed and later as the students begin to design their entries, a number of potential problems can arise.

- Unintentional ambiguity and misinterpretation of contest rules**
- Unfair problem resolution scheme, where the host branch may even introduce more ambiguities that make things more difficult for contest entrants**
- Lack of informed referees for resolving problems at the actual contest**

To ensure that the contest is fair and equitable to all branches, a Device Contest Committee, charged with the following responsibilities, has been formed.

7.2 DEVICE CONTEST (Continued)

7.2.2 Device Contest Committee

7.2.2.1 Purpose

The purpose of the Region 3 Device Contest Committee is to assist the Region 3 Student Conference host student branch with the development of the Device Contest by providing a review of the contest rules before distribution and establishing provisions for resolution of ambiguities and other problems after distribution.

7.2.2.2 Committee Organization

The Committee shall consist of the Counselors from the Student Branches hosting the two most recent Region 3 Student Conferences, the present host, and the following two Region 3 Student Conferences (if they are known) and the RSAC. If there are less than five (5) committee members, the RSAC shall appoint other Branch Counselors to complete the committee.

The RSAC may serve as the chair or appoint a chair for the committee.

7.2 DEVICE CONTEST (Continued)

7.2.2.3 Rules Approval

The host branch shall be responsible for developing the contest concept for their Region 3 Student Conference. A draft of the rules shall be prepared for review by the Device Contest Committee at the Student Conference preceding their conference. The host branch is encouraged to submit a draft of the Device Contest rules to the RSAC prior to the Student Conference. The RSAC shall be responsible for distributing this draft document and for setting a time for the review. Representatives from the host branch shall meet with the Committee.

The Committee shall review the rules for safety concerns, ambiguities, degree of difficulty and other issues. The Committee is not to involve itself with the contest theme except as it impacts the listed concerns.

If the original draft, or a revised draft, is acceptable, the Committee can decide whether to allow distribution at the current Student Conference. If contest rules issues cannot be resolved at the review meeting, the Committee Chair shall be responsible for ensuring the preparation of an acceptable set of rules.

7.2 DEVICE CONTEST (Continued)

7.2.2.4 Meetings

As noted previously, the Committee shall meet each year at the Student Conference. In addition to reviewing contest rules, the Committee shall discuss pertinent and outstanding issues. At that meeting a record of significant actions taken during the preceding year shall be recorded and approved by all members attending, and the committee for the following year shall be formed.

To resolve any outstanding issues, the Committee can conduct most of its work by electronic communication (E-mail, telephone, FAX). The Committee Chair shall be responsible for ensuring that all issues are resolved in a timely and efficient manner and, in any case, no later than September 15 preceding the Conference.

7.2.3 General Guidelines

- The primary objective of the contest is to serve as a learning experience**
- Host Branch shall not compete**
- Avoid flying objects, projectiles, and combustive and explosive devices**
- Appropriate school identification and IEEE logos are permitted on the devices, but sponsorship identifications are prohibited**
- Decisions of judges are final**
- Judges shall enforce the spirit of the rules in addition to the specific rules**

7.2 DEVICE CONTEST (Continued)

7.2.4 Contest Ideas

- **Develop clear specifications for the contest that represent sound engineering practice**
- **Avoid too much complexity**
- **Consider refining the contest from the preceding year**
- **Do not assume that continuity exists from one year to the next on the part of competing branches**

7.2.5 Establish Mechanisms for Resolving Rules Issues

- **Establish, through the Region 3 Device Contest Committee Chair, a control mechanism for consistent rules clarifications**
- **Avoid giving individual answers**
- **Include question/answer section in the periodic mailings**

7.3 "OTHER" CONTESTS

The host branch has the option to plan and conduct "other" contests. The main purpose of such contests is to get more students involved in the activities of the Student Conference. These contests should require little or no preparation prior to arriving at the conference, and the rules should be fair and equitable to all participants. The host branch may announce the concept of the contests but probably will not provide details prior to the competition. The host branch is barred from participating in any of these contests.

7.4 AWARDS

Region 3 emphasizes rewarding student members and Student Branches for their contributions each year. A brief summary of the major awards follows.

7.4.1 Larry K. Wilson Regional Student Award

The purpose of this award is to recognize the student most responsible for an exceptional accomplishment associated with student activities in the region, section or branch. Nominations are due to the RSAC by January 31 each year.

7.4.2 Outstanding Branch Counselor/Advisor Award

The purpose of this award is to recognize the outstanding faculty counselor or advisor to a student branch for contributions to the IEEE. Nominations are due to IEEE Student Services by February 28 each year.

7.4.3 Exemplary Student Branch Award

The purpose of this award is to encourage, through public recognition, exemplary Student Branch operation. The Branch nomination package must be received by the RSAC thirty (30) days prior to the Region 3 Annual Student Conference. Details of this award are presented in Appendix A.

7.4.4 Student Branch Membership Growth Award

This award is presented to the student branch in each region that achieves the highest rate of growth. IEEE Student Services maintains records and informs the winning Region 3 Student Branch in February each year.

8.0 APPLICABLE REGION AND IEEE POLICIES

8.1 From Region 3 Bylaws (Article VIII: Student Activities)

8.1.1 Student Paper Contest (Section 2)

A Student Conference and Paper Competition will be held annually, normally in conjunction with and as a part of, Southeastcon.

8.1.2 Student Activities Committee Meeting (Section 3)

The Region 3 Student Activities Committee will meet once each year at the Region 3 Student Conference. This meeting should include a Branch Counselor and Chair Workshop and is the responsibility of the Region 3 Student Activities Committee Chair and the Region Student Representative.

8.1.3 Responsibilities (Section 4)

The host Section for Southeastcon is ultimately responsible for the Student Conference as well, but will normally delegate this responsibility to the Student Branch near the site of the conference. The student program should be planned and conducted by the host branch under the supervision of its Branch Counselor. The Region 3 Student Activities Chair will be available to assist in matters related to the Paper Contest and the Region 3 Student Activities Committee meeting.

8.0 APPLICABLE REGION AND IEEE POLICIES (Continued)

8.1.4 Announcement of Conference (Section 5)

Announcement should be made of the location of the future Student Conference at the prior annual meetings as soon as the locations are known. This may be done in the form of an invitation at the Student Activities Committee meeting by the Branch planning to be the host.

8.2 Registration of Branch Counselors

Student branch counselors shall be allowed to register at the student rate provided they attend the Region 3 Student Activities Committee meeting and provided they do not have papers presented in the Southeastcon Conference. Branch counselors are urged to register as normal members if finances permit, especially if they plan to participate in Southeastcon activities.

8.3 Use of IEEE Logo

The IEEE Logo is a registered trademark of the Institute of Electrical and Electronics Engineers. In order to protect the registration of this trademark, IEEE must strive to ensure that all uses of the IEEE Logo are correct. Be sure that the registered symbol, an R inside a circle, appears in the lower right portion of the symbol and that the IEEE Logo is truly represented. A facsimile which only looks similar can be used as evidence of misuse of the symbol. Student Services in Piscataway, New Jersey can furnish photo-ready masters of the IEEE Logo in various sizes upon request.

8.0 APPLICABLE REGION AND IEEE POLICIES (Continued)

8.4 Region 3 Travel Policy

Necessary and authorized travel expenses associated with student activities incurred in conjunction with Southeastcon (and the Region 3 Student Conference) will be reimbursed in accordance with the policy and limitations specified herein. Reimbursement as covered below will be made upon submission of the appropriate Region 3 Expense Report for Student Conference form (See Appendix B) to the Regional Student Activities Chair (RSAC).

Mileage:

- a) Per Branch: One (1) vehicle allowance at mileage rate equal to that authorized by the IEEE Controller.
- b) Expense voucher to be submitted by vehicle owner or Branch Chair, and approved by the Branch Counselor.
- c) No air travel for student branches in the continental U.S. will be reimbursed.
- d) Air travel for students from student branches where ground transportation is not possible may be reimbursed but only with prior approval of the RSAC and Regional Director.

Per Diem (food/lodging/incidentals):

- a) Branch Chair at \$35/day, 2.5 days maximum, contingent on attendance at the Branch Chairs Meeting.
- b) Branch Counselor at \$35/day, 2.5 days maximum, contingent on attendance of the Region 3 Student Activities Committee Meeting (Branch Counselors).
- c) Student Paper participant (one per branch) at \$35/day, 2.5 days maximum.

8.0 APPLICABLE REGION AND IEEE POLICIES (Continued)

8.4 Region 3 Travel Policy (Continued)

Procedure:

Branch Chair and Student Paper participant vouchers are to be approved by the Branch Counselor prior to submission to the RSAC.

All expense vouchers are to be submitted to the RSAC, with proper approvals, no later than 30 days after the last day of the Student Conference. The RSAC must submit all expense vouchers to the Region 3 Director within 45 days after the last day of the Student Conference.

Note:

The Region 3 travel policy is structured to provide support, rather than 100 percent funding to the branch attendees. Branch attendees are encouraged to seek support from their local Section or other IEEE entities, their Universities, Engineering Departments and Engineering Councils, if appropriate, and local industry. Branches that have exhausted additional funding sources may request additional Region 3 support by providing written justification, including a budget, to the Region 3 Director prior to the Student Conference.

Student Travel Policy

Revised: April 5, 2001

9.0 HISTORY OF THE REGION 3 STUDENT CONFERENCE

9.1 Region 3 Conferences

| Year | Student Branch | City | Branch Counselor | Student Chairman | Web Page |
|------|---|----------------|--------------------|--------------------------------|---|
| 2002 | University of South Carolina | Columbia, SC | John Bowles | Tan McGill | |
| 2001 | Clemson, University | Clemson, SC | John Komo | Randy Collins | http://www.carol.net/ieee/secon2001/ |
| 2000 | Tennessee Technical University | Nashville, TN | Jeffrey R. Austen | Byron Young | http://www.ewh.ieee.org/reg/3/southeastcon2000/ |
| 1999 | University of Kentucky | Lexington, KY | Bruce Walcott | Kristi Maggard Chris Bowles | http://www.engr.uky.edu/student.orgs/IEEE/SouthEastCON_99/index.html |
| 1998 | University of Central Florida | Tampa, FL | Dr. Takis Kasparis | Mr. Sean Ortiz | http://www.ece.engr.ucf.edu/secon98/main.html |
| 1997 | Virginia Polytechnic Institute and State University | Blacksburg, VA | Jeff Scruggs | Christine Learn | http://filebox.vt.edu/org/ieee/secon97/index.html |
| 1996 | University of South Florida | Tampa, FL | | Joey Duvall | |
| 1995 | North Carolina State University | Raleigh, NC | Hatice Ozturk | Kevin Gard | |
| 1994 | Florida International University | Miami, FL | Osama Mohammed | Elise Jakubzick | |
| 1993 | University of North Carolina | Charlotte, NC | Siva Simanapall | Natalie Little | |

| Year | Student Branch | City | Branch Counselor | Student Chairman | Web Page |
|------|---|------------------|------------------------------------|------------------------------------|----------|
| | - Charlotte | | i | | |
| 1992 | University of Alabama at Birmingham | Birmingham, AL | David Green | Lynn Tanner | 475 |
| 1991 | Old Dominion University | Williamsburg, VA | David Livingston | John Asby | |
| 1990 | Tulane University and University of New Orleans | New Orleans, LA | Paul Duvoisin and Donald Prados | Val Dauterive III and Scott Wilson | |
| 1989 | University of South Carolina | Columbia, SC | Jerry Hudgins | Bill Westbrook | 350 |
| 1988 | University of Tennessee - Knoxville | Knoxville, TN | Fred Symonds | Thao Pham | |
| 1987 | University of South Florida | Tampa, FL | Art Snider | Manuel I. Rodriguez | |
| 1986 | Old Dominion University | Richmond, VA | Jim Hendry | Katherine Summers | |
| 1985 | North Carolina State University | Raleigh, NC | Thomas Miller | Jeffery Scott | |
| 1984 | University of Louisville | Louisville, KY | Peter Aronhime | Karen Magazin | |
| 1983 | University of Central Florida and University of South Florida | Orlando, FL | Benjamin Patz and Mucali Varariosi | | 514 |
| 1982 | University of Florida | Destin, FL | Leon Couch | Gary Hoffman | |
| 1981 | University of Alabama at Huntsville | Huntsville, AL | David Green | Giselle Nogues | |
| 1980 | Vanderbilt University | Nashville, TN | Ensign Johnson | | |

| Year | Student Branch | City | Branch Counselor | Student Chairman | Web Page |
|-------------|--|------------------|---------------------------------|-------------------------|-----------------|
| 1979 | VPI & VMI | Roanoke, VA | Rick Claus | | |
| 1978 | Georgia Tech | Atlanta, GA | | Julie Ellis | |
| 1977 | Old Dominion University | Williamsburg, VA | J. W. Stoughton | Sally Charalambous | |
| 1976 | Clemson University | Clemson, SC | J. S. Lathrop and J. E. Bennett | E. R. Walke | |
| 1975 | University of North Carolina – Charlotte | Charlotte, NC | R. J. Coleman | Larry Tice | |
| 1974 | | | | | |
| 1973 | | | | | |
| 1972 | University of Tennessee – Knoxville | Knoxville, TN | T. J. Paulus | | |

9.0 HISTORY OF THE REGION 3 STUDENT CONFERENCE

9.2 Region 3 Device Contests

| Year | Student Branch | Device Contest | Winner |
|------|---|----------------------------|------------------------|
| 2001 | Clemson University | Lake Hartwell | UAB |
| 2000 | Tennessee Technical University | A Driving Tour of Kentucky | UAH |
| 1999 | University of Kentucky | A Driving Tour of Kentucky | Univ. of West Florida |
| 1998 | University of Central Florida | Knight Mine | |
| 1997 | Virginia Tech University | Hokie Hunt | |
| 1996 | University of South Florida | Pinbull Wizard | |
| 1995 | North Carolina State University | Slamfest 1995 | Univ. of Kentucky |
| 1994 | Florida International University | Tropical Derby | |
| 1993 | University of North Carolina – Charlotte | Toll Network Turnpike | Florida Atlantic Univ. |
| 1992 | University of Alabama at Birmingham | IEEE Spelling Bee | Mercer University |
| 1991 | Old Dominion University | | Tennessee Tech |
| 1990 | Tulane University and University of New Orleans | | Virginia Tech |
| 1989 | University of South | Radio Racer II | Univ. of Kentucky |

| | Carolina | | |
|-------------|--|---|---------------------------|
| 1988 | University of Tennessee – Knoxville | Radio Racer | VMI |
| 1987 | University of South Florida | Tracer Racer III | Clemson University |
| 1986 | Old Dominion University | Tracer Racer II | The Citadel |
| 1985 | North Carolina State University | Tracer Racer I | Memphis State |
| 1984 | University of Louisville | Centennial Shoot Out, Seeker Car III | |
| 1983 | University of Central Florida and University of South Florida | Seeker Car II | |
| 1982 | University of Florida | Seeker Car I | |
| 1981 | University of Alabama at Huntsville | Solar Powered Racer, Blackjack Playing Devices | |
| 1980 | Vanderbilt University | Solar Powered Distance Vehicles | |
| 1979 | VPI & VMI | Solar Powered Race Car | |

9.3 Region 3 Exemplary Student Branch Awards**Year****Student Branches****1995****University of Alabama at Birmingham
Mississippi State University
University of Tennessee, Knoxville
Tennessee Technological University****1994****University of Alabama at Birmingham
University of Evansville
North Carolina Agricultural and Technical State University
University of South Carolina
University of South Florida
University of Tennessee, Knoxville
Tennessee Technological University
Virginia Polytechnic Institute and State University****1993****University of Alabama at Birmingham
University of New Orleans
North Carolina Agricultural and Technical State University
North Carolina State University
University of Tennessee at Chattanooga
University of Tennessee, Knoxville
Tennessee Technological University****1992****University of Alabama at Birmingham
North Carolina Agricultural and Technical State University
University of Tennessee, Knoxville
Tennessee Technological University**

APPENDIX A.

Exemplary Student Branch Award

APPENDIX B.

IEEE Region 3 Expense Report for Student Conference

IEEE Region 3
IEEE Expense Report for Student Conference

| | |
|---------------------------|---|
| Date: | Dates of expenses related to Student Conference: |
| Student Branch: | Code: |
| Contact: | Tel: |
| Make check out to: | |

Send check to:

One way mileage to _____ was _____ miles $\times 2 \times \$0._ = \$$

| Title | Name | IEEE Member Number | Days | | Per Diem | Amount Due |
|---------------------------------|------|--------------------|--------|-------|----------|------------|
| | | | Number | Limit | | |
| Branch Chair | | | | | | |
| Branch Counselor | | | | | | |
| Paper Contestant | | | | | | |
| TOTAL DUE STUDENT BRANCH | | | | | | \$ |

Note: Expenses will be supported up to the maximum allowed in the student travel policy only if expenses are substantiated by original copies of expense receipts, except copies of receipts may be used if accompanied by a copy of expense account submitted to another supporting organization. Combined reimbursement will not exceed actual expense incurred.

We, the undersigned, certify that the above expenses were actually incurred in attending the Region 3 Student Conference this year and that these expenses are not being reimbursed by other sources or funds. For each eligible reimbursement category, the appropriate person must sign in the designated space below. Note: The Branch Counselor signature is required for the Student Branch to be eligible for any reimbursement.

I, as Branch Chair, certify that I attended the Region 3 Branch Chair Workshop.

 (Branch Chair or Attending Representative)

Date

I, as Paper Contestant, certify that I presented my paper at the Region 3 Student Paper Contest.

 (Paper Contestant)

Date

I, as Branch Counselor, certify that I attended the Region 3 Student Activities Committee Meeting and/or to the best of my knowledge, the above report is accurate.

(Branch Counselor)

Date

(To be completed by Region 3 RSAC)

Date Processed: _____

Approved: _____

Checked: Paper Presentation
 R3 SAC Meeting

Workshop
 Mileage

(To be completed by Region 3 Director)

Comments:

Approved: _____ Date: _____

EXEMPLARY STUDENT BRANCH AWARD

- PURPOSE:** To encourage through public recognition exemplary Student Branch operation.
- SCHEDULE:** The Branch nomination package must be received by the Regional Student Activities Chair (RSAC) thirty (30) days prior to the Region 3 Annual Student Conference.
- SCOPE:** The award will be presented annually to each qualifying branch in the Region.
- NOMINATION PACKAGE:** Submitted documentation shall be applicable for award year under consideration.
1. Required Documentation. Form RARC 92-8 completed by nominator.
 - a. Branch Annual Plan.
 - b. Branch Annual Report.
 - c. Branch Counselor Nomination Reporting Form.
 - d. Newly Elected Student Officer Reporting Form.
 - e. Last page of previous year-end membership roster (10 members minimum).
 - f. Details of Branch technical meeting (2 meetings minimum).
 2. Elective Documentation, twelve (12) required, Form RARC 92-8 completed by nominator.
 - a. Adoption of Branch Bylaws.
 - b. Appointment of subcommittees by the Branch officers.
 - c. Attendance at Section functions.
 - d. Branch e-mail address.
 - e. Fund raisers.
 - f. Membership drive(s).
 - g. Minutes published for all Branch officer meetings.
 - h. Newsletter or similar promotional efforts.
 - i. Branch operating budget.
 - j. Timely meeting notices.
 - k. Other notable Branch activities (e.g., Engineers Week).
 - l. Application for IEEE Educational Awards and Scholarships.
 - m. Branch entry in Region 3 Paper Competition.
 - n. Branch entry in Region 3 Hardware Design Contest.
 - o. Entry in IEEE Bendix Award of Allied-Signal Inc. program.
 - p. Hosting of SPAC.
 - q. Nomination for Larry K. Wilson Award.
 - r. Nomination for Outstanding Branch Counselor/Advisor Award.
 - s. Attendance at Region 3 Student Conference.
 - t. Attendance at the Region 3 Branch Chair Workshop.
 - u. Other IEEE activities (e.g., successful Branch Chapter).
- BASIS OF SELECTION:** This award will be presented to the branch(es) judged to have accomplished branch operations in accordance with IEEE Bylaws. For award consideration, the Branch must be nominated by a Branch officer, satisfy the nomination package requirements as defined on Region 3 nomination form RARC 92-8 and be endorsed by the Branch Counselor/Advisor and appropriate Section officer.
- NOMINATION SUBMITTED TO:** IEEE Region 3, to the attention of the Regional Student Activities Committee (RSAC).

SELECTION

COMMITTEE: The Region 3 Awards and Recognition Committee (ARC), Student Awards Subcommittee.

AWARD

INSTRUMENT: A certificate suitably inscribed attesting to the exemplary operation of the recipient branch(es).

PRESENTATION: The award recipient(s) will be announced at the Annual Region 3 Student Conference. The award certificate will normally be presented at a meeting of the Section within which the Branch is located. The presentation will be made by the Region 3 Student Activities Committee Chair (RSAC) or his/her representative.

RECORDS: The Region 3 ARC Chair shall maintain records of the award recipients on a year-to-year basis. A copy of all nominations will be kept on file for a period of three years.

**INSTRUCTIONS FOR COMPLETING
THE EXEMPLARY STUDENT BRANCH
NOMINATION FORM**

GENERAL**INSTRUCTIONS:**

1. For the convenience of the many members who will review this nomination please ensure documentation (copies and/or originals) is readable.
2. Completed nomination package should be mailed to:

Region 3 Student Awards

Attn: RSAC Chair

Address: (refer to the IEEE Region 3 Organizational Roster or call the IEEE SERVICE CENTER)

SPECIFIC**INSTRUCTIONS:**

1. Print or type Student Branch name.
2. Print or type award year for consideration. The award recognizes the current student branch fiscal year (April 1st-March 31st) prior to the Annual Student Conference.
Example: For recognition at the 1993 Region 3 Annual Student Conference the Student Branch would be considered for the 1992-93 fiscal year, therefore the year of consideration would be: 1993.
3. Required documentation. Six items are required documentation; substitute documentation will result in Branch disqualification.
4. Elective documentation. A minimum of twelve (12) documentation items must be submitted.
5. Print or type Nominator name, branch office and date.
6. Nominator signature and IEEE student membership number.
7. Section officer endorsement, signature, office, membership number and date of endorsement.
8. Branch Advisor endorsement, signature, membership number and date of endorsement.
9. Attach the documentation items to the "Exemplary Student Branch Award" nomination form, RARC 92-8. This completes the award nomination package. Mail as soon as possible.

REGION 3
EXEMPLARY STUDENT BRANCH AWARD
NOMINATION FORM

Student Branch:

Year for Consideration:

1. **Required documentation, completed by nominator. Indicate documentation compliance by checking off the supplied documentation.**

- Branch Annual Plan**
- Branch Annual Report**
- Branch Counselor Nomination Reporting Form**
- Newly Elected Student Officer Reporting Form**
- Last page of previous year-end membership roster (10 members minimum)**
- Details of Branch technical meeting (2 meetings minimum)**

2. **Elective Documentation, twelve (12) required, completed by nominator: Indicate documentation compliance by checking off the supplied documentation.**

- Adoption of Branch Bylaws**
- Appointment of subcommittees by the Branch officers**
- Attendance at Section functions**
- Branch e-mail address**
- Fund raisers**
- Membership drive(s)**
- Minutes published for all Branch officer meetings**
- Newsletter or similar promotional efforts**
- Branch operating budget**
- Timely meeting notices**
- Other notable Branch activities (e.g., Engineers Week)**
- Application for IEEE Educational Awards and Scholarships**

2. Elective Documentation (Continued)

- Branch entry in Region 3 Paper Competition
- Branch entry in Region 3 Hardware Design Contest
- Entry in IEEE Bendix Award of Allied-Signal Inc. program
- Hosting of SPAC
- Nomination for Larry K. Wilson Award
- Nomination for Outstanding Branch Counselor/Advisor Award
- Attendance at Region 3 Student Conference
- Attendance at Region 3 Branch Chair Workshop
- Other IEEE activities (e.g., successful Branch Chapter)

List:

Nominator: _____ Membership No. _____ Branch Office:
 Print Name

Signature: _____ Date:

Endorsements:

Section Officer: _____ Membership No. _____ Office:
 Print Name

Signature: _____ Date:

Branch/ Advisor: _____ Membership No. _____ Phone (O):
 Print Name

Signature: _____ Date: