



April 15, 2025

Dear Youry:

Greetings from the IEEE Systems Council!

Congratulations on the official formation of your chapter. It is our privilege to have you on our team. As the Systems Council VP Member Services, I would like to remind you of the services and benefits the Council has to offer to your chapters, as well as, the reporting procedures required by IEEE. A comprehensive list of resources at your disposal can be found on the [Systems Council website](#).

Requirements and Reporting

All IEEE Chapters must hold and report at least two (2) technical meetings per year to be viable as defined by the IEEE. Reporting of these meetings can be completed via [vTools](#). Please note that the report must be completed in full including the post-meeting report and additional fields (i.e. attendance) to be officially submitted and accounted for. This is very important as we do not want any chapters to be terminated due to reporting non-compliance.

To ensure compliance with the above, we encourage you to submit a brief report of your technical event not exceeding one page with at least 3-4 photos of the event to the Chapter Chair within a week of the event. Reports and photos may be included in the [Council's newsletter](#) and/or on the [Council's website](#).

Please keep in mind any changes to Chapter officers must also be reported promptly on [vTools Officer Reporting](#) page and to the Operations Manager.

Requesting a Distinguished Lecturer

The Council has Distinguished Lecturers (DLs) who are available on request to present at Chapter events. The full list of our DLs and their respective proposed talks can be found [here](#).

Advertising Your Chapter and Its Activities

The Systems Council is available to offer guidance and support for various chapter events, workshops, and other chapter initiatives. The Council can advertise your Chapter's activities to our systems engineering community via various marketing channels including our website, social media, and quarterly newsletter. Please use the [Marketing Request Form](#) to submit your requests.

We are here to support you and your chapters in any way that we can and look forward to our future collaborations together!

With Warm Regards,

Bozenna Pasik-Duncan
VP, Member Services
IEEE Systems Council