IEEE PELS Student Guidebook

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Acknowledgement

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PELS Student Guidebook Objective

This document has been prepared as a reference text for students eager to establish a PELS Student Branch Chapter (SBC) at their university, those in leadership positions of a newly founded IEEE PELS SBC, and new leaders in an existing SBC. This guidebook concisely answers several questions new leaders may have.
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1 The Institute of Electrical and Electronics Engineers (IEEE)

The Institute of Electrical and Electronics Engineers (IEEE) is a professional association with its corporate office in New York City and its operations center in Piscataway, New Jersey. It was formed in 1963 from the amalgamation of the American Institute of Electrical Engineers and the Institute of Radio Engineers.

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<th>Founded</th>
<th>January 1, 1963</th>
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<tr>
<td>Focus</td>
<td>Electrical, Electronics, Communications, Commuter Engineering, Computer Science and Information Technology</td>
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<tr>
<td>Origin</td>
<td>Amalgamation of the American Institute of Electrical Engineers and the Institute of Radio Engineers</td>
</tr>
<tr>
<td>Members</td>
<td>More than 400,000 members in more than 160 countries</td>
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2 The IEEE Power Electronics Society (PELS)

The IEEE Power Electronics Society (PELS) is one of the fastest growing technical societies of the IEEE. PELS was founded in 1988, after a few years of operation as the Power Electronics Council. For over 30 years, PELS has facilitated and guided the development and innovation in power electronics technology. Our members include preeminent researchers, practitioners, and distinguished award winners. PELS seeks to publish the highest quality scientific and educational materials in the areas within its scope. An example is the IEEE Transactions on Power Electronics, a top referenced journal among all IEEE publications.

2.1 Mission Statement

The objectives of the Power Electronics Society shall be scientific, literary, and educational in character. The society shall advance the theory and practice of electrical and electronics engineering and of the allied arts and sciences and it shall promote a high level of technical excellence among its members. PELS shall aid in promoting close cooperation and exchange of technical information among its members and affiliates, and to this end shall hold meetings for the presentation of papers and their discussion, shall sponsor periodicals and special publications, and through its committees shall study and provide the needs of its members and affiliates.

2.2 Field of Interest

The field of interest of the society shall be the development and application of power electronic systems and technologies, which encompass the effective use of electronic components, the application of circuit theory and design techniques and the development of analytical methods and tools toward efficient electronic conversion, control and conditioning of electric power to enable the sustainable use of energy.

3 Student Branches

A Student Branch of IEEE is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade at a particular college, university, or technical institute, to represent and fulfill the needs of the members and the missions of IEEE. Each Student Branch shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Policies, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

A petition to form a Student Branch must be signed by twelve (12) or more IEEE members of Student Member or Graduate Student Member grade and by at least three (3) IEEE members of Member, Senior Member, or Fellow grade, of which no less than two are faculty members teaching in IEEE designated fields, who shall endorse the petition. At each Student Branch there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields. Officers of the Student Branch shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer, or a Secretary-Treasurer.

Failure of a Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall place the Student Branch on probation. If the probation continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Student Branch shall be dissolved.

For more information, consult the IEEE Member and Geographic Activities Operations Manual.

4 Student Branch Chapters (SBC)

A Student Branch Chapter (SBC) is a technical sub-unit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A SBC functions in a manner similar to a committee of the Student Branch. A SBC can only be established at a particular college, university, or technical institute that has a Student Branch.

A petition to establish a SBC, in the required form supplied by IEEE, must contain at least:

- Name of Student Branch, signatures of its Student Branch officers, and signature of the Student Branch Counsellor.
- Name of the sponsoring Society.
- The signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the SBC selected by the petitioning Student Member or Graduate Student Member, who shall be a member of the Society, and the name of one Student petitioner who will serve as interim Chair until establishment of the Student Branch Chapter is authorized.

A joint SBC comprising the members of more than one Society or Student Branch may be established, provided that the petition to establish a joint SBC shall contain at least six (6) signatures and that each Society or Student Branch involved shall be represented by at least three (3) signatures.

To create the petition, visit: here
Once the petition has received the required signatures and endorsements, the petition is handled by IEEE Membership and Geographic Activities (MGA). Upon approval, the filer will receive a congratulatory letter from MGA, which will also contain the SBC geocode. The SBC members shall elect a SBC Chair and any other officers deemed necessary for its successful operation in accordance with the Student Branch constitution.

The responsibility for SBC management rests with the Executive Committee (ExCom) of the Student Branch. The SBC Chair shall serve as an ex officio member of the Branch ExCom in coordinating and planning activities and programs. All Student Branch members shall be advised of all meetings held under the auspices of the Student Branch including those organized by a SBC.

A SBC is required to maintain a membership of not fewer than five (5) IEEE members of Student Member or Graduate Student Member grade, and to hold not less than two (2) technical meetings per year, and maintain a level of activity acceptable to the Society President, the Region Director, and the Region Student Activities Committee Chair. The MGA Board may, after consultation with the Region Director and the Society President, dissolve an SBC or withdraw its sponsorship and support of a joint SBC for any reason deemed sufficient.

➢ **How to Expand a SBC into a Joint SBC**

Creating a joint SBC from an existing SBC is done by filing a petition using the same link provided in this section. The filer should select the *Section Chapter/Affinity Group Status Change* petition.

### 5 Resources for Student Branches and Student Branch Chapters

The IEEE volunteer tools (vtools) is a wide range of tools developed for IEEE members and IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software to reduce the time spent on managing local activities and to assist in member development. All the tools and detailed information can be accessed on the [IEEE vtools website](#).

#### 5.1 vTools eNotice

IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events, and IEEE conference materials. To use eNotice, you must be an officer of the organizational unit to which you want to send notices. Detailed information can be accessed [here](#).

#### 5.2 vTools Events

vTools Events is used for creating and managing local meetings. Officers can create meeting announcements by entering all relevant meeting information in one central place. Each created event is accessible at the vTools Events website and the events are automatically exported to various sites, including IEEE websites, IEEE Collabratec, and IEEE Event Finder Mobile App. Event registration, with or without credit card payment, is available. Detailed information can be accessed [here](#).

#### 5.3 vTools Officer Reporting

Officer reporting is an online officer reporting tool that enables authorized volunteers to make modifications to the officer roster for a given region, council, section or chapter. The tool provides automatic validation and updates the central IEEE database. After a change in the Officers, the SBC Chair
should use the vTools officer reporting tool to inform IEEE about the change. Detailed information can be accessed here.

5.4 **WordPress Hosting**

WordPress is a content management system with blogging features. A WordPress hosting for a SBC can be requested here.

6 **PELS Student Branch Chapters**

6.1 **PELS Support to Newly Setup Chapters/Student Branch Chapters**

PELS offers US$500 to newly established Chapters/Student Branch Chapters. The Chapter/SBC Chair should fill out a form requesting the funds which are sent via Check, Wire Transfer or Concentration Banking deposit. The money must be deposited or transferred to a bank account in the name of the Chapter/SBC or the IEEE Section (if the SBC does not have a bank account). Funds cannot be transferred to other personal, business, or professional accounts.

6.2 **PELS Chapter/Student Branch Chapter Reporting**

Chapters and Student Branches Chapters in good standing may request US$250 yearly as operational funding to support their activities. To receive the funding, the Chapter/SBC Chair shall complete an application form indicating the status and activities of his/her Chapter/SBC over the past year. The application form and the deadline to report the activities are sent to the Chapter/SBC Chairs by email.

6.3 **PELS Chapter Tool Kit order form**

Chapters and Student Branches Chapters can request the PELS Chapter Tool Kit here.

6.4 **The Distinguished Lecturer Program**

The IEEE Distinguished Lecturers (DL) Program is one of the most exciting offerings available to the IEEE Society Chapters. Each year, PELS selects a few members of our profession as Distinguished Lecturers. This not only celebrates and honors their high achievements in the field of power electronics but also supports PELS chapter activities by providing high profile speakers for local chapter/section events.

➢ **How to Arrange a DL Visit**

The request for a DL presentation should be initiated by a Chapter or SBC of PELS and approved by the Regional Chair/Country Liaison, VP of Membership and the Treasurer of PELS. Approval is dependent on the availability of funds to support such activities. PELS will support DL’s volunteer work by covering transportation expense consistent with the PELS travel reimbursement policy while the local PELS Chapter/SBC is encouraged to cover the local expenses (lodging, foods, local transportation, etc.).

The local Chapters/SBCs and the DLs should make every effort to keep the cost down when making DL lecture arrangement. Alternatively, the DLs may be requested to give a live or recorded webinar lecture. If a long-distance international travel is required, it is recommended that the DL give more than one lecture in the travelled region (or country) during the trip.

To request a DL talk, this form should be submitted. Before for submission, the speaker should be contacted to confirm availability. The list of PELS speakers is available here.
6.5 PELS Best Student Branch Chapter Award

The Power Electronics Society Best Student Branch Chapter Award was established in 2018 to recognize excellent service by a PELS Student Branch Chapter – also joint with other Societies – to its student members and to the power electronics community. Prize items include US$1000 to support activities of the SBC, a certificate in the name of the SBC, and reimbursement for travel expenses up to US$500 to attend the award ceremony at the IEEE Energy Conversion Congress and Exposition (ECCE). Upon request free entrance to the award ceremony when not registered for the conference. The award is usually presented at ECCE every year during the awards ceremony; however, this can be presented at another PELS sponsored conference if desired.

Criteria are substantial chapter accomplishments in fields such as: local service to PELS members; chapter meetings with technical, educational or networking contents, including meetings with invited distinguished lecturers from PELS; offering networking opportunities between local industry and academia, between students, young and senior engineers; power electronics related contribution to IEEE activities, such as establishment and promotion of IEEE milestones; essential local support of international IEEE PELS power electronics conferences; visibility e. g. related to high numbers of members and participants in chapter meetings, gain of new PELS members, public relations including website and publications; networking with local societies with a similar scope.

Applications for the IEEE Power Electronics Society Best Student Branch Award should be effectuated through the current Chair as follows:

- Please go to the IEEE Society Awards Application System.
- To identify, you will be asked in the beginning of this process to log in your existing IEEE account or to register for a new one.

Nominations received up to March 31st will be considered in the current year. If you have any questions please send them to PELS Awards Committee via pels-awards.nominations@ieee.org.

7 PELS Student Opportunities

7.1 Student Competitions

A. IEEE International Future Energy Challenge

The IEEE International Future Energy Challenge (IFEC) is an international student competition for innovation, conservation, and effective use of electrical energy which is open to college and university student teams from recognized undergraduate engineering programs in any location. The competition is sponsored by the IEEE PELS, Power & Energy Society (PES), Industry Application Society (IAS) and Power Sources Manufacturers Association (PSMA).

Participation is on a proposal basis. Each proposal will be judged by a distinguished panel of volunteer experts from the IEEE and industry. Schools with successful proposals are notified and qualified for the rest of the competition. The finalist teams are invited to a competition event in summer each year. There is a Grand Prize of US$10,000 and three additional awards granted at US$5,000, US$3,000 and US$1,000 each. For more information, please visit: here.
B. PELS Prize Ph.D. Thesis (P3 Talk) Video Competition

PELS Prize Ph.D. Thesis (P3 Talk) Video Competition is a competition organized by PELS to recognize the excellent work of PELS Members that recently received their Ph.D. certificates. To enter the competition, a 200 seconds video summarizing their Ph.D. research should be uploaded. The videos are evaluated by worldwide distinguished judges and up to 5 winners receive US$500 + up to US$1000 travel support to accept the award. A certification is given to each winner and their videos are featured on PELS website. For more information, please visit: [here](#).

C. ECCE Student Project Demonstrations on Emerging Technology Award Program

Since 2011, ECCE has organized the hardware demonstration event for students to showcase their research outcomes and interact with academia and industry. Starting in 2013, IEEE PELS TC6 has sponsored this hardware demonstration event at ECCE as the student project demonstrations on emerging technology award program. Three prizes are awarded at ECCE to the best student project demonstrations. There are US$700, US$500, and US$300 awards for the 1st, 2nd, and 3rd place winners respectively. Furthermore, videos of the three winning project demonstrations may be posted on the IEEE PELS TC6 website. The topics of interest are:

- Energy harvesting;
- 3D power electronics integration;
- Wireless power transfer;
- High temperature power electronics;
- Ultra-efficient and high-power-density converters and inverters;
- Emerging power devices (e.g., SiC, GaN) and their applications;
- Emerging solutions for passive component used in power electronics;
- High reliability power electronic components and converters;
- Other emerging power electronic applications and related technologies.

For more information, please visit: [here](#).

7.2 Student Travel Grants

A. IEEE Applied Power Electronics Conference and Exposition (APEC) Student Travel Support Program

Travel support of up to US$1,000 is offered to graduate and undergraduate students enrolled in power electronics programs to assist in attendance at IEEE Applied Power Electronics Conference and Exposition (APEC). In 2005, this popular program, initiated by the PSMA, is now jointly underwritten by PSMA and the other co-sponsors of the APEC conference: PELS and IAS. The recipients are chosen by the APEC Student Travel Support Committee. The application criteria are:

- The applicant must be an undergraduate or graduate student enrolled in a power electronics program at an accredited institution.
- Only students who have not received travel support in the past will be considered.
- The recipients must be an author or co-author of a paper that was accepted for presentation at APEC.
- The recipient must attend APEC and submit expense receipts to the Committee for reimbursement.
B. ECCE Student Travel Grants

IAS and PELS provide 30 student travel grants (US$500 each) to support student members to attend ECCE. To qualify for the travel grant, the applicant must be

- A PELS or IAS student member.
- A presenting author (oral or poster).
- Willing to perform some volunteer duties during the conference.
- Fully registered for the conference.

Awards are selected by a PELS/IAS committee based on the qualification and financial needs of the applicant. A check of US$500 is issued to the awardees with W-9 (US citizens or permanent residents) or W-8 (others) tax form submission.

C. IEEE Transportation Electrification Conference (ITEC) Student Travel Grants

PELS provides a travel reimbursement program for student members who present a paper at the IEEE Transportation Electrification Conference (ITEC). This program reimburses up to $1000 (international) and $750 (domestic) of travel expenses associated with the conference. To be eligible for this program, students must:

- Have a paper accepted at ITEC and present the paper.
- Be an IEEE student member and a PELS member.
- Submit a completed application form to itec.student.travel@gmail.com

D. Other Conference Travel Grants

PELS provides travel support at other events, for example, the IEEE Southern Power Electronics Conference (SPEC) and IEEE International Workshop on Integrated Power Packaging (IWIPP). The students should access the conference websites to check if student support is provided and the eligibility criteria.

8 Other PELS Student-Related Initiatives

8.1 IEEE PELS Mentoring Round Tables

The PELS Mentoring Round Tables are opportunities to meet the leaders in power electronics through a face-to-face mentoring event. The distinguished mentors have started businesses, climbed the ranks of IEEE and become high-performers at corporations and universities.

During this event, PELS members have the opportunity to ask questions and get professional advice directly from mentors who have a career’s worth of knowledge to share.

- Conferences: ECCE and APEC.
- Some topics: Entrepreneurship, Career Development, Leadership Development, and How to write a Prize Paper.

8.2 PELS Day

PELS celebrates PELS Day on June 20th. On this day, in 1987, PELS became a full-fledged society within the IEEE. The society encourages local chapters, student branch chapters, and other groups to
organize their own celebratory events around June 20th. This is also a great opportunity for the local chapters and student chapters to co-organize events.

Events can take the shape of:

- Seminars / technical talks;
- Industry visits;
- Student presentations;
- Prototype / technology demonstration contests;
- Social events;
- Webinars;
- Distinguished Lecture.

The 1st PELS day celebration was on June 20th, 2019. A PELS Day Photo Contest was organized and the winner teams received US$500, US$300, and US$200 prizes.

For more information, please visit: [here](#)

### 8.3 IEEE Empower a Billion Lives

Empower a Billion Lives unleashes innovation through the development and demonstration of new regionally relevant, holistic, scalable, and economically viable solutions by leveraging 21st-century technologies which feature exponentially declining prices and have shown rapid global adoption. The competition includes five regional rounds in South Asia, Africa, Pacific Asia, Europe, and the Americas followed by a Global Final. The competition is agnostic to energy sources, technologies, business models, and evaluates potential impact and ability to rapidly and sustainably scale the solutions to a billion customers.

- Develop scalable solutions to address global energy poverty.
- Special prizes for teams that consist only of students.
- Winners of the regional: funding to complete a 2-month long field pilot.
- Global Final Round during ECCE.
- US $1 Million-dollar prize purse distributed amongst winners.

For more information, please visit: [here](#)

### 9 IEEE Funding Programs

#### 9.1 IEEE Student Enterprise Award

The IEEE Student Enterprise Award provides financial help to Student members who are looking to implement an idea for a project. It enables IEEE Student members to work with others on an engineering project, while simultaneously strengthening Student Branch programs. Topics may be of a technical or non-technical nature from research on cutting-edge technology, humanitarian, and community-service programs. For more information, please visit: [here](#)

#### 9.2 IEEE Student Professional Awareness Programs for Regions 7-10

Professional awareness emphasizes the importance of the non-technical aspects of engineering to engineers and future engineers. Student Professional Awareness Activities (SPAAs) are structured events
organized by Student Branches where students listen to experienced engineers from diverse backgrounds and discuss topics on various professional development categories. SPAAs involve presentation(s), panel sessions, and hands-on, team-oriented activities focused on giving practical, real-world engineering experience. For more information, please visit: here

9.3 **IEEE Women in Engineering (WIE) Special Funding Request**

Funding is available for partnering IEEE Societies and IEEE Women in Engineering (WIE) Affinity Groups to hold activities in line with the mission and vision of IEEE WIE. For more information, please visit: here

9.4 **Encouraging the Pursuit of Engineering for Community Improvement (EPICS) in IEEE**

The Encouraging the Pursuit of Engineering for Community Improvement (EPICS) in IEEE not only assists communities in achieving their specific local community improvement goals, but also provides them with the skills applied to learn so that they can think holistically about solutions during their career as engineers. The EPICS in IEEE projects are engineering related and address specific local needs as defined by a community service partner. EPICS in IEEE awards can be used for project-related supplies and typically range from US$1,000 to US$10,000 apiece. For more information, please visit: here.

9.5 **IEEE Humanitarian Activities Committee (HAC)**

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level. For more information, please visit: here

10 **IEEE Training Resources**

IEEE is an authorized provider of Continuing Education Units (CEUs) and Professional Development Hours (PDHs) for technical professionals looking for professional development opportunities. The IEEE Certificates Program allows training providers to offer certificates for learning events in the IEEE fields of interest.

10.1 **IEEE Center for Leadership Excellence (CLE)**

The IEEE Centre for Leadership Excellence (CLE) is a learning resource aimed at meeting the self-improvement needs of professionals, as well as, those who are preparing to enter professional practice in the electro-technology fields served by IEEE. The CLE is an online training resource that offers a simpler learning experience to diverse IEEE user communities (e.g., volunteer officers, conference organizers, members). IEEE users can access CLE with their IEEE account and find learning content that can help them enhance their professional knowledge and skills, including Action Plans for volunteers interested in taking a leadership role and recommended training. The CLE training is focused on two broad areas:

A. **Training for IEEE Volunteers**

This training consists of Quick Start training modules for key local IEEE volunteer positions. These modules provide volunteers with practical information concerning their volunteer position so they can carry out their duties and responsibilities associated with their position of leadership. Each Quick Start module emphasizes the most important things that a particular volunteer must do to be effective in the
position. In addition to the Quick Start module, a number of references are provided to assist the volunteer in performing his/her duties as an IEEE volunteer.

B. Professional Development Training

This training consists of a number of training modules that focus on professional development. Topics cover soft skills such as leadership, communications, and management skills. These training modules are located in the Learning Library area on the CLE site.

For more detailed information about the IEEE CLE, please visit the IEEE CLE Learning Library.

10.2 IEEE Volunteer Leadership Training Program (VoLT)

Volunteer training programs can increase development, motivation, and improve overall volunteer retention rates. Volunteer training also communicates a level of professionalism, provides volunteers with a more effective experience, and offers them free resources to broaden their personal skill set. The MGA Volunteer Leadership Training Program (VoLT) was designed to: a) accelerate volunteers’ knowledge of the IEEE organization, products & services, and resources available to them; b) help volunteers understand their role within their local units and within the larger IEEE and c) create a succession tool that develops and prepares future IEEE volunteer leaders. For more detailed information about the IEEE VoLT, please visit: here

11 IEEE Awards

11.1 The Darrel Chong Student Activity Award

The purpose of this recognition system serves to change the mindset of IEEE student groups, from being number-driven, to becoming value-driven and to acknowledge exemplary student activities around the world. The goal is to improve the quality of activities, and to foster knowledge sharing among students. Ultimately, the initiative is targeted at improving student-membership growth. This will encourage and motivate students to continue to innovate and implement meaningful ideas.

A. Eligibility Criteria

- This award requires interested student groups to submit a description of an organized activity.
- There can be several winners each year, depending on the number of nominations and quality of submission. It allows the same submitted activity to be elevated to the next highest medal based on future improvements made in subsequent years. Note: The activities that have been organized more than once will be given more consideration. The intent is to encourage consistency, spurring Student Branches to discover their niche, and continually improve on it.
- All IEEE Student Branches, Student Branch Chapters, and Student Branch Affinity Groups of Women in Engineering (WIE) are eligible for this award program.
- Activities organized by multiple Student Branches and/or Student Branch Chapters are also eligible.
- Submitting more than one nomination for the same activity will result in disqualification.

B. Deadline

February 1st (Annually).
C. Prize

The student branch will be presented with a digital certificate. Platinum winners will receive a plaque. A hard copy of the certificate will be provided upon request.

For more information, please visit: here

11.2 IEEE Outstanding Branch Counselor and Branch Chapter Advisor Award

Aware of the unusual and dedicated efforts of Student Branch Counselors and Branch Chapter Advisors, the Regional and Technical Activities Boards sponsor a cash award to each of the approximately 20 outstanding Counselors and Advisors around the world. Winners will be those individuals who, through their work as Counselors and Advisors, exemplify the Institute’s commitment to the educational, personal, professional, and technical development of students in IEEE related fields of interest.

A. Eligibility Criteria

- Nominating Branches, or Branch Chapters, must meet the requirements of IEEE Bylaws, in the current academic year, by submitting required reporting forms and holding at least three meetings during the year.
- Past winners are ineligible for re-nomination for a four-year period.
- Regional Student Activities Committee Chairs (RSACs) are also ineligible during their term of office.

B. Deadline

February 1st (Annually).

C. Prize

Each winner will receive a US$150 cash award and a personalized certificate. The Student Branch that submits the nomination will receive a US$150 cash award.

For more information, please visit: here

11.3 Larry K. Wilson Regional Student Activities Award

The purpose of this award is to recognize, annually, in each Region of the IEEE, the Student member most responsible for an extraordinary accomplishment associated with Student Activities. The value of a Student member who shows a pattern of dedication and ongoing service to a Student Branch/Student Branch Chapter is certainly recognized. The award is designed to reward a particular event, program, or product of IEEE Student Activities. It is sponsored by the IEEE Member and Geographic Activities (MGA) Board.

A. Eligibility Criteria

- Nominees must be Student members of IEEE at the time of the accomplishment.
- The incumbent Regional Student Representative (RSR) is ineligible.

B. Deadline

February 1st (Annually)
C. Prize

- This Award consists of a customized award plaque, a digital certificate, and three years of complimentary membership in IEEE.
- The presentation of the Award will be arranged by the Regional Directors at an appropriate location.
- The results will be published institute-wide at the earliest opportunity.

For more information, please visit: here