



May 2020

IEEE ANTENNAS AND PROPAGATION SOCIETY CHAPTER OFFICERS HANDBOOK 2020

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1) INTRODUCTION

The Chapters of the IEEE Antennas and Propagation Society (AP-S) play an important role in advancing the theory and practice for the technical fields of interest to our Society, and for encouraging the maintenance of the high professional standards of our Society. The Society has 190 active chapters as of May 2020, in cities and countries around the world. A list of active AP-S chapters is given in Appendix II of this Handbook and may also be regularly updated at the AP-S webpage at <http://www.ieeeaps.org/chapters>.

AP-S Chapters are key to providing a rich technical program to advance the knowledge of Society engineers and researchers at the IEEE Section level. As chapter officers you have a unique opportunity, as well as an obligation, to provide your fellow Society members with a regular program of varied technical presentations by expert engineers and researchers. Chapter meetings provide our members with the opportunity to meet colleagues holding similar interests in an informal atmosphere conducive to the friendly discussion of common ideas. Some Chapters sponsor workshops and focused on an emerging area of technology likely to be of interest to a wide variety of engineers. Others sponsor symposia that have become traditions, such as the MMET conference co-organized by the East Ukraine Chapter.

Chapters may be either AP-S only or “joint” chapters, meaning that the chapter is joint between AP-S and one or more other IEEE societies. A minimum of 12 members is necessary to form an AP-S only chapter. The choice to be an AP-S only chapter or a joint chapter depends on the number of AP-S members in the section and the interests of the members.

This Handbook has been prepared to provide you with information that may be helpful in the running on your chapter. For example, the Handbook describes support, financial and technical resources, which your chapter can obtain from the Antennas and Propagation Society. Other help can come from your local Section. It is definitely helpful to know your Section organization and the resources they provide. Other assistance can come directly from the IEEE.

2) WEB PAGE INFORMATION

IEEE: <http://www.ieee.org> AP-S:

<http://www.ieeeaps.org>

AP-S Chapters: <http://www.ieeeaps.org/chapters.html>

The AP-S Chapter web page has an updated list of all active AP-S chapters, including contact information for the Chapter Chairs, and web addresses for some chapters (if available). Also available are a number of forms chapter officers may use for preparing their chapter’s annual reports and making funding requests.

It should be mentioned that the IEEE web page has useful information about chapters and sections, and the types of assistance that the IEEE can provide to the chapters. This link is:

IEEE chapter support: http://www.ieee.org/web/geo_activities/units/Chapters/index.html.

Please notify the AP-S Chapter Activities Coordinator of any changes needed to the contact information on the AP-S Web page for your chapter.

The AP-S society would like to be able to provide links from the AP-S Web page to chapter Web pages. If your chapter does not have a Web page, you are encouraged to create one. If your chapter has a Web page but it is not listed on the AP-S Web page, please provide this information to the AP-S Chapter Activities Coordinator.

3) USEFUL CONTACT INFORMATION

Chair of AP-S Chapter Activities Committee:

Dr. Ing. Habil Ajay K. Poddar
Chief Scientist, Synergy Microwave Corp.
201 McLean Boulevard, Paterson, NJ 07504, USA
Mobile: +1 (201) 560 3806
Email: akpoddar@ieee.org;

AP-S President for 2020:

Prof. Mahta Moghaddam
Professor, University of Southern California
PHE 634, Charles Lee Powell Hall
3737 Watt Way, Los Angeles, CA 90080
Email: mahta@usc.edu
Phone: +1 (213) 740-4712

4) REQUIREMENTS TO REMAIN AN ACTIVE CHAPTER

Only active chapters are listed on the AP-S Web page. In order for your chapter to remain active (for AP-S listing purposes), your chapter must make contact at least once during the year with the AP-S Chapter Activities Coordinator (e.g., by emailing a notice of a recent technical meeting that has been held). In addition, the IEEE imposes limitations on your chapter activity in order to remain in good standing. The IEEE requires that your chapter must hold at least two technical meetings per year.

Ideally, each chapter sends an email to the AP-S Chapter Activities Coordinator immediately after each technical meeting, giving a brief summary of the pertinent speaker information (this is compiled and sent to the AP-S Magazine). This is discussed in more detail in Section 8.

An annual chapter activities report should be submitted to the AP-S Chapter Activities Coordinator early in the year, to report on the activities of the preceding year. The annual reporting form that is used for this will be sent to the Chapter Chairs by the beginning of each year. Completion of this report is a prerequisite to receiving any type of financial support from the AP-S Society. These reporting activities are discussed in more detail below.

5) FREQUENTLY ASKED QUESTIONS

1. What is the difference between a Region, a Section, and a Chapter?

The membership of the IEEE is divided geographically into three administrative Units. The first division is that of Regions of which there are 10 worldwide. They are: Regions 1-6 which consist of the IEEE membership in the United States; Region 7 is Canadian members; Region 8 is Europe, Africa and the Middle East; Region 9 is Latin America and the Caribbean; and Region 10 is Asia, Australia and the Pacific Rim countries. To see a list of the regions, go to http://www.ieee.org/societies_communities/geo_activities/regional_world_map.html.

The second division is Sections and they are subunits of Regions, divided geographically to facilitate administration and local activities (a section often corresponds to a city). The list of all IEEE Sections by Region can be found at http://www.ieeeahn.org/wiki/index.php/List_of_all_IEEE_Sections_by_Region.

The third division is Chapters. Chapters are technical subunits of one or more Sections. There are 38 different Technical Societies in the IEEE, which are represented by the Chapters in each Section.

2. What are chapters and why are they so important?

A Chapter is a technical subunit of one or more Sections, or a Council, constituted by a minimum of twelve (12) members of a society and established by petition to the parent unit(s) and societies concerned to represent and fulfill the needs of the members and the missions of

IEEE. Chapters provide the opportunity for societies and their members to network at a local level. Chapter activities may include guest speakers, workshops and seminars. Society members should be encouraged to join and participate in their local Chapter activities to promote growth within their Society.

3. Why should Society members form a Chapter?

Chapters are ideal vehicles for informative technical meetings and for networking. Chapters can receive funding from both the parent technical Society and the parent Section. For Chapter opportunities within your section see the following:

http://www.ieee.org/societies_communities/geo_activities/index.html

4. Who can form an IEEE Chapter?

To form a chapter, you must be an active member of the IEEE holding the grade of Member, Senior Member, or Fellow. You must also be a member of the Section and the Society. If it is a joint Chapter, membership in only one of the Sections or Societies is required.

5. My area has the required criteria for chapter development. What is the next step?

To pursue a new chapter opportunity, please contact the Section Chair to inquire if they are interested in starting a chapter. For expansions of existing chapters, please contact the Chapter Chair to inquire if they are interested in expanding their chapter. You will also need to request a contact list of the Society members that hold the grades of Associate, Member, Senior Member, and Fellow. This list may be obtained by sending your request to: tad-chap-dev@ieee.org, whose role is to provide guidance and support in these Chapter growth efforts. Once the members have been identified and contacted, you may initiate the process to petition the formation of a chapter.

6. How do I form a Chapter?

Refer to the following webpage for more information about how to form a chapter.

http://www.ieee.org/about/volunteers/tab/creating_a_chapter.html

The petition form must be signed by at least 12 qualified members of Graduate Student Member, Member, Senior Member or Fellow grade, and be approved by the Section Chair.

7. Who is eligible to hold office in a Chapter?

To be eligible to hold office in an IEEE Section you must be an active member of the IEEE. You must hold the grade of Member, Senior Member, Fellow, Life Member, Life Senior Member, or Life Fellow. You must also be a member of the Section. Society Chapter Officers must be members of the Society (if it is a joint Society Chapter, membership in only one of the Societies is required). Please refer to the following webpage for more information about role of chapter chairs.

http://www.ieee.org/documents/47291_ccrefguide.pdf

6) CHAPTER TECHNICAL AND DISTINGUISH LECTURE PROGRAM

One key to a successful year for your chapter is planning and organizing a program of technical presentations of outstanding quality and diversity. You, your other chapter officers, and members of your chapter are sources of suggested speakers for your meetings. Often, speakers from other parts of the world will present a talk in your area if you are willing to adjust the time and location of your meetings to correspond with other business these individuals may have in your area. Another source of potential speakers is the list of presentations that other chapters have sponsored. A list of speakers who have given talks at other chapter meetings is published regularly in the AP-S Magazine, in the Chapter News column.

There is an important source of speakers that you should know about. The Antennas and Propagation Society sponsors a Distinguished Lecturer Program. Under this program, internationally known experts are invited to prepare special lectures on topics of interest to our profession. A list of the AP-S Distinguished Lecturers may be found on the webpage: <http://www.ieeeaps.org/distlectureres.html>.

Requests are routinely approved for designated Distinguished Lecturers, up to a maximum of 2 per year per chapter, funds permitting. The IEEE AP-S Distinguished Lecturer Program will reimburse approved speakers for their travel expenses, including airfare, lodging, rental car, meals, and other incidental expenses.

Lecturers will make their own travel arrangements and will be reimbursed after the visit, upon submission of travel expense receipts.

The principal function of the Distinguished Lecturer Program is to support local Chapter activities, for Chapters around the world. The AP-S Society will reimburse Distinguished Lecturers up to \$1,250 for presentations to AP-S Chapters located inside the DL's home continent. Travelling outside the DL's continent is currently reimbursable at up to \$2,500. Also, the reimbursement limit increases by an extra \$1,250 for each chapter visited within the same continent as part of the same trip. Therefore, especially for the more expensive overseas trips, it may be beneficial for the Distinguished Lecturers to visit more than one Chapter during their trip. Arrangements for such coordinated Chapter visits may be made through the AP-S Chapter Chairs and the Chair of the Distinguished Lecturer Program.

More information about the IEEE AP-S Distinguished Lecturer Program can be found in the Distinguished Lecturer Program Handbook, which can be downloaded at http://www.ieeeaps.org/DLs/DLP_Handbook.pdf

7) AP-S FINANCIAL SUPPORT FOR CHAPTER ACTIVITIES

7.1 Annual support

The Antennas and Propagation Society has funds to assist individual Chapters with legitimate Chapter expenses over and above the financial aid rendered by the local IEEE Section. The reimbursable activities must be specifically AP-S related. Examples of appropriate costs might be expenses for food and drink, printing and mailing, special travel expenses for a speaker, etc. The maximum amount per chapter per year that is allowed depends on whether the chapter is AP-S only, or joint with other Societies. For AP-S-only chapters the maximum amount of support available is \$1,300. For joint Chapters with more than one Society affiliation (for example AP/MTT), the maximum amount is \$650.

Please check with your local section first to see what funds they can provide your chapter. If they have already given you the maximum support permitted and you still have further planned expenses, you can then send a request describing your request for funds to the AP-S Chapter Activities Coordinator. Annual funding is prioritized both by the time of request and by the explanation of need. If approved, your request will be forwarded to the AP-S Treasurer who will process your request and send the Chapter Chair a check (unless some other arrangements have been made for transferring the funds).

The AP-S annual support is not used to support travel or lodging of Distinguished Lecturers. These visits are funded directly by AP-S and authorized by the Distinguished Lecturer Program Coordinator.

7.2 Special-Purpose Funding

A special-purpose fund also exists, for the purpose of supporting special chapter projects that are not ordinarily covered by the annual funding. Examples might include the organization of a local workshop or conference that benefits Chapter members, a special field trip, a chapter-oriented research project, etc. The special-purpose funding is limited to \$1000 per chapter annually, and is available on a first-come basis (the present total budget is limited by AdCom to \$10,000 annually). Chapters can apply for such funding through the Chapter Activities Coordinator. A short proposal clearly explaining the intended project must be provided. Awards are prioritized based on value to the AP-S chapter and the AP-S society. It should be mentioned that the financial support by IEEE AP-S should be properly acknowledged in the special project's announcement or distributed materials. It is also required to submit a brief report to the Chapter Activities Coordinator after the event.

For even larger projects, chapters may submit proposals directly to the AP-S AdCom for support of up to \$5,000. The proposals should contain, at a minimum, a detailed description of the project and a budget. Upon recommendation of the Treasurer and the Chapter Activities Coordinator, the request will be submitted to the AdCom for approval. A ballot will be conducted, if required, for timely action.

7.3 Chapter Chair Travel Awards

Chapter Chairs may contact the AP-S Chapter Activities Coordinator to apply for a travel grant to attend the IEEE AP-S/URSI International Symposium. The award is for \$1,950. The award may be used to cover all or part of the travel and hotel expenses. Awardees are responsible for any expenses that exceed the award limit. A maximum of ten awards per year will be granted. Each Chapter Chair is limited to one award for the duration of their term in office. Requests for this award should be sent to the AP-S Chapter Activities Coordinator by email. The requesting letter should explain clearly the planned level of AP-S activities of the Chapter Chair at the conference, and what financial circumstances exist that makes this travel grant necessary. Awards are prioritized based on financial need and the level of involvement of the Chapter Chair with the Symposium as well as AP-S Chapter activities.

7.4 Outstanding Chapter Award

Every year, the Antennas and Propagation Society honors one of its Chapters with the AP-S Best Chapter Award. This award is based on the level of activity of the Chapter and the service of the Chapter to its members. The selection of the Outstanding Chapter Award is coordinated by the AP-S Chapter Activities Coordinator, and the selection process is mainly based on the AP-S annual reports that are submitted to the AP-S Chapter Activities Coordinator. The Chapter Award carries a prize of \$1,000, Plaque/Certificate and Travel support for attending Chapter Chairs meeting and Chapter award function. The award presentation is made at the IEEE AP-S/URSI International Symposium in the summer of the following year. This award may be used to cover travel expenses for the Chapter Chair (or designated chapter officer) to attend the symposium, or to cover any other legitimate Chapter expenses.

A list of past winners of the outstanding Chapter Award is given in Appendix I.

8) REPORTING OF TECHNICAL MEETINGS

It is important that your Chapter's activities are publicized at both the section and society levels. Local section announcement of your meetings is important so that chapter members can plan to participate in your technical program and to ensure proper insurance coverage. Your section should be able to help with publicizing your meetings through their section newsletter or other publications. In addition, your section or the IEEE should be able to help you obtain chapter membership lists and email addresses from the IEEE Service Center in Piscataway, New Jersey USA (see the information about chapters above).

Some chapters maintain industrial and/or university liaison programs. Society members in key groups within these organizations agree to publicize chapter meetings and encourage participation by co-workers in chapter activities.

A list of AP-S technical meetings held by the chapters is published regularly in the IEEE AP-S Magazine, in the Chapter News column. It is very important to submit the information about your technical meetings to the IEEE vtools (<https://meetings.vtools.ieee.org/>) after each meeting is held, so that this information can appear in the Magazine in a timely fashion. More information about the vTools system can be found at the webpage: <https://meetings.vtools.ieee.org/main>. You will need an IEEE Web Account to log in and then

report your meetings. The Chapter Activities Coordinator will compile this information and send it to the Editor of the AP-S Magazine every two months for publication.

9) ANNUAL CHAPTER ACTIVITY REPORT AND OUTSTANDING CHAPTER AWARD

An annual report template and its preparation guidelines are normally sent to the chapters each year at the end of the year or at the beginning of the next year by the AP-S Chapter Activities Coordinator. The Chapter Chairs then fill out the form and submit it back by email to the AP-S Chapter Activities Coordinator. The report form is important for several reasons:

It provides an updated list of important information about your chapter.

It is used to select the Best Chapter Award.

It is necessary in order to apply for any type of financial support from the AP-S Society (this includes annual support, special-project support, Chapter Chair Travel Grant, and the Outstanding Chapter Award).

In order to accurately fill out the annual report, please make sure that you keep track of the following information for each of your meetings:

- Date and time of the meeting.
- Classification of the meeting as social, technical, or administrative.
- Title of the presentation (if it is a technical meeting).
- Speaker's name, affiliation, and address (if it is a technical meeting).
- Category of the speaker (if it is a technical meeting): student member of chapter, non-student member of chapter, outside speaker, or Distinguished Lecturer.
- Number of attendees, both AP-S and non AP-S.

Your chapter will be automatically considered for the Best Chapter Award if your chapter submits an annual report with the necessary information, in the proper format.

For your information, a list of past winners of the AP-S Best Chapter Award is included in Appendix I.

10) CHAPTER ELECTIONS

The IEEE has decreed that all chapter officer terms of office will run for a calendar year, from January 1 through December 31. Normally, each chapter will have a Chair, a Vice-Chair, and a Secretary/Treasurer. To comply with this policy you should plan to hold chapter elections in late November or Early December, and have the new officers take office on January 1 of the New Year. Note that you do not have to change officers every year. Also, the same people may hold office for multiple terms. However, IEEE policy limits the number of consecutive terms in any

one office to three years. That is, the same person cannot hold the same position of office more than three years in a row. If you do change officers the change may take place at the end of the year. In your annual report you will be asked to list the officers for the coming year and it is a mandatory to complete the online reporting of Chapter Officers at <https://officers.vtools.ieee.org/> You will need an IEEE Web Account to log in and then report the list of Chapter officers.

If the Chapter Chair changes during an election, please notify the AP-S Chapter Activities Coordinator immediately after the election through a separate email message, so the email and address lists maintained by AP-S Chapter Activities Coordinator as well as on the AP-S Chapter web page, can be kept up to date.

11) MEMBERSHIP DEVELOPMENT AND STUDENT INTERACTION

You should attempt to recruit new IEEE and Society members at each of your Chapter meetings, as non-members may be in attendance. You should provide a prominent display of IEEE membership and AP-S society membership forms at each meeting. These may be obtained from your Section Membership Development Chairman or from the staff of IEEE Membership Group (http://www.ieee.org/membership_services/membership/staff_contact.html).

The Antennas and Propagation Society recommends that each chapter hold a special meeting designed to attract university students by showing them the interesting work of the Society. Use your imagination to get maximum attendance and to foster real interaction between regular members and the students at the meeting. The objective of this meeting is to enhance student interest in AP-S technical areas and to recruit new members for the AP-S Society.

12) SUMMARY

Your efforts and those of the other Chapter officers are vital in planning and executing a quality technical and social program for your members. Your chapter meetings, the annual AP-S International Symposium, the Society Transactions and Letters, and the AP-S Magazine are the principal ways in which the AP-S Society provides the latest technical information to its members for the purposes of maintaining their high professional standards.

The AP-S Society appreciates your efforts and, along with your Section officers, stands ready to help you this coming year. If you have any questions, please contact the AP-S Chapter Activities Coordinator. Thank you for your valuable service.

APPENDIX I: AP-S Outstanding Chapter Award Winners

1978/1979	Washington
1979/1980	Baltimore
1980/1981	Albuquerque
1981/1982	Boston
1982/1983	Boston
1983/1984	Dallas
1984/1985	Columbus
1985/1986	Columbus
1986/1987	Dallas
1987/1988	Dallas
1988/1989	Los Angeles
1989/1990	Sweden
1990/1991	Dallas
1991/1992	Tokyo
1992/1993	Ottawa
1993/1994	Winnipeg

The evaluation period for choosing the Outstanding Chapter Award changed to the Calendar year in 1994

1995	Poland
1996	Nanjing
1997	Los Angeles
1998	Moscow
1999	Moscow
2000	Moscow
2001	Nanjing
2002	Moscow
2003	Hong Kong
2004	Singapore
2005	Taipei
2006	Nanjing
2007	Tainan
2008	East Ukraine
2009	Singapore
2010	Moscow
2011	Tainan
2012	Taipei
2013	Singapore
2014	Kolkata
2015	Tainan
2016	Poland, Hong Kong
2017	North Jersey-1 st Place, West Ukraine-2 nd Place, Harbin-3 rd Place
2018	Kerala
2019	North Jersey-1 st Place, Poland-2 nd Place, Hong Kong-3 rd Place

APPENDIX II: Details of AP-S Chapter, Joint Chapter and Student Branch Chapter
Chapter Activity Committee Chair-Dr. Ajay K. Poddar (akpoddar@ieee.org)

Total chapters: 192 (Chapters-30, Jt. Chapters-113, SBC-49); May 2020

Chapter Type	Chapter Name	Officers Position	First Name	Last Name	Email ID
Chapter	1. Bahia Section Chapter, AP03	Chapter Chair	Glauco	Fontgalland	gfontgalland@yahoo.fr
	2. Beijing Section Chapter, AP03-Shenzhen	Chapter Chair	Yejun	He	heyejun@126.com
		Chapter Secretary	Sai Wai	Wong	wongsaiwai@ieee.org
		Chapter Treasurer	Long	Zhang	longzhang717@163.com
		Chapter Vice Chair	Qingfeng	Zhang	zhang.qf@sustc.edu.cn
	3. Beijing Section Chapter, AP03	Chapter Chair	Donglin	Su	sdl@buaa.edu.cn
		Chapter Vice Chair	Fan	Yang	fan_yang@tsinghua.edu.cn
	4. Binghamton Section Chapter, AP03	Chapter Chair	Tommy	Lam	tommyhing-k.lam@lmco.com
	5. Boston Section Chapter, AP03	Chapter Chair	Raoul	Ouedraogo	ojunior82@gmail.com
		Chapter Vice Chair			
	6. Coastal Los Angeles Chapter, AP03	Chapter Chair	Daniel	Roper	d.roper66@hotmail.com
		Chapter Treasurer	Charles	Jackson	c.jackson@ieee.org
	7. Colombia Section Chapter, AP03	Chapter Chair	Felix	Vega	felix.vega@gmail.com
	8. Croatia Section Chapter, AP03	Chapter Chair	Juraj	Bartolic	juraj.bartolic@fer.hr
		Chapter Vice Chair	Andrej	Galoic	andrej.galoic@fer.hr
	9. Dallas Section Chapter, AP03 Vacant position /IEEE Obsolete				
	10. Delhi Section Jaipur Chapter AP03	Chapter Chair	Mahendra	Sharma	mmsjpr@yahoo.com
11. Egypt Section Chapter, AP03	Chapter Chair	Hadia	El-Hennawy	orti@link.net	
12. Fort Worth Section Chapter, AP03	Chapter Chair	Saibun	Tjuatja	tjuatja@uta.edu	
13. France Section Chapter, AP03	Chapter Chair	David	Lautru	david.lautru@parisnanterre.fr	
	Chapter Chair	Habiba	Ouslimani	habiba.ouslimani@u-paris10.fr	
	Chapter Secretary	Jean Marc	Ribero	jmribero@unice.fr	
	Chapter Treasurer	Daniel	Pasquet	d.pasquet@ieee.org	
14. Fukuoka Section Chapter, AP03	Chapter Chair	Ichihiko	Toyoda	toyoda@ieee.org	
	Chapter Secretary	Haruichi	Kanaya	kanaya@ed.kyushu-u.ac.jp	
	Chapter Treasurer	Haruichi	Kanaya	kanaya@ed.kyushu-u.ac.jp	
	Chapter Vice Chair	Toshifumi	Moriyama	t-moriya@nagasaki-u.ac.jp	
15. Hawaii Section Chapter, AP03 Vacant position /IEEE Obsolete					
16. Kerala Section Chapter, AP03	Chapter Chair	Abdulla	Parambil	abdulla@cusat.ac.in	
	Chapter Secretary	Arijit	Mitra	Arijit_vssc@ieee.org	
	Chapter Vice Chair	Sukomal	Dey	Sdey28@iitpkd.ac.in	
17. Madras Section Chapter, AP03	Chapter Chair	Karthikeyan	Subramanian	sskarthikeyan79@gmail.com	

		Chapter Secretary	Joseph Gladwin	S	josephgladwins@gmail.com
		Chapter Vice Chair	Yogesh	Choukiker	yogesh.ku.84@gmail.com
18.	Montreal Section Chapter, AP03	Chapter Chair	Robert	Paknys	robert.paknys@concordia.ca
19.	Nagoya Section Chapter, AP03	Chapter Chair	Mitoshi	Fujimoto	fujimo@u-fukui.ac.jp
		Chapter Chair	Kuwahara	Yoshihiko	kuwahara.yoshihiko@shizuoka.ac.jp
		Chapter Secretary	Yoshitaka	Goto	ygotou@is.t.kanazawa-u.ac.jp
		Chapter Secretary	Kazuhiro	Honda	hondak@eng.u-toyama.ac.jp
		Chapter Treasurer	Shin-Ichiro	Matsuzawa	matsuzawa@mosk.tytlabs.co.jp
		Chapter Treasurer	Takanobu	Tabata	t-tabata@kojima-tns.co.jp
		Chapter Vice Chair	Keisuke	Noguchi	noguchi@neptune.kanazawa-it.ac.jp
		Chapter Vice Chair	Kunio	Sakakibara	sakaki@nitech.ac.jp
20.	Nanjing Section Chapter, AP03-Xuzhou	Chapter Chair	Lei	Zhao	leizhao@cumt.edu.cn
21.	Peru Section Chapter, AP03	Chapter Chair	Ebert	San Roman-Castillo	ebertgabriel@hotmail.com
		Chapter Secretary			
		Chapter Treasurer			
		Chapter Vice Chair			
22.	Russia Section Chapter, AP03-Rostov	Chapter Chair	Yuri	Yukhanov	yu_yukhanov@mail.ru
		Chapter Secretary			
23.	Russia Section Moscow Chapter, AP03	Chapter Chair	Vadim A.	Kaloshin	vak@cplire.ru
		Chapter Secretary	Michael V.	Vesnik	vesnik@cplire.ru; mvesnik@mail.ru
		Chapter Vice Chair	Sergei P.	Skobelev	s.p.skobelev@mail.ru
24.	Seoul Section Chapter, AP03	Chapter Chair	Kyeong-Sik	Min	ksmin@kmou.ac.kr
		Chapter Secretary	Yong Bae	Park	yong@ajou.ac.kr
		Chapter Treasurer	Kyung-Young	Jung	kyjung3@hanyang.ac.kr
		Chapter Vice Chair	Hosung	Choo	hschoo@hongik.ac.kr
25.	Tainan Section Chapter, AP03	Chapter Chair	Shu-Chuan	Chen	scchen0319@gmail.com
		Chapter Vice Chair	Wei Yu	Li	liwy@itri.org.tw
		Chapter Treasurer	Chien Hung	Chen	francischen@ieee.org
		Chapter Secretary	Po-Wei	Lin	antlinwj@gmail.com
26.	Taipei Section, AP03	Chapter Chair	Tzyh-Ghuang	Ma	tgma@mail.ntust.edu.tw
		Chapter Secretary	Yen-Sheng	Chen	yschen@ntut.edu.tw
		Chapter Treasurer	Huy Nam	Chu	chuhuynam.hust@gmail.com
		Chapter Vice Chair	Wen-Jiao	Liao	wjliao@mail.ntust.edu.tw
27.	Tunisia Section Chapter, AP03	Chapter Chair	Ali	Gharsallah	ali.gharsallah@fst.utm.tn
		Chapter Vice Chair	Lotfi	Osman	lotfi.osman@gmail.com
28.	Turkey Section Chapter, AP03	Chapter Chair	Levent	Sevgi	ls@leventsevgi.net; levent.sevgi@okan.edu.tr

		Chapter Secretary	Mehmet Alpher	Uslu	alpuslu@gmail.com; auslu@netas.com.tr
	29. Uttar Pradesh Section Chapter, AP03	Chapter Chair	Kumar Vaibhav	Srivastava	kvs@iitk.ac.in
		Chapter Vice Chair	Ayyangar	Harish	arh@iitk.ac.in
		Chapter Chair	Amalendu	Patnaik	apfecfec@iitr.ac.in
		Chapter Treasurer	Jaleel	Akhtar	mjakhtar@iitk.ac.in
	30. Xian Section Chapter, AP03	Chapter Chair	Shuxi	Gong	shxgong@xidian.edu.cn
		Chapter Vice Chair	Ying	Liu	liuying@mail.xidian.edu.cn
		Chapter Secretary	Xing	Wang	wangxing@mail.xidian.edu.cn
Jt. Chapter	1. Albuquerque Jt Chapter, AP03/NPS05/MTT17/EMC27	Chapter Chair	Everett	Farr	efarr@farr-research.com
		Chapter Secretary	Michael	Harrison	harrisonmgabq@comcast.net
		Chapter Treasurer	Paul	Cravens	paul_cravens@hotmail.com
		Chapter Vice Chair			
	2. Argentina Section Jt Chapter, AP03/EMC27	Chapter Chair	Pablo	Marino Belcaguy	pablo.marino.belcaguy@gmail.com
		Chapter Secretary	Walter	Fano	gustavo.fano@ieee.org
		Chapter Treasurer	Ramiro	Alonso	ninjaramiro@gmail.com
		Chapter Vice Chair	EDMUNDO	GATTI	edmundogatti6@gmail.com
	3. Atlanta Section Jt Chapter, AP03/MTT17	Chapter Chair	Wyman	Williams	wym1@att.net
		Chapter Secretary	James	Skala	james.skala@gtri.gatech.edu
		Chapter Treasurer	Sean	Sengele	sean.sengele@gtri.gatech.edu
		Chapter Vice Chair	Alyssa	Daya	alyssadaya@yahoo.com
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	Chapter Secretary	Suba	Subramanian		
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	41. Thiagarajar College of Eng-Madurai, AP03	Chair	Kakha	Tavzarashvili	
	42. Ukraine Sect Rep of Georgia	Chair	Angelica	Parra Ladino	apparral@unal.edu.co
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	44. Univ. of Engineering and Management Kolkata	Chair	Simona	Di Meo	simona.dimeo01@universitadipavia.it
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	46. Univ Politecnica de Catalunya, AES/AP/GRS/MTT	Chair	Ingrid	Benites Yshpilco	ingridshessira@gmail.com
	47. Universidad Nacional Mayor de San Marcos, AP03	Chair	Thibaut	Despoisse	th.despoisse@wanadoo.fr
	48. University of Bordeaux, AP03	Chair	Jeremie	Prades	jeremie.prades@orange.fr
	49. Univ. of Southern California Geoscience and Remote Sensing Society, AP03	Chair	P	Nergis	
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The following initiatives have played an important role in the growth of new Chapters and the increase in AP-S membership counts:

- establishing and maintaining communications with the Chapter Officers
- providing help to rejuvenate Inactive Chapters
- providing assistance in submitting petitions for establishing new Chapters
- addressing the concerns and problems that are raised by the Chapter Officers and Members
- providing training materials to the Chapter officers
- coordinating with Chapter Officers, local IEEE section, and the IEEE Headquarters for opening a new Chapter Bank account as the IEEE no longer transfers annual chapter support money into IEEE local chapter officers' personal bank accounts
- providing a seamless application submission process for receiving grants to support travel for attending annual Chapter Chairs Meeting (CCM), special project funding, and outstanding chapter award recognition.

Chapter Activity Committee Membership and Charter

In Feb 2020, the AP-S administrative committee (AdCom) approved the following membership for the CAC for serving worldwide members:

Dr. Ajay K. Poddar (Chair), Email: akpoddar@ieee.org

Mr. Don McPherson (Vice Chair): Email: dmcpherson@ieee.org

Region 1-6 Coordinator

1. Dr. Edip Niver, Email: edip.niver@njit.edu
2. Dr. (Ms.) Charlotte Blair, Email: cblair@ieee.org
3. Dr. (Ms.) Anisha M. Apte, Email: anisha_apte@ieee.org
4. Mr. Har Dayal, Email: dayalhar@gmail.com
5. Mr. Saikumar Padmanabhan: Email: gmwave1@gmail.com

Region 7 Coordinator

6. Dr. Vladimir Okhmatovski, Email: Vladimir.Okhmatovski@umanitoba.ca
7. Dr. Zhizhang Chen, Email: Z.Chen@Dal.Ca

Region 8 Coordinator

8. Dr. Amir Boag, Email: boag@tauex.tau.ac.il
9. Dr. Vikas Monebhurrn, Email: vikass.monebhurrn@centralesupelec.fr

Region 9 Coordinator

10. Dr. Felix Vega, Email: jfvegas@unal.edu.co
11. Ms. Camila Rodrigues de Albuquerque, Email: camila.albuquerque@ee.ufcg.edu.br

Region 10 Coordinator

12. Dr. Meisong Tong, Email: mstong@tongji.edu.cn
13. Dr. Jawad Siddiqui, Email: jys.rpe@gmail.com

The CAC establishes and maintains communications with the AP-S Chapters. The committee's functions, visions, and objective are described below:

Functions:

- Send call for annual reports to Chapter officers by email and through the Magazine, update forms for annual report and funding requests, update outstanding chapter award nomination form
- Receive the submitted reports/funding requests, and process the funding requests so that the AP-S Treasurer can make the payment
- To provide modest budget to AP-S Chapters for improving the quality of their technical meetings and professional networking
- Assist in establishing new chapters, revitalizing the inactive chapters, effort towards motivating the chapter officers
- Find meaningful solutions to concerns and problems raised by Chapter officers and IEEE local section, resolving the disagreements
- Liaison with sister society for mutual cooperation for handling problems with joint chapter activities, review the chapter officers election result by local section, update the chapters data quarterly
- Organize the CCM (Chapter Chairs Meeting) at AP-S Flagship conference and also CCM at Regional conference sponsored by AP-S
- Organize joint Chapter events with IEEE Sister Societies, as a large percentage of chapters are joint; joint chapter events share the expenses, causing greater impact
- Coordinating with Distinguished Lecturer Program (DLP) chair for arranging talk requested by local chapter officers
- Award the travel grants to deserving Chapter Chairs for attending CCM
- Handle the process of selection of the " Outstanding Chapter Award" at IEEE AP-S Flagship conference, including the establishment of the outstanding chapter award committee
- Report Chapter Activities to AdCom for budget approval
- Report Chapter Column News in AP Magazine
- Members to travel internationally for the purpose of establishing new chapters, revitalizing the inactive chapters, and assisting with financial resolving financial matters

Vision:

The vision of the CAC is to engage local volunteers and members to organize technical meetings and professional networking and develop special programs or projects of local interest in-line with the IEEE goal of “Advancing Technology for Humanity.”

Objectives:

Generally, the objective of the CAC is to provide service to IEEE local AP-S members, and especially to accommodate the needs of the local members towards organizing technical events.