

IEEE Canada Volunteer Orientation Training

(open to all Volunteer leaders within Canada)

Session Number 1			
Thursday, Jan 12, 2021 7 PM Eastern Time (4 PM Pacific Time)			
Introduction to IEEE Canada (2 hours)			
Topic #	Session Topic	Presenter	Duration (minutes)
1	Welcome and Opening Remarks	Jason Gu, President IEEE Canada	2
2	Overview of IEEE Governance and Structure in General	Maike Luiken, 2021 MGA Vice President	10
3	Overview of IEEE Canada (Region 7) <ul style="list-style-type: none"> • Structure & Governance • Role of Sections • Role of Areas 	Rob Anderson, 2021 President Elect IEEE Canada	20
4	Operational Rules & Policies	Rob Anderson, 2021 President Elect IEEE Canada	10
5	IEEE Canada – Areas <ul style="list-style-type: none"> • Goals & Overview • Meetings • Expectations 	Michael Lamoureux, 2021 IEEE Canada Secretary	15
6	IEEE Canada – Operational Groups <ul style="list-style-type: none"> • Goals & Overview • Meetings • Expectations 	Michael Lamoureux, 2021 IEEE Canada Secretary	15
7	IEEE Canada Meetings – Format & Expectations <ul style="list-style-type: none"> • Meetings Overview • Reporting Formats & Deadlines • Volunteer Expectations 	Jeffrey Arcand, 2021 IEEE Canada Meeting Coordinator	20
8	IEEE Canada Conferences <ul style="list-style-type: none"> • CONAC Overview & Operations • Overview of Conferences 	Alex Nassiff, 2021 IEEE Canada CONAC Chair	20

Session Number 2			
Thursday, Jan 19, 2021 7 PM Eastern Time (4 PM Pacific Time)			
IEEE Resources & Tools Available for Volunteers (2 hours)			
Topic #	Session Topic	Presenter	Duration (minutes)
1	Welcome an Opening Remarks	Jason Gu, President IEEE Canada	2
2	MGA Resources & Tools for Volunteers <ul style="list-style-type: none"> What is available Where to find tools Surveys 	Scott Melvin, 2021 IEEE Canada Chapter & Student Branch Chapter (CSCC) Coordinator	30
3	Educational Activities (EAB) Resources & Tools <ul style="list-style-type: none"> What is available Where to find tools 	Deyasini Majumdar, 2021 IEEE Canada Chair, Educational Activities Committee (EAC) Rossitza Marinova, 2021 IEEE Canada Training Coordinator	30
4	Volunteer Software Tools <ul style="list-style-type: none"> vtools OU Analytics Collabratec Mobile Application 	Cinnati Loi, 2021 IEEE Canada Chair, Volunteer Tools Committee	50
5	IEEE E-mail Alias	Jeffrey Arcand, 2021 IEEE Canada Meeting Coordinator	10

Session Number 3			
Thursday, Jan 26, 2021 7 PM Eastern Time (4 PM Pacific Time)			
IEEE Financial Operational Overview (2 hours)			
Topic #	Session Topic	Presenter	Duration (minutes)
1	Welcome an Opening Remarks	Jason Gu, President IEEE Canada	2
2	Financial Policies and Operations <ul style="list-style-type: none"> IEEE Requirements Management of Funds What can IEEE Funds be used for IEEE Canada Financial Operations Preparing a Budget Preparing a budget request Financial Tools available to volunteers 	Dan Coode, 2021 IEEE Canada Treasurer	120

3	Educational Activities (EAB) Resources & Tools <ul style="list-style-type: none"> • What is available • Where to find tools 	Deyasini Majumdar, 2021 IEEE Canada Chair, Educational Activities Committee (EAC) Rossitza Marinova, 2021 IEEE Canada Training Coordinator	30
4	Volunteer Software Tools <ul style="list-style-type: none"> • vtools • OU Analytics • Collabratec • Mobile Application 	Cinnati Loi, 2021 IEEE Canada Chair, Volunteer Tools Committee	50
5	IEEE E-mail Alias	Jeffrey Arcand, 2021 IEEE Canada Meeting Coordinator	10