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An IEEE management newsletter providing direct communication among Headquarters, Committees, Groups, and Sections

ELECTRICAL ENGINEERING

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IMPROVED COMPUTER SERVICES. In the past we needed three weeks to schedule and prepare a membership mailing list for a Region, Section, Group Chapter, etc. Now, with the computer in smooth operation, we are happy to say that IEEE can provide a list two weeks after receiving the request.

We also receive many requests to type, duplicate and mail meeting notices since local facilities are not always available. The complete service of typing, obtaining the mailing list from the computer, and mailing can now be done in two weeks. In unusual circumstances meeting announcements can be sent out one week after receiving the text, provided 1) we have two weeks notice to prepare the mailing list, followed by 2) receipt of the text one week before mailing. Naturally, it is less costly to the Institute and members, easier to administer and less likely to result in errors if the text and mailing request are received together at least two weeks in advance of the desired mailing date.

Further information on these services can be obtained from Miss Emily Sirjane (extension 592) in the case of Region, Section and Chapter mailings, and from Miss Patricia Corcoran (extension 536) for Group mailings. Incidentally, you will recall that we use the mailing list only for IEEE purposes. For this reason, we ask that with each request you include a statement of intended use.

NEW FAST SYSTEM FOR CHANGES OF ADDRESS. A new and unique system has been devised to speed the processing of changes of address. This new system allows us to ac-

cept changes up to the 10th of the month for mailings in the following and subsequent months. This is considerably faster than the usual provision of four to six weeks notice required by most monthly magazines.

As an example of how the new system works, consider the mailing of IEEE SPECTRUM. The mailing labels for SPECTRUM, which are affixed to copies of the magazine by the printer, are usually run off by the computer a few days before the first of each month. This scheduling insures that the labels will be in the hands of the printer when he begins mailing the issues. The mailing schedule is such that copies of SPECTRUM arrive at members' homes via second-class mail during the first half of the month. With the new change-of-address method, we can accept changes up to the 10th of the month preceding a particular issue because the processing time for such changes has been cut to less than 2-1/2 weeks. The new address is then effective for the next month's issue and for all other mailing lists prepared after that date.

It is interesting to note that the computer prepares over 7,000,000 labels per year on 3,300 mailing lists. These lists are prepared for Groups, Group Chapters, Sections, Regions, groups of Sections for symposia, and many other specialized mailing units. To obtain the maximum efficiency and the lowest postal charges, the member files are organized in geographical groupings. In this way, when a mailing list is prepared, it is set up in a manner acceptable to the United States Post Office and allows us to enjoy the second-class mailing status.

The new system is considered to be one of the fastest in any industry and may well be the model for all new systems to be developed.

ROSTER WANTED OF MEMBERS WILLING TO SERVE ON INTERSOCIETY COMMITTEES. The Intersociety Relations Committee of the IEEE has the responsibility for recommending to the IEEE Executive Committee and to the Board of Directors nominees for appointment to numerous organizations with which the IEEE maintains liaison. The success of the IEEE in this endeavor requires that men of ability be selected to carry on the responsibilities connected with all of these appointments.

To insure the continued success of this intersociety activity, it would be helpful to have available a roster of individuals who are interested in IEEE activities and who have the experience and maturity to fulfill the requirements of such appointments. Please consider the attributes of your acquaintances who are IEEE members and send us a list of names and addresses of any of them you consider to be qualified and interested. We will then contact them for additional information as well as an indication of their willingness to serve. The contact will be made without using the name of the person who submitted the nominee if so desired. Also, don't forget to include yourself if you are so inclined.

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

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ELECTRICAL ENGINEERING is published by IEEE Headquarters, 345 East 47 Street, New York, N.Y. 10017, to provide a direct channel of communication vertically and horizontally within the IEEE organizational structure. It is distributed to the principal officers of all major IEEE units such as Committees, Groups, and Sections. Comments and contributions are welcome and should be addressed to R. K. Jurgen at the above address.

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Suggestions should be sent to Mr. John M. Kinn, Secretary, Intersociety Relations Committee, IEEE, 345 East 47 Street, New York, N.Y. 10017

CALL FOR PAPERS, 1967 IEEE INTERNATIONAL CONVENTION. The technical program for the 1967 IEEE International Convention, to be held at the New York Hilton and the New York Coliseum, March 20-23, New York, N.Y., will be organized around especially selected session themes. A list of these themes, arranged according to their sponsoring Group or committee, follows. It is anticipated that in a majority of instances, at least some of the papers for a given session will be invited. Contributed papers, however, will be welcome on these topics.

Authors are requested to submit four (4) copies of the following material by October 1, 1966: 1) Title of paper, name and address of author(s). 2) 50-word abstract for convention printed program. 3) 1000-word synopsis with any important illustrations. 4) Name of sponsoring Group or committee and the session for which the paper is intended.

The foregoing material should be sent to Dean A. B. Giordano, Chairman, 1967 Technical Program Committee, IEEE, 345 East 47 Street, New York, N.Y. 10017.

Contributed papers shall be new, not previously published or presented at a major meeting. Each author is responsible for obtaining any necessary patent, security, or other release before submitting the material for the October 1, 1966 deadline. Acceptance notices will be mailed by November 1, 1966.

As an innovation, a Convention Digest will be prepared and will be available for sale at the Convention registration desk. The Digest will make use of the synopses referred to above. The Convention Record, containing the full text of each paper and edited transcripts of panel sessions, will be printed after the Convention. Authors of accepted papers will have an opportunity to revise their synopses before publication in the Digest and will be asked to provide the final version on reproduction mats supplied by the IEEE.

Important deadlines for authors of contributed papers are as follows:

October 1: Submittal of title, abstract, and synopsis.

November 1: Notification of acceptance.

January 16: Submittal of synopsis on reproduction mats for Convention Digest.

March 20-23: Presentation of paper at Convention.

March 23: Submittal of full paper on reproduction mats for Convention Record.

Session Themes. Aerospace and Electronic Systems Group. Session 1. Ocean Engineering, Joint Session with Geoscience Electronics Group; Session 2. 1966 Space Achievements; Session 3. Recent Progress in Avionics, Radio Navigation, Air Traffic Control and Radar.

Audio and Electroacoustics Group. Session 1. Speech - Man's Natural Communication; Session 2. Speech Processing.

Automatic Control Group. Session 1. Filtering, Estimation, and Optimization; Session 2. Components and Applications; Session 3. Direct Digital Control and Linear Systems; Session 4. Simulation Techniques.

Broadcast and Television Receivers Group. Session 1. New Developments in Broadcasting and Television Receivers.

Circuit Theory Group. Session 1. Integrated Digital Circuits; Session 2. Integrated Analog Circuits; Session 3. Use of Computer for Network Design; Session 4. Advances in Modern Network Theory and Nonlinear System Analysis.

Communication Technology Group. Session 1. Custom Calling Features in Switching Systems; Session 2. Reliability Field Experience in Electronic Switching; Session 3. System Interface for Global Communications; Session 4. Space Communications; Session 5. Microwave Communications; Session 6. New Developments of Wire Communications; Session 7. Overseas Cable; Session 8. Advances in Data Communication, Telegraph Systems, and Facsimile; Session 9. Data Communications -- The 1976 View.

Computer Group. Session 1. Survey of Computer Operating Systems; Session 2. Computers in the Graphic Arts.

Education Group. Session 1. Education.

Electrical Insulation Group. Session 1. Corona Testing, Joint Session with Parts, Materials, and Packaging Group.

Electron Devices Group. Session 1. Solid-State Devices and Integrated Circuits; Session 2. Electron Tubes; Session 3. Energy Sources and Quantum Electronic Devices; Session 4. Advanced Electrical and Electronic Materials, Joint Session with Parts, Materials, and Packaging Group.

Engineering in Medicine and Biology Group. Session 1. The Design of Man; Session 2. Engineering Contributions to Modern Surgery.

Engineering Management Group. Session 1. Management Games People Play; Session 2. The Impact of EDP on Engineering Management; Session 3. The Electronics Industry--An Outlook for Engineers and Management.

Engineering Writing and Speech Group. Session 1. Improving Oral Communication Through the Application of Modern Equipment.

Geoscience Electronics Group. Session 1. Ocean Engineering, Joint Session with Aerospace and Electronic Systems Group.

Human Factors in Electronics Group. Session 1. Human Factors in High Speed Transportation; Session 2. Man in Complex Systems, Joint Session with Systems Science and Cybernetics Group.

Industrial Electronics and Control Instrumentation Group. Session 1. Economics of Industrial Control.

Industry and General Applications Group. Session 1. Electrical Control Applications to the Metal Industry; Session 2. Automation of Marine Power Systems; Session 3. Illumination Today and Tomorrow; Session 4. Drive Control Applications.

Information Theory Group. Session 1. Signal Design and Detection; Session 2. Communication Channels--Theory versus Practice.

Instrumentation and Measurement Group. Session 1. Advances in Swept-Frequency and Sampling Measurements or What's New in Measurements; Session 2. Instrumentation for Underwater Research.

Microwave Theory and Techniques Group. Session 1. The Growing Inventory of Microwave Components; Session 2. Microwave Miniaturization.

Parts, Materials, and Packaging Group. Session 1. Hardware Design Requirements Peculiar to Underseas Electronic Equipment; Session 2. Integrated Circuits: Their Current Technology and Economic Status; Session 3. Corona Testing, Joint Session with Electrical Insulation Group; Session 4. Advanced Electrical and Electronic Materials, Joint Session with Electron Devices Group.

Reliability Group. Session 1. Reliability Design and Testing--Case Studies.

Sonics and Ultrasonics Group. Session 1. Ultrasonics in Modern Signal Processing.

Systems Science and Cybernetics Group. Session 1. The Systems Approach to Planning the City of Tomorrow, Joint Session with Research Committee; Session 2. Systems Modeling, Simulation, Testing, and Evaluation; Session 3. Systems with On-Line Computer Control; Session 4. Man in Complex Systems, Joint Session with Human Factors in Electronics Group.

Research Committee. Session 1. The Impact of Electronic Techniques on Education; Session 2. The Systems Approach to Planning the City of Tomorrow, Joint Session with Systems Science and Cybernetics Group.

Basic Sciences Committee. Session 1. The Computer for Basic Research in the Humanities and Behavioral Sciences; Session 2. Advances in Plasma Physics.

New Technical Activities Committee. Session 1. New Horizons in Science and Engineering I; Session 2. New Horizons in Science and Engineering II.

New and Specialized Technologies Committee. Session 1. New Developments in Infrared Technology.

IEEE Publications Board. Session 1. Information Retrieval.

SPECIAL ANNOUNCEMENT. To facilitate attendance by IEEE members and to coordinate similar areas of interest, consideration is being given to the possibility of holding the Polytechnic Institute of Brooklyn International Symposium on Modern Optics during the IEEE International Convention week, instead of March 28-30, 1967, as announced. It is hoped that a decision may be reached before the end of July.

The PIB Symposium proposes to map out the domain of modern optics as it is now emerging. Among the most prominent features to be explored are: Coherence, Diffraction, and Holography; Nonlinear Interactions, General Electrodynamics, and

Lasers; Communication, Information Processing, Spatial Filtering, Modulation, and Detection.

The scope will include novel devices and theoretical or experimental techniques associated with advances in these areas.

SECTION TECHNICAL CONFERENCE REQUIREMENTS. IEEE Bylaws provide for the sponsorship by a Section of Section Technical Conferences (STC). Under certain conditions, a Section holding an STC may claim credit for four of the five Section meetings required during a calendar year. In addition, depending on conditions, the holding of an STC may qualify a Section for an allowance up to \$100.00 in a calendar year. The conditions for such credits are as follows:

Section Technical Conference - Type 1. Qualifies for one \$100.00 meeting allowance and credit for four of the five Section meetings required in a calendar year when all of the following apply: 1) Such conferences shall occupy the major portion of a full day or longer. 2) A program of not less than five technical papers, panel discussions, or similar technical presentations are included in the Conference, in addition to social activities, if any. The technical program must occupy a total time of not less than four hours, including discussion periods. 3) The STC is sponsored exclusively by one Section and possibly its own Subsections, Group Chapters or Student Branches. However, the Sections in Regions 8 and 9, may hold STC's in co-sponsorship with national engineering societies in their respective regions. 4) Attendance is drawn from the territory of the Section and its environs. However, when circumstances warrant, this requirement may be waived by the Executive Committee in connection with the approval required for conferences drawing from beyond a Section territory. 5) No financial income is derived from an exhibition or from admission or registration fees.

Section Technical Conference - Type 2. Qualifies for credit towards four of the five meetings required during a calendar year and an allowance of \$40.00 in one year (four meeting credits at \$10.00 per meeting) when both of the following apply:- 1) Credits for a Type 1 STC are not obtained during the same calendar year. 2) All requirements for a Type 1 meeting are met with the exception that income is received from registration, admission or an exhibition.

General Considerations. A Section obtaining reimbursement for a Section Technical Conference of either Type 1 or Type 2 may, in addition, qualify for the meeting allowance specified in the Bylaws of up to \$10.00 per meeting for not more than ten additional meetings of the Section within the calendar year.

Social activities, if scheduled, in addition to the required technical program, are appropriate, but not required. Luncheons, dinners, smokers and awards presentations are considered as social activities for purposes of this statement and do not qualify as parts of the required technical program. Tickets to social activities, if any, may be sold.

Care in scheduling Section Technical Conferences should be exercised to avoid conflicts with other meetings. The responsible Section official should consult the current quarterly issue of the IEEE Master Meeting Schedule before establishing the date of a Section Technical Conference. If a conflict exists, advance notice of this must be given to Headquarters for coordination. Otherwise, the selection of the date and time is at the discretion of the Section. The location must be within the limits of the Section.

At the time reimbursement or Section meeting credit is claimed, the Section Chairman shall certify to the General Manager the conditions under which the meeting was qualified in accordance with this statement and that the reimbursement is properly payable.

NEW GROUP CHAPTERS APPROVED. The following Group Chapters were approved by the IEEE Executive Committee at its meeting on June 17, 1966: Communication Technology in Chattanooga, Tennessee; Engineering Management in Orange County, California; Engineering Writing and Speech in Buffalo, N.Y.; Joint Reliability/Parts, Materials and Packaging in New Jersey Coast.

MIDDLE AND SOUTH ITALY SECTION ESTABLISHED. The IEEE Executive Committee, on May 23, 1966, approved a petition requesting the establishment of a new Section, to

be known as the Middle and South Italy Section, with the territory of the new Section to include the following regions in the country of Italy, formerly assigned to the Italy Section: Abruzzi Molise, Basilicata, Calabria, Campania, Lazio, Marche, Puglia, Sardegna, Sicilia, Toscana, Umbria.

ITALY SECTION RENAMED NORTH ITALY SECTION. The IEEE Executive Committee, on May 23, 1966, approved the following changes in the Italy Section: 1) Change in name of the Italy Section to the North Italy Section. 2) Change in the geographical boundaries of the North Italy Section to encompass only the following regions in the country of Italy: Emilia-Romagna, Friuli-Venezia Giulia, Liguria, Lombardia, Piemonte, Trentino-Alto Adige, Val d'Aosta, Veneto.

CAMBRIDGE SUBSECTION OF THE COLUMBUS SECTION REGION 2. The IEEE Executive Committee has approved a request for dissolution of the Cambridge Subsection of the Columbus Section.

REVISED POLICY STATEMENT 2-A. Policy Statement 2-A, Conference Approval, was amended as noted in the May issue of ELECTRICAL ENGINEERING on page 2. A second change in this policy statement (an amendment of the first paragraph) was approved by the IEEE Executive Committee at its meeting on June 17. For your clarification, the correct policy statement as now approved is given in full as follows:

2-A Conference Approval. Approval must be obtained from the Executive Committee for all conferences in which a) exhibits are planned; or b) there is the intention of drawing substantial attendance from outside the geographical area of a single Section; or c) a cooperating organization is sponsoring a meeting coinciding with the IEEE Conference and requiring security clearance for admission. The place and date and the subject matter to be covered by the proposed conference are a part of the Executive Committee approval. Sound financial planning, benefit to the membership and absence of conflict with other meetings shall be criteria for approval. Cooperative participation by Sections and Groups is encouraged.

Request for approval of conference topic, attendance area, dates and location should be made as far in advance of the proposed conference as necessary to assure reservation of hotel space and other facilities. However, if the request is submitted more than one year in advance of the proposed date of the conference, approved plans are subject to further review by the Executive Committee not later than ten months before the proposed date of the conference. In the event of failure to submit a budget, disapproval of budget, or any other circumstance affecting the advisability of proceeding with the conference as planned, the Executive Committee reserves its right to modify the terms of, or in extraordinary cases to cancel, approval of the conference. Conference chairmen are advised, therefore, to submit budgets to the General Manager as far in advance as is feasible, consistent with analysis of the attendance and financial results of the preceding conference. In the event that the budget can not be submitted at least ten months prior to the proposed date of the conference, the Executive Committee must be notified of the circumstances through the office of the General Manager.

A Group-sponsored conference without exhibits and with a budgeted total expense not exceeding \$1,000.00 shall require approval only by the Administrative Committee of the Group. Information concerning the meeting, including the approved budget, shall be provided to the General Manager at the earliest possible date, but at least 90 days in advance of the meeting. Such small conferences must continue to follow all other policy provisions, especially Policy 2-I; a post-conference report must be supplied for the Executive Committee, and any losses from such conferences beyond the resources of the parent Group must be absorbed by the TAB contingency fund.

ORDER INFORMATION NEEDED FOR REPRINTING OF IEEE STUDENT GUIDANCE BROCHURE. The IEEE Student Guidance Brochure, "Your Challenge in Electrical Engineering," that was described in the May issue of ELECTRICAL ENGINEERING on page 5, is about to be reprinted. It would help us greatly in determining the size of the print run if new orders for the brochure are sent in as soon as possible.

The brochure is available at 25 cents per copy for orders of 1 to 100 copies

and at 20 cents per copy for orders of more than 100 copies. Please send your order to IEEE, Career Guidance Brochure, 345 East 47 Street, New York, N.Y. 10017. You will be billed upon shipment of your order.

AMENDMENT TO POLICY STATEMENT 2-G, "OPEN ATTENDANCE" AT ALL IEEE MEETINGS. At its meeting on June 17, the IEEE Executive Committee approved a change in the last sentence of Policy Statement 2-G. The newly approved version reads as follows:

In the event that another organization sponsors an assemblage requiring security clearance for admission, at times and places related to an IEEE sponsored or co-sponsored conference, for the convenience of some of the IEEE members, there may be cooperation with the other organization under the following circumstances: a) The IEEE conference program and all related publicity shall clearly indicate that IEEE is neither a sponsor or co-sponsor of the classified meeting; b) The IEEE conference announcements and technical program listing may contain information relating to the classified meeting; c) IEEE shall not be involved in any way with the costs of conference room rentals, publication of abstracts, digests, or papers, and any other administrative costs related to the organization and registration for the classified meeting(s); d) All security correspondence and registration arrangements shall be directed exclusively to the organization responsible for the classified meeting(s).

IEEE POLICY ON REGISTRATION OF ENGINEERS. At its meeting of June 17, the IEEE Executive Committee approved the following policy statement on registration of engineers: (The approved policy differs somewhat from the proposed policy that was published in the November 1965 issue of ELECTRICAL ENGINEERING.)

The IEEE is concerned with registration of engineers only from the standpoint of the protection which such registration may afford to the public. It is not concerned with enhancing the legal, economic, and public relations status of individual engineers. For those of its members who are actively interested in these latter professional aspects of engineering and professional registration, the IEEE Board of Directors recommends that they also consider membership in professional organizations primarily concerned therewith.

The Board of Directors of IEEE recognizes the need for legislation covering the offer of engineering services to the public when such practice directly involves the health, welfare, and safety of the public. In furtherance of this policy, the Institute of Electrical and Electronics Engineers, Incorporated: 1) Offers advice and assistance to boards of engineering examiners and similar agencies; 2) Approves the concept of uniform laws as being in the public interest; 3) Recommends that in the requirements for the practice of engineering there shall be a minimum of restrictions of a legal nature in the functioning of qualified engineers; 4) Recommends that, upon request, committees and IEEE members cooperate with appropriate agencies in the development of sound registration examinations which will adequately protect the public interest.

In addition to the above, the following actions are suggested on a permissive basis: 5) Each IEEE Section may cooperate with boards of engineering registration or other appropriate agencies in the dissemination of educational information concerning registration; 6) IEEE Sections may consider sponsoring or cooperating with other groups in conducting educational refresher courses as preparation for registration examinations; 7) IEEE Student Branches may devote some time to the subject of professional development with special emphasis on the purpose of registration from the standpoint of protection of the public interest, the standards required for such protection, and the procedure in applying for registration; 8) In addition to contributions from others, the IEEE Professional Relations Committee may provide educational information on registration of professional engineers to be published in IEEE periodicals at appropriate times.

REVISED IEEE ELECTIONS AND APPOINTMENTS SCHEDULE. In the May issue of ELECTRICAL ENGINEERING an unrevised version of the IEEE Elections and Appointments Schedule was published. Please do not refer to it. Use the corrected version that follows.

Board of Directors. Elected by members: President; Vice President; Junior Past President; Senior Past President; Directors-at-Large (6); Regional Directors (8). Elected by annual Assembly: Vice President-Publication Activities; Vice President-Technical Activities; Secretary; Treasurer; Director-at-Large (3); Director, Region 9.

Executive Committee Appointments. Admission and Advancement Committee, Education Committee, Finance Committee, History Committee, Membership and Transfers Committee, Professional Relations Committee, Sections Committee, Student Branches Committee, Technical Activities Board (Group Chairmen are members of TAB as elected by the respective Groups).

Board of Directors Appointments. Awards Board, Executive Committee, Fellow Committee, Intersociety Relations Committee, Life Member Fund Committee, Nominations and Appointments Committee, Publications Board, Tellers Committee.

January. Annual Assembly elects 8 Directors, including 4 officers. IEEE Secretary to issue reminder notice that February 1 is deadline date for submission of names of recommended candidates to be considered by Nominations and Appointments Committee for the offices on the ballot this year. Executive Committee appoints Chairmen and members of Committees and Boards. Board of Directors appoints Chairmen and members of Committees and Boards.

February. Names received from call for recommendations submitted to the Nominations and Appointments Committee.

March. Nominations and Appointments Committee to submit list of proposed candidates for the offices on the ballot this year to the Board of Directors in time to fulfill the requirements of Article XII of the Constitution. Board of Directors to approve names of nominees to appear on the ballot.

April. Regional Committees to submit names of nominees for Regional Directors by April 30. These names to be reported to the Board of Directors by memorandum; names to be added to the ballot. Call for recommendations issues to Chairmen and Secretaries of Sections and Groups for Standing Committee and Board appointments for the following year. Deadline date for submission: June 1. Chairmen of Standing Committees and Boards requested to submit recommendations for Chairmen and members for the following year by June 1. (Proposed candidates for Chairmen to indicate willingness to serve, if appointed.)

June. Names of nominees to appear on the ballot to be published in the June SPECTRUM, together with deadline date for submitting nominations by petition. (The deadline is the Friday prior to August 15.) Names of proposed candidates for Chairmen of Committees and Boards forwarded to Executive Committee. Names of proposed candidates for Chairmen forwarded to Nominations and Appointments Committee for review.

July. Nominations and Appointments Committee to submit report to Board of Directors recommending appointment by the next Board of Chairmen of Committees.

August. Executive Committee to review and recommend appointment by next Executive Committee of Chairmen of Committees and Boards. Proposed Chairmen furnished with all suggestions received, and requested to submit recommended slates by October 1. Board to review and recommend appointment by the next Board of Chairmen of Committees. Proposed Chairmen furnished with all nominations received, and requested to submit recommended slates by October 1.

September. Ballots mailed to voting membership.

October. Only ballot received before 12:00 o'clock noon on the first working day following October 31 shall be counted. Recommendations from proposed Chairmen forwarded to Executive Committee. Recommendations from proposed Chairmen forwarded to Nominations and Appointments Committee. Nominations and Appointments Committee to submit report to the Board of Directors recommending appointment by next Board of members of Committees and Boards.

November. Tellers Committee to report results of election to the Board of Directors. IEEE Secretary issues call for recommendations to be considered by the Nominations and Appointments Committee for the offices on ballot of next year. Deadline for submission: February 1. Executive Committee to review and recommend appointment by next Executive Committee of members of Committees and Boards. Board of Directors to review and recommend appointment by next Board of members of Committees and Boards.

December. Nominations and Appointments Committee to recommend candidates to be elected by the annual Assembly.