IEEE Day is 4 October 2022

Are you ready?

Everything you need to know to hold a successful celebration

https://ieeeday.org/
IEEE Day in History

**Did you know?**

- IEEE Day commemorates the anniversary of the first time when IEEE members gathered to share their technical ideas, which took place in 1884.
- The first IEEE Day took place in 2009 with 80 events around the world.
- It is celebrated on the first Tuesday in October.

*Let’s keep the momentum going this year!*
What’s in this toolkit?

All of the tools and resources you need in order to:
• come up with an idea to celebrate
• build a solid plan, and...
• execute!

https://ieeeday.org/
10 Steps to Success...

1. IDEATE
2. ORGANIZE
3. PARTNER
4. PROMOTE
5. FOLLOW THROUGH
6. SUBMIT EVENT
7. CELEBRATE
8. PARTICIPATE IN CONTEST
9. VOTE
10. STAY CONNECTED

https://ieeeday.org/
Step 1...IDEATE

Great events start with great ideas!

EXAMPLES INCLUDE:

• Virtual meetups and networking
  Connect with potential partners with similar interests via the IEEE App.

• Discounts and promotional codes
  Virtual tech-exhibits at museums, tech-themed movies, STEM activities

• Online team coding events
  Assembling a technical activity or coding as a team

• Virtual technical topics and discussion
  Latest Tech Topics such as: Autonomous, wearables, tech-ethics, privacy, blockchain, IoT, AI

• Virtual mission-based/Humanitarian and Philanthropic Opportunities
  Education and partnership

If you currently participate in activities that involve working with children, or plan to do so, please review the following important documents.
The Guidelines are referenced within the IEEE Civility Policy.
These procedures apply to events that are specifically designed for children.
Link to the guidelines:


https://ieeeday.org/
Step 2...ORGANIZE

Build a Proper Foundation

Plan for the needs of your event

• Set the date and time
• Set a realistic budget
• Identify an appropriate format for the activity
• Print your IEEE Day materials so they are ready for your event

• Find templates in the IEEE Day Toolkit: ieeeday.org/toolkit

https://ieeeday.org/
Step 3...PARTNER

This could involve:

- Reaching out to your Region Lead
- Assembling your team for larger efforts
- Working with local IEEE groups or local organization for event space and tasks
- Engaging a guest speaker, enlist sponsors for virtual events
Step 4...Promote

Expand through available channels

Get the word out in:
- Your newsletter
- Social media—IEEE groups and local groups
- Engineering school communication vehicles
- eNotice invite
- Company communications

And make sure to let attendees know about all that IEEE offers year-round!

Note - Be sure your communications are compliant: http://sites.ieee.org/gdpr
Step 5...FOLLOW-THROUGH
The work is not done once you send out initial promotions!

Continue to remind attendees and promote to those who may not yet have heard of your event
Step 6...SUBMIT YOUR EVENT

Build a Proper Foundation

Let others know about your event

• Make sure you let IEEE know how successful your IEEE Day was!

Submit here: https://ieeeday.org/submit-event/
Step 7...CELEBRATE!
4 October 2022

• Share live-stream to IEEE Facebook page!
• Check out webinars on the IEEE Day Facebook page and throughout the week
• Livestream #IEEEDay

Link to IEEE Day on Facebook: https://www.facebook.com/IEEEDay
Step 8...PARTICIPATE
Time for Photo & Video Contests!

Submit the photos and videos of your event to win exciting *prizes*!
Step 9...VOTE
Make your voice heard!

Show support to your fellow IEEE members and vote on the photo and video contest

https://ieeeday.org/
Step 10...STAY CONNECTED

It’s not over when it’s over!

- Be sure to recognize those who contributed to the success of IEEE Day!
- Share analytics with your Region Lead, and give an update in Region and Section newsletters
- Continue outreach with attendees and your members to remind them of local events all year long via email, social media, and future events.

https://ieeeday.org/
Social Media

- [IEEE Day](https://ieee-collabratec.ieee.org/app/community/48/IEEE-Day/)
- [Facebook](https://facebook.com/IEEEDay/)
- [Instagram](https://instagram.com/ieeeday/)
- [Twitter](https://twitter.com/IEEEDay)
- [LinkedIn](https://linkedin.com/groups/3240378)
- [IEEE TV](https://ieeetv.ieee.org/channels/ieee-day)
- [IEEEDay.org](https://ieeeday.org)
We hope you have a great IEEE Day!!

Thank you!

For more information:
https://ieeeday.org/contact-us/