

vTools Meeting Reporting System Tutorial

To report about meetings organized by your Young Professionals Affinity Group visit the following website: <https://meetings.vtools.ieee.org>. Depending on the type of user you are, one of the following two screens will appear:



IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign in

Meetings

IEEE

Home Find Meetings Schedule Meeting L31 Meeting Reports About

Welcome to vTools.Meetings! ([Sign in](#)) Help


IEEE vTools.Meetings System

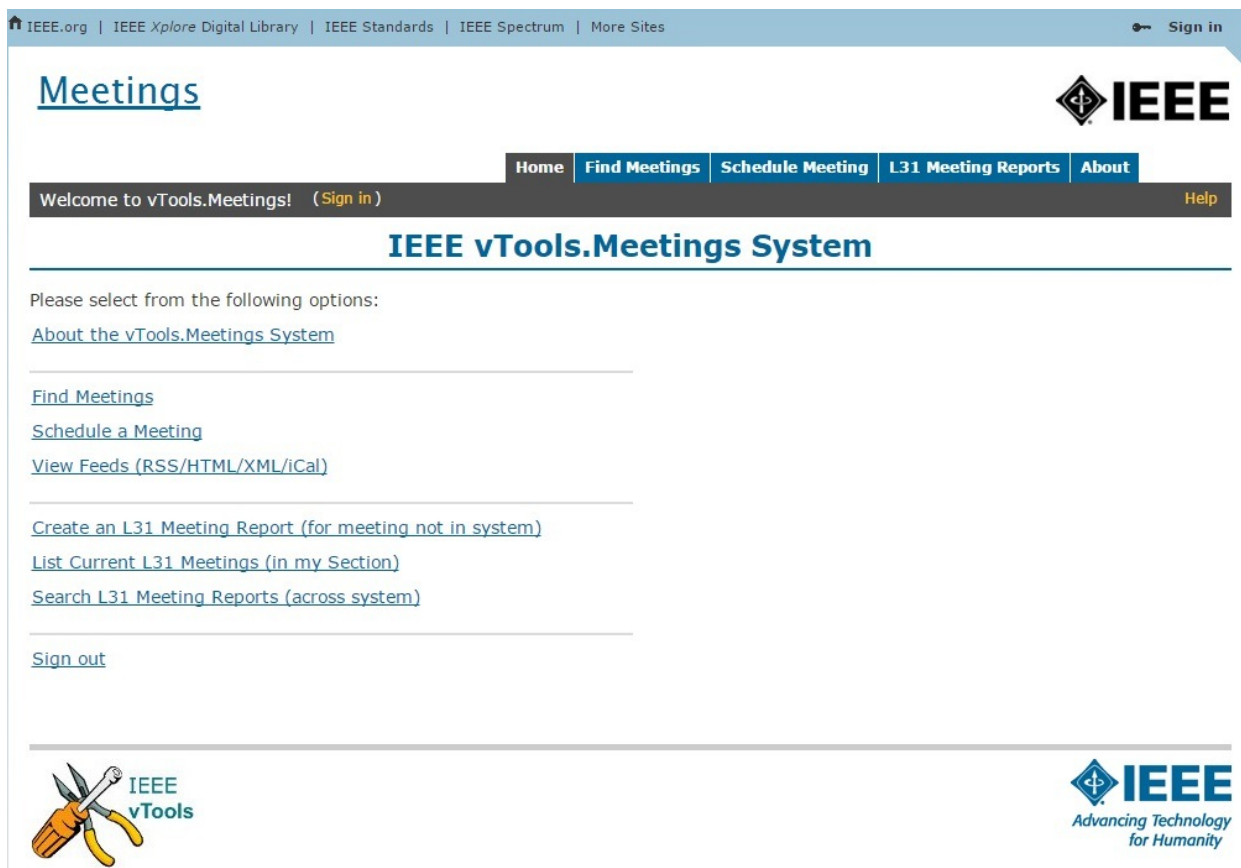
Please select from the following options:

[About the vTools.Meetings System](#)

[Find Meetings](#)

[Sign in](#) (vTools use IEEE Web Accounts as credentials -- [update/create Web Account](#))



IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Sign in

Meetings

IEEE

Home Find Meetings Schedule Meeting L31 Meeting Reports About

Welcome to vTools.Meetings! ([Sign in](#)) Help

IEEE vTools.Meetings System

Please select from the following options:

[About the vTools.Meetings System](#)

[Find Meetings](#)

[Schedule a Meeting](#)



[View Feeds \(RSS/HTML/XML/iCal\)](#)

[Create an L31 Meeting Report \(for meeting not in system\)](#)

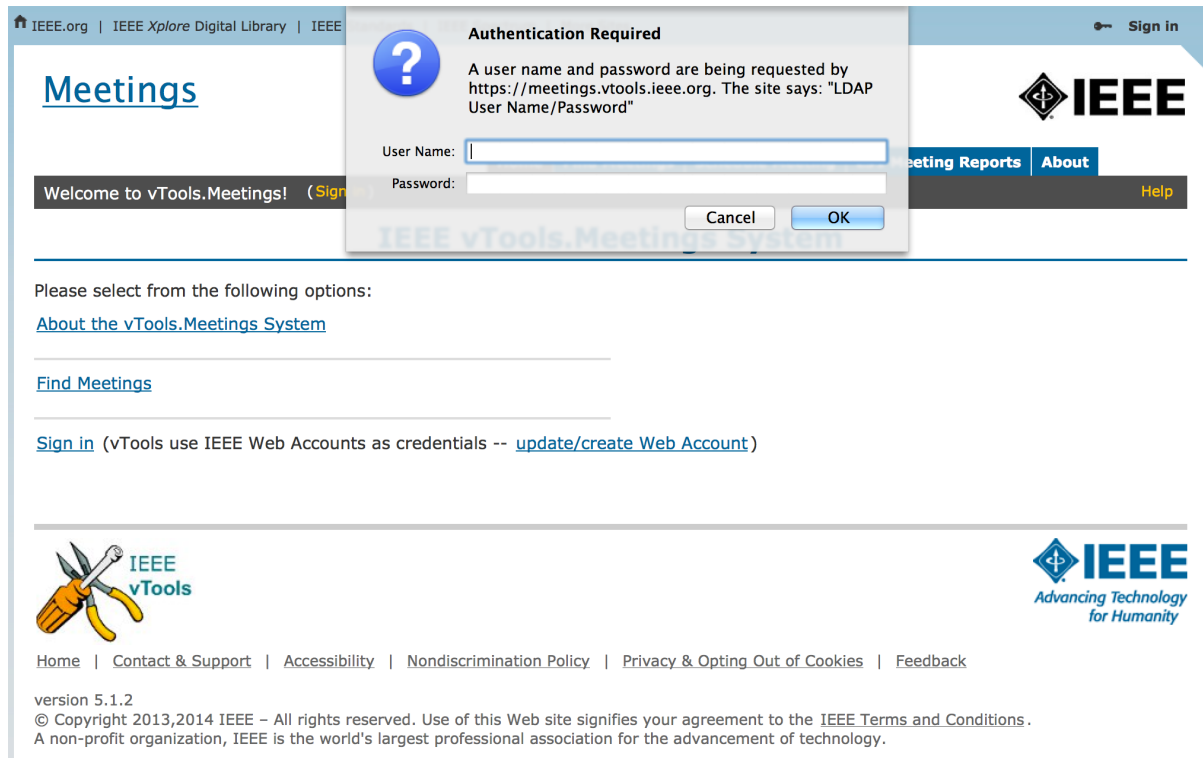
[List Current L31 Meetings \(in my Section\)](#)

[Search L31 Meeting Reports \(across system\)](#)

[Sign out](#)

You will be required to sign in with your IEEE credentials to access the vTools system. This has to be the same email address and password you use on all other IEEE services.



IEEE.org | IEEE Xplore Digital Library | IEEE

Meetings

Welcome to vTools.Meetings! (Sign in)

Please select from the following options:

[About the vTools.Meetings System](#)

[Find Meetings](#)

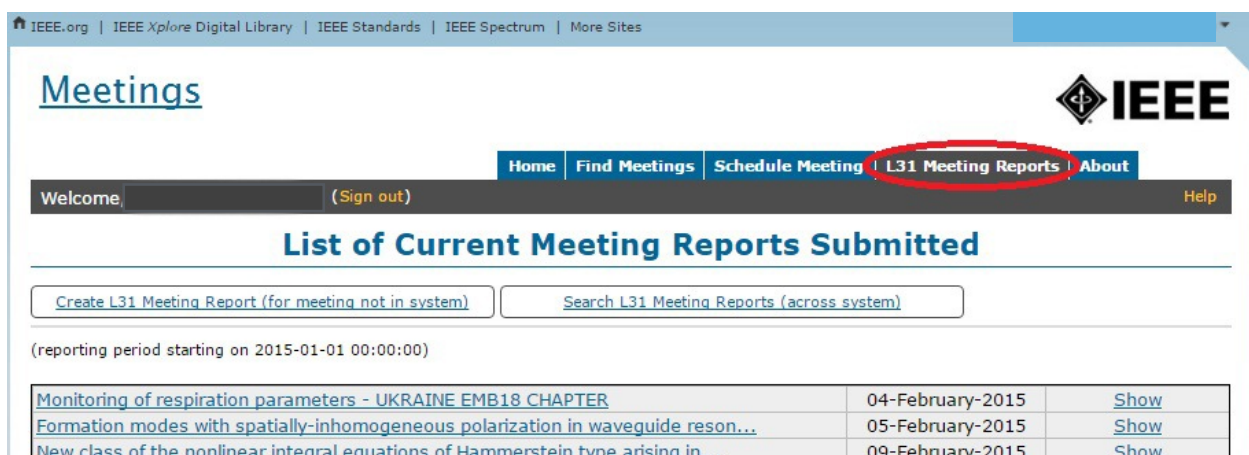
[Sign in](#) (vTools use IEEE Web Accounts as credentials -- [update/create Web Account](#))

IEEE vTools

Home | Contact & Support | Accessibility | Nondiscrimination Policy | Privacy & Opting Out of Cookies | Feedback

version 5.1.2
 © Copyright 2013,2014 IEEE – All rights reserved. Use of this Web site signifies your agreement to the [IEEE Terms and Conditions](#).
 A non-profit organization, IEEE is the world's largest professional association for the advancement of technology.

Once you have logged in, you will be able to access the various features of the platform. Go to L31 Meeting Reports Tab. This tab allows you to see various L31 reports and their details.



IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Meetings

Home | Find Meetings | Schedule Meeting | **L31 Meeting Reports** | About

Welcome (Sign out) Help

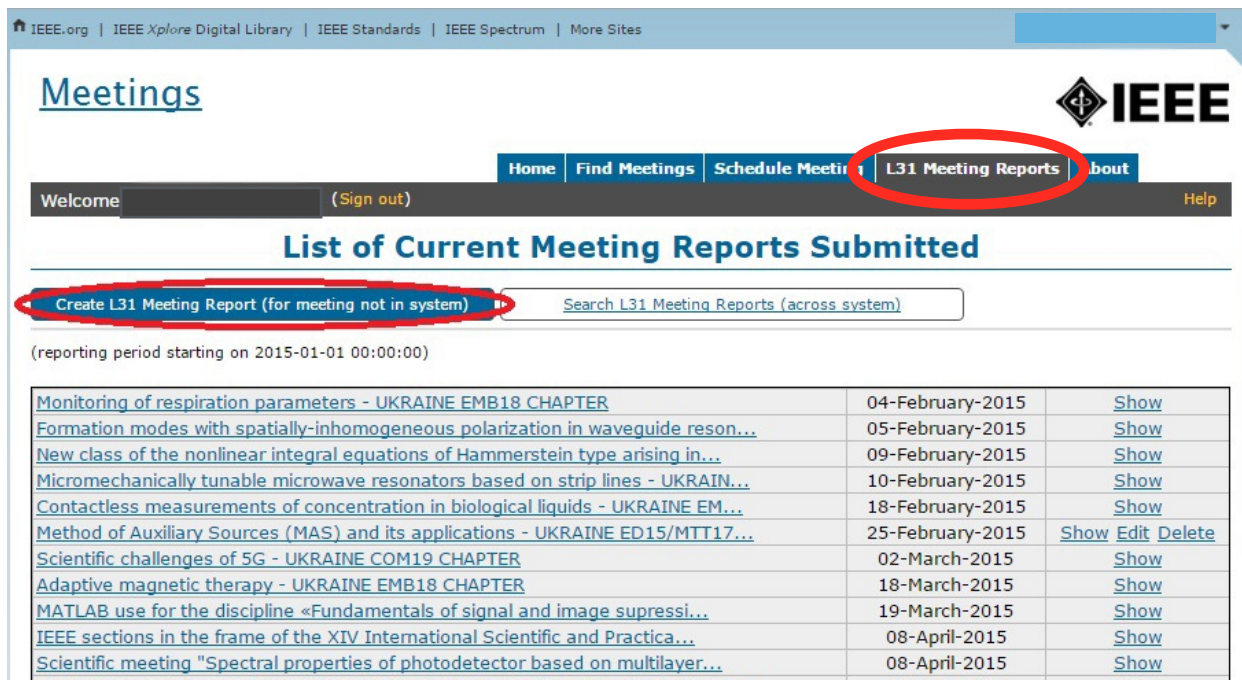
List of Current Meeting Reports Submitted

[Create L31 Meeting Report \(for meeting not in system\)](#) [Search L31 Meeting Reports \(across system\)](#)

(reporting period starting on 2015-01-01 00:00:00)

Monitoring of respiration parameters - UKRAINE EMB18 CHAPTER	04-February-2015	Show
Formation modes with spatially-inhomogeneous polarization in waveguide reson...	05-February-2015	Show
New class of the nonlinear integral equations of Hammerstein type arising in...	09-February-2015	Show

To create a meeting report click on Create L31 Meeting Report. This option is also available on the home screen that shows up after you have logged in. Either of them can be used to create a new L31 report.



IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Meetings

Home Find Meetings Schedule Meeting **L31 Meeting Reports** About

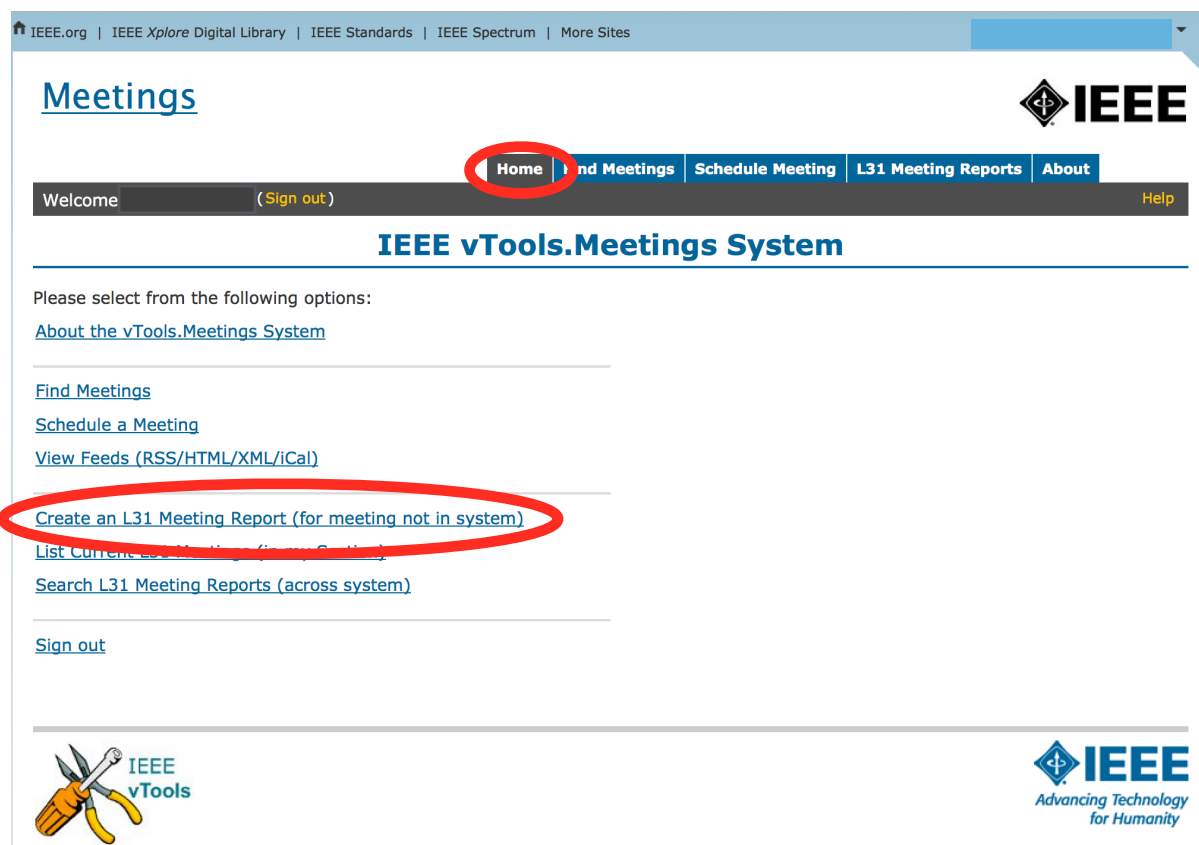
Welcome (Sign out) Help

List of Current Meeting Reports Submitted

Create L31 Meeting Report (for meeting not in system) Search L31 Meeting Reports (across system)

(reporting period starting on 2015-01-01 00:00:00)

Monitoring of respiration parameters - UKRAINE EMB18 CHAPTER	04-February-2015	Show
Formation modes with spatially-inhomogeneous polarization in waveguide reson...	05-February-2015	Show
New class of the nonlinear integral equations of Hammerstein type arising in...	09-February-2015	Show
Micromechanically tunable microwave resonators based on strip lines - UKRAIN...	10-February-2015	Show
Contactless measurements of concentration in biological liquids - UKRAINE EM...	18-February-2015	Show
Method of Auxiliary Sources (MAS) and its applications - UKRAINE ED15/MTT17...	25-February-2015	Show Edit Delete
Scientific challenges of 5G - UKRAINE COM19 CHAPTER	02-March-2015	Show
Adaptive magnetic therapy - UKRAINE EMB18 CHAPTER	18-March-2015	Show
MATLAB use for the discipline «Fundamentals of signal and image suppressi...	19-March-2015	Show
IEEE sections in the frame of the XIV International Scientific and Practica...	08-April-2015	Show
Scientific meeting "Spectral properties of photodetector based on multilayer...	08-April-2015	Show
International conference "Backbone of Telecommunications" - UKRAINE COM19 CH...	04-April-2015	Show



IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Meetings

Home Find Meetings Schedule Meeting **L31 Meeting Reports** About

Welcome (Sign out) Help

IEEE vTools.Meetings System

Please select from the following options:

- About the vTools.Meetings System
- Find Meetings
- Schedule a Meeting
- View Feeds (RSS/HTML/XML/iCal)
- Create an L31 Meeting Report (for meeting not in system)**
- List Current L31 Meeting Reports (across system)
- Search L31 Meeting Reports (across system)


Sign out

IEEE vTools

IEEE
Advancing Technology
for Humanity

The Meeting Report Form opens, and contains all the fields you need to fill in:

[IEEE.org](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards](#) | [IEEE Spectrum](#) | [More Sites](#)

[Meetings](#)


[Home](#) | [Find Meetings](#) | [Schedule Meeting](#) | [L31 Meeting Reports](#) | [About](#)

Welcome: [\(Sign out\)](#) [Help](#)

Meeting Report Form


Please fill out the event information below to create this meeting report. *Denotes a required field

*Event Title (256 chr max)

*Event Category

Event Sub-category

*Event Description (8192 chr max)



*Meeting Keywords (512 chr max)

☐ Admission Charge? (Optional food or facility expenses not considered an admission charge)

When

(Maximum duration of meeting - 5 days)

*Start Time
 24 Jan 2016 14:00

*End Time
 24 Jan 2016 14:00

*Time Zone

Where

*City (128 chr max)

*Country, State/Province

Who

*Guest Attendance

*IEEE Member Attendance

☐ Students invited?

*Region:

*Section:

*Organizational Unit:

Cosponsor Name (256 chr max)

Contact Email (512 chr max)

(Selecting a region will load sections, and selecting a section will load organizational units)

Speakers

[1st Speaker Report Information](#)

[2nd Speaker Report Information](#)

[List Reports](#)

[create](#)

In this form you should enter Event title, Event category (professional, technical, nontechnical, administrative), Event description, start and end time of the Event, the address of the Event and brief information about attendees. The information you provide should be as accurate and details as possible, since that helps us understand what the event is about. We are aware that things like the End Time and Guest Attendance are not always certain, but entering an estimated number helps. You can go back and edit event forms once they have been created, so you can correct details when you have more concrete information. In addition, you can enter information about speakers, by clicking on the 1st Speaker Report Information and 2nd Speaker Report Information.

Speakers

1st Speaker Report Information

Topic

☐ Distinguished Lecturer

Prefix

First Name

Middle Name

Last Name

Suffix

Display Name

(required when first and/or last name given)

City

Country, State/Province

Email Address

Organization

2nd Speaker Report Information

Topic

☐ Distinguished Lecturer

Prefix

First Name

Middle Name

Last Name

Suffix

Display Name

(required when first and/or last name given)

City

Country, State/Province

Email Address

Organization

List Reports

create

After all the necessary information is entered, click create.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Meetings

Home Find Meetings Schedule Meeting L31 Meeting Reports About

Welcome (Sign out) Help

Meeting Report Form

Please fill out the event information below to create this meeting report. *Denotes a required field

*Event Title (256 chr max) *Event Category Event Sub-category ?
 Select one ... Select one ...

*Event Description (8192 chr max)

*Meeting Keywords (512 chr max)

☐ Admission Charge? (Optional food or facility expenses not considered an admission charge)

When (Maximum duration of meeting - 5 days)
 *Start Time 24 Jan 2016 14:00 *End Time 24 Jan 2016 14:00 *Time Zone

Where
 *City (128 chr max) *Country, State/Province

Who
 *Guest Attendance *IEEE Member Attendance ☐ Students invited?
 *Region: *Section: *Organizational Unit:
 (Selecting a region will load sections, and selecting a section will load organizational units)
 Cosponsor Name (256 chr max)
 Contact Email (512 chr max)

Speakers
[1st Speaker Report Information](#)
[2nd Speaker Report Information](#)

[List Reports](#) **create**

Congratulations! You have now created your event report in the vTools meeting system! If you need any help or have problems accessing the system, or any other questions, send up an email to r8yp@ieee.org. We are here to support you!