

MEETINGS AND PAPERS COMMITTEE

General

The purpose of this committee is to arrange the programs of the general monthly meetings. This involves the selection of topics and qualified speakers for each meeting. It is essential that this committee be organized early in the summer and that programs be arranged as far in advance as possible.

The program for each meeting shall be brought before the Executive Committee of the Section for discussion and approval. Successful committees in the past have held at least two meetings during the summer and have brought to the first Executive Committee Meeting an outline of a complete program for the year. At this first Executive Committee Meeting the Meetings and Papers Committee Chairman should present the program for the first general monthly meeting as a definite proposal so that it can be approved by the Executive Committee and final arrangements completed for the program.

The Section is required to send a report of each meeting to National Headquarters on proper forms provided by Headquarters. The Chairman of the Meetings and Papers Committee is responsible for the preparation of such a report on each monthly general meeting. He should obtain a supply of these forms from the Secretary-Treasurer and after each meeting the forms should be completed and forwarded to the Secretary-Treasurer for signature and mailing to Headquarters.

The Chairman of the committee shall make arrangements to have a copy of the published notice of the meeting sent to the speaker for his information.

Type of Meetings

The general monthly meetings are held the second Tuesday of each month starting in October and ending in May unless otherwise ordered by the Executive Committee.

One meeting is normally reserved for students and is known as "Students' Night". This meeting is arranged for by the Students' Activities Committee in cooperation with the Meetings and Papers Committee.

One meeting is generally set aside as "Ladies' Night". Some other meetings may be joint affairs with other local societies.

It has been customary to hold a joint meeting with the Maryland Section each year, alternately in Washington and Baltimore.

In general, talks at the general monthly meetings should be technical yet popular in nature and so designed as to appeal to the largest group of members possible. Newsworthy topics handled by well-known speakers should be the goal. Subjects may well relate to electrical engineering in its broadest aspects and social implications. The Ladies' Night meeting may involve a program featuring a motion picture instead of a speaker, or some other form of non-technical entertainment.

Inspection trips of a general nature may be arranged by this committee, subject to approval by the Executive Committee.

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee should be determined by the Chairman but as a rule should consist of representatives of sufficient industry, educational and government groups to assure programs of general interest.

The committee should hold its first meeting early in the summer, decide on recommendation and obtain approval of topics for the first meetings of the forthcoming year. Programs for subsequent meetings should be arranged for as early thereafter as possible, with alternative possibilities available where practical.

Individual committee members should choose a meeting and agree to handle all matters relating to it, such as choosing a speaker, contacting the speaker, handling the necessary details incident to the negotiations, furnishing the Publicity and Attendance-Sociability Committees the information they need for publicity and arrangements, and finally seeing that the speaker is satisfactorily received and cared for while he is in the city.

Where a joint meeting with another society is to be held with the other society as host, most of the work is handled by the other society. In each such case, however, a representative of our Meetings and Papers Committee should be assigned to work with the other society.

Papers

All papers should be considered by the Committee on the basis of subject interest and merit for possible entrance by the Committee on behalf of the author in District and Institute prize paper competitions and for forwarding to "Electrical Engineering" for publication consideration. (See Sections 46, 47 of The Institute By-Laws.)

Budget

An estimate of expenses expected to be incurred in obtaining speakers should be submitted to the Secretary-Treasurer of the Section for budget approval and appropriation. Consideration will be given to payment of fees or traveling expense of speakers if qualified speakers not obtainable without such expense. Expenses incurred should be submitted in writing by him for reimbursement.

Meetings

A 1950-51 poll of the membership indicated that a desirable frequency of technical meetings was one per month. Regularity of meetings would have some advantages such as "on the fourth Thursday".

Technical Topics

The following topics are listed as typical of subjects for discussion in Technical Group meetings:

A. Electronics Group

Electronics in Railroad Applications
 Test Range Instrumentation
 Miniature Components
 Electronics in Meteorology
 Plastic Electret
 Electronics in Astronomy
 Nuclear Instrumentation
 R.F. Processing of Foods

B. Communications Group

Aircraft Television Relay
 Radio Relay Links (Microwave)
 Interference Problems
 Coaxial Cable Communications System
 Communication Theory