

TECHNICAL PROGRAM COMMITTEE

General

The function of the Technical Program Committee is to make all arrangements, subject to approval of the Executive Committee, for group discussions of technical subjects to be conducted on a more advanced basis than desirable in general meetings. The objective is (1) to elevate the plane of these technical discussions so that there exists a good balance between theory and popular presentation, (2) to obtain a level that will satisfy all members of the A.I.E.E., and (3) to promote a higher standing of the Washington Section in technical matters. It is intended that the program arranged by this committee include an accomplished speaker presenting background and theory, techniques and demonstrations to illustrate the principles. As far as consistent with the above objective, local talent should be encouraged. Field trips are suggested where they will add to interest in the program. A 1950-51 poll indicated evenings or Saturdays as the preferred times for inspection trips.

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 advantage such as "on the fourth Tuesday".

Typical 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

Magnetic Tape Recording
 FM vs. AM Transmission
 Crossbar Telephone Switchboard
 Circular Polarization as applied to Communications

C. Electrical Research

Conduction in the Solid State
 Seismograph in the Gulf of Mexico
 Magnetic Amplifier
 Distributed Vacuum Tube Amplifier
 Digital Computers
 High Frequency Characteristics of Vacuum Tubes

D. Mathematics

Hamiltonian Papers
 Westinghouse Computer
 Gravitation Fields and Forces
 Electromagnetic Theory
 Selected talks by outstanding men in this field.

E. Power

Generation
 Transmission and Distribution
 Utilization
 Atomic Energy
 Field Trips

This grouping was altered in the 1950-51 season to the following:

- A. Communications, Electronics, Instrumentation
- B. Basic Sciences, including Fundamental Concepts, Mathematics
- C. Power, including Generation, Transmission, Utilization

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.)

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee is determined by the Chairman of this committee, but as a general rule the committee should consist of carefully selected representatives of industry, government, educational institutions, etc. who are qualified to develop and carry out a program satisfying the above described objectives. The committee members should each be assigned responsibility for one of the several groups, i.e., Electronics Group, Communications Group, etc. The selection of topic and speaker for each group should be made at meetings of the general committee or of separate technical meetings as decided by the Chairman of the Technical Program Committee. The Chairman of each sub-technical group should inform the Chairman of the Technical Program Committee of the confirmed speaker, topic and bibliography, and facilities required as soon as possible. It is also important to see that arrangements are made through the Chairman or Vice Chairman, Technical Program Committee, at least six weeks in advance of each meeting for publicity, auditorium facilities, amplification facilities, etc.

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.

Reports

The amount of the appropriations made by the Institute Headquarters to the Washington Section depends upon the number of members and the number and attendance at General and Technical meetings held within a given period. It is therefore necessary that the Chairman of the Technical Program Committee forward to the Secretary-Treasurer a copy of the minutes of each technical group. It is also the responsibility of the Technical Program Chairman to prepare five copies of the minutes of each meeting in accordance with the form supplied by Institute Headquarters. Copies of this form may be obtained from the Secretary-Treasurer. These copies are distributed as follows:

Secretary, Washington Section	2
Chairman, Washington Section	1
Sub-Chairman, Technical Program Committee	1
Chairman, Technical Program Committee	1

One of the copies sent to the Secretary is endorsed by him and forwarded to Institute Headquarters.