**IEEE Event Report**

Please fill out the following form for all the events that you organize. The contact section should include people you needed to contact outside the IEEE officer group. Please be clear and concise in your explanations of the event and planning. Lastly, describe any suggestions for organizing the event in the future or things that helped make the event a success. Perhaps the event will need a new location in the future or there could be an improvement about specific aspect of the event. The file name should be saved as such: Date_EventName.doc

**Organizer(s):** John Kollar (Secretary)

**Event:** Thank You Letters

**Date of Event:** 1 Week After Tech Talk/ Research Talk Occurs

**Cost:** $0.42 (A stamp)

**Contact(s):** Talk with the Programs Chair to find out the company contact’s information or use the people finder on Virginia Tech’s website (www.vt.edu) to find contact information for professors.

**Brief Description of event:** The secretary is responsible for writing thank you letters. After a company or professor comes for a talk, they need to be thanked for taking the time to come and speak. This Event Report goes over the process of writing and sending a thank you letter.

**Description of planning:** First, you need to go to (or it is highly recommended that you go to) the tech talk or research talk. About a week later and after getting the contact information from the programs chair or finding it yourself on www.vt.edu, you sit down and type up the thank you letter (examples can be found at the end of this event log). Next, you print the thank you letter off and put it in an envelope. Envelopes can be found in the IEEE office. Finally, you seal the envelope, address it appropriately (as shown below), put a stamp on the envelope, and then place the envelope in a mail box. If the previous secretary did not give you their supply of stamps, or you are out, be sure to get stamps before mailing the letter. These can be purchased at your local post office or grocery store (Kroger and the Post Office can be found by the Math Empo).
Important notes and suggestions: As stated above, it is highly recommended that you go to the research or technical talk. In doing such, it will make writing the thank you letter much easier. Also, really try to get the thank you letter out a week after the event. Finally, to save money and time, you can just place the envelopes with the thank you letters for professors in their mailbox. Professor’s mailboxes can be located in 302 Whittemore. The following are examples of thank you letters that I wrote to help you get started writing yours. Enjoy!
2/9/2009

William Hohl
Worldwide University Relations Manager
ARM, Inc.
1250 Capital of Texas Hwy. S., Building 3 Suite 560
Austin, TX 78746

Dear Mr. Hohl,

Thank you for speaking at the IEEE meeting on January 28th. Your presentation on careers at ARM and tutorial on ARM processors were both very well received by our members. The information in your speech was both fascinating and timely. Many of our students were unaware of the career opportunities at ARM and the ARM Instruction Set Architecture. I know that many of our members will consider your company in their job search.

We hope that you enjoyed meeting the student members of the Virginia Tech chapter of the IEEE and that you will consider returning in the future to again share information about ARM and provide another workshop on the ARM processor. Also, thank you for raffling off an Ipod shuffle (even though it did not have any ARM processors in it).

Thank you again for taking the time to speak at our meeting.

Sincerely,

John Kollar
VT IEEE Student Branch Secretary
4/20/2009

Dr. Virgilio Centeno
Associate Professor
419 Whittemore
Blacksburg, VA 24061

Dear Dr. Centeno,

Thank you for speaking at the IEEE meeting on April 1st. Your presentation on smart grids and how to make them smarter was very well received by our members. The information in your talk was very fascinating. Many of our students were unaware that a blackout could be compared with a natural disaster. I also found the work being done to model the grid highly fascinating. I’m sure many of the students in attendance will now consider taking the power systems protection course offered here at Tech and consider specializing in the field of power engineering.

We hope that you enjoyed presenting to the student members of the Virginia Tech chapter of the IEEE and that you will consider returning in the future to again share information about power systems.

Thank you again for taking the time to speak at our meeting.

Sincerely,

John Kollar
VT IEEE Student Branch Secretary