

C. Stanley Ugoji  
IEEE DAY 2013 – Event Coordinator  
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Welcome to IEEE Day 2013!!!

Dear IEEE Day 2013 Ambassador:

With the rapid growth of IEEE Day Events and the consideration of annual increases in Events substantially throughout the world in the future, we have established an Event planning committee function: IEEE Day Ambassador.

IEEE Day Ambassadors embraces the following activities:

- Event development
  - Planning
  - Coordinate Additional Services with sponsors (Sections, Region, Corporations)
  - Monitoring and Reporting
- Financial Responsibilities
  - Funding Opportunities
  - Funding Coordination
- Publicize the Events/Competitions/IEEE Day Announcements throughout Region via email, social media, newsletters
  - Sending list reminding all of the events, time, place, any special instructions, encourage registration, forward forms, etc.
- Resources/Sponsor development

These activities will determine largely where we are going in the next few months and the successful outcome and achievement of objectives in our events.

I am pleased to announce the appointment of the recipient of this email to the position of IEEE DAY 2013 - Ambassador. For any concerns you will report directly to me.

All Ambassadors join me in welcoming you to IEEE DAY 2013 – Ambassador, and we will give you our full cooperation as you pursue our important objective.

Sincerely,

C. Stanley Ugoji

IEEE DAY 2013 – Event Coordinator