



## Short guide on how to establish an IEEE Young Professionals Affinity Group

We are very happy to see your enthusiasm for establishing an IEEE Young Professionals Affinity Group in your Section! In order to establish a new Young Professionals Affinity Group (AG) you need to carry out the following steps:

1. Fill the electronic petition available [here](#). Importantly, you will need your account IEEE credentials. After submitting the petition will go through approval process.
2. Your Section Chair will be asked for endorsement for establishing this Affinity Group.
3. The next step, the plan of activities, is up to your needs, ideas and possibilities. You can find some suggestions on our Young Professionals website ([yp.ieee.org](http://yp.ieee.org)) under the volunteers tab. You can also look up for some ideas from the past experience of other Young Professionals AGs.

We would like to propose to organize a kick-off meeting to form the Young Professionals team. You are all volunteers interested in this opportunity, so it would be great to connect, exchange ideas and develop an activity plan. Once you have established the team, you can elect a Chair and seek for support from your Section.

4. After the Young Professionals AG is officially established, the team should organize at least two events per year. The time and place, as well as the type of event, are fully flexible and at your convenience. The Young Professionals AG chair is responsible for all activities, including separate reports for each event as well as the annual activity report, so keep that in mind in case you would like to be one.