



TRANSFORMERS COMMITTEE



January 23, 2004

TO: ALL PROSPECTIVE ATTENDEES OF FUTURE TRANSFORMERS COMMITTEE MEETINGS

RE: MEETING INVITATIONS – USE OF ELECTRONIC MEDIA

Distributing invitations by mail for Committee Meetings is a burdensome and expensive task, and one that has become less necessary as we better utilize electronic communications media. In the past 2-3 years, the Committee's website (www.transformerscommittee.org) and the IEEE e-mail reflector system have become important tools in distributing information, documenting activities and promoting meetings. The website is an indispensable reference source for posting meeting information and archiving technical presentations and historical data such as meeting minutes. The e-mail reflector system is invaluable as an effective method to quickly disseminate information to a large group of interested individuals, and it will be one of our primary means to reach you in future. If you are not already subscribed to this service, we encourage you to do so. Details can be found on the website.

ON-LINE MEETING MINUTES

In an effort to enhance use of this technology and also save money by moving towards a more paperless environment, we informed you last year that the Committee's website will now be the primary source for publication and distribution of meeting Minutes. For the near future at least, if requested during meeting registration, printed minutes can be purchased separately for a nominal fee based on printing and mailing costs.

ON-LINE MEETING INVITATIONS

Similarly, we have now chosen to cease printing and mailing meeting invitation packages. This will likely be the last meeting invitation you receive in the mail. In the future, we will continue to post information about upcoming meeting information on the website and inform you via the IEEE e-mail reflector service when that information is available.

For those individuals who attend our meetings and do not have access to the Internet or an e-mail address, we will mail a paper copy of the information. This special effort is not intended as a matter of convenience, but will be provided to those who truly need assistance in accessing the information. Contact our Committee Secretary, Tom Prevost at (802) 751-3458 if you need meeting invitations mailed to you in future.

To ensure that you are properly subscribed to the e-mail reflector service, we will send a test e-mail message on February 9. If you do not receive that message, contact Greg Anderson at gwanderson@ieee.org.

We appreciate your willingness to advance the scope and work of the Committee and we look forward to seeing you in San Diego in March.

Sincerely,

Donald J. Fallon, Vice-chair
IEEE/PES Transformers Committee
donald.fallon@ieee.org