Welcome and Onboarding Packet

Revision 07062020
Dear design professional;

The foundation of every modern electronic device is a printed board. The professionals who design the printed boards are the foundation of the electronics industry. In recognition of their value to industry, we at IPC have redoubled our efforts to provide printed board design engineers with new ways to grow as professionals. *IPC Design* is IPC’s newest program for the international printed board design engineering community.

IPC Design is organized around four simple key goals:

- Provide the global printed board design engineering community with opportunities for technical networking
- Provide the global printed board design engineering community with opportunities for continuous learning
- Engage with academia to advocate for the printed board design engineering industry
- Advance the art and science of printed board design engineering

To facilitate these goals, IPC Design is focused on collaboration. By tapping the expertise of the global printed board design engineering community and providing a platform for the exchange of content and ideas, we believe IPC Design will empower and improve printed board design engineering professionals everywhere.

On behalf of IPC and the Design Community Leadership, I would like to welcome you to *IPC Design*. We are excited you want to become involved as an affiliate and share your experience with your fellow designers.

Thank you for taking the time to read this introductory document. Inside, you will find more information about the IPC Design program, including startup procedures for all new affiliates, how you can become involved, and how your participation can benefit the global printed board design engineering industry.

I look forward to working with you. Thank you again for your interest and participation in IPC Design.

Best regards,

______________________________
Patrick Crawford
Manager, design standards and related industry programs
IPC
Contents

1 An Overview of IPC Design ........................................................................................................3
2 The Collaborative Content Model ..........................................................................................4
3 Completing Your Affiliation ..................................................................................................5
   3.1 Introduction ..................................................................................................................5
      3.1.1 IPC Design Code of Conduct .............................................................................6
      3.1.2 IPC Design Affiliation Agreements ......................................................................6
   3.2 How to Affiliate .............................................................................................................7
      3.2.1 IPC Design Chapter Affiliates ............................................................................7
      3.2.2 IPC Design Individual Affiliate ............................................................................8
      3.2.3 IPC Design Company Groups ..............................................................................9
      3.2.4 IPC Design Student Groups .............................................................................10
   3.3 Establishing an IPC Design Chapter ..............................................................................11
      3.3.1 Leadership Team ................................................................................................11
      3.3.2 International Considerations ..............................................................................11
      3.3.3 Chapter Startup Procedures .............................................................................12
   3.4 Establishing an IPC Design Company Group .................................................................13
   3.5 Affiliating an Existing Student Group With IPC Design .................................................14
      3.5.1 Introduction to Student Groups ..........................................................................14
      3.5.2 Affiliation Procedures .......................................................................................14
4 Accessing IPCWorks ............................................................................................................15
   4.1 Startup ........................................................................................................................15
   4.2 IPCWorks Interface .....................................................................................................16
   4.3 IPCWorks Notification Settings ...................................................................................19
1 An Overview of IPC Design

IPC Design is comprised of three main components – Affiliates, the Design Community Leadership (DCL), and IPC.
2 The Collaborative Content Model

Collaboration among printed board design engineers is an essential part of IPC Design and its affiliates. While IPC and our partners will push periodic content to affiliates, we highly encourage that any events, webinars, materials, etc. that are produced by an affiliate or affiliate group be shared with their regional, national, or the international printed board design engineering community via IPCWorks. (For more information on accessing IPCWorks, please see Section X).

There are currently no limits or restrictions on what can be shared, and for the time being, IPC and the Design Community Leadership are leaving this collaboration open to the discretion of affiliates, so long as that content does not violate the IPC Design Code of Conduct. However, as the needs of the community are better understood, there may be requests for specific kinds of content.

Preparing content for the printed board design community is simple: when you or your group have generated something that you feel is beneficial to the greater printed board design engineering community, upload it to your regional, national, or the international IPC Design IPCWorks page. That is it!
3 Completing Your Affiliation

3.1 Introduction

As an IPC Design Affiliate, you must sign a code of conduct policy agreement and an affiliation agreement, if applicable. We ask all Affiliates to sign the Code of Conduct to ensure that IPC Design is a positive experience for all involved. These documents are attached to this welcome packet, and more specific instructions are included at the end of this section.

The startup process is designed to be as painless as possible, and IPC will be available to assist you. After you have signed the necessary paperwork, you can participate in IPC Design as much as you are able. All are welcome, and we understand that not everyone has the bandwidth to commit the same amount of time and energy to IPC Design.

IPC Design utilizes a collaborative content model, you will get out of IPC Design what you put in. IPC will do its best to provide periodic content and opportunities for all affiliates, but if you or your chapter or group have a vision just do it! Do not forget to share with the world via IPC Design your vision, your event or idea.

Please consult Figure 3-1 to determine which steps are necessary to affiliate.

Figure 1-1 Affiliation Flowchart
3.1.1 IPC Design Code of Conduct

All IPC Design affiliates are required to sign a code of conduct agreement. Signing this agreement gives you access to IPCWorks, the online collaborative platform managed by IPC. We encourage you to familiarize yourself with the terms of the code of conduct, as any violation of this agreement – intentional or otherwise – may be cause for termination of your affiliation with IPC Design.

3.1.2 IPC Design Affiliation Agreements

Affiliation agreements are separate from the code of conduct and are specifically tailored for IPC Design Chapters, individuals, company groups, or student groups. These agreements are designed to protect the intellectual property of both IPC, affiliates and stipulates the conditions by which IPC Design Chapters can incorporate as a non-profit group. (Incorporation is not required for Chapters.)

If you are affiliating as part of a group – chapter, company group, or student – you will not have to sign an affiliation agreement. Individuals must sign an affiliation agreement.

If you are establishing an IPC Design Chapter, please see ‘Establishing an IPC Design Chapter. If you are establishing an IPC Design company group, please see ‘Establishing an IPC Design Company Group.’ If you would like to affiliate your existing STEM-focused student organization with IPC Design, please see ‘Establishing a Student Group.’
3.2 How to Affiliate

3.2.1 IPC Design Chapter Affiliates

In order to affiliate with an existing IPC Design Chapter, please follow these steps:

1. **Decide which IPC Design Chapter you would like to join.** A list is available from IPC.org -> Industry -> IPC Design.

2. **Read this welcome packet in its entirety.**

3. **Read and sign the attached IPC Design Code of Conduct.**

4. **Email the completed IPC Design Code of Conduct to Design@ipc.org.**

5. **You will receive an automated email from IPC.org welcoming you to IPC Design.** You now have access to IPCWorks. For more information, see ‘Accessing IPCWorks’ below.

6. **If you have any questions, please email Design@ipc.org.**
3.2.2 IPC Design Individual Affiliate

In order to affiliate with IPC Design as an individual, please follow these steps:

1. Read this welcome packet in its entirety.
2. Read and sign the attached IPC Design Code of Conduct.
3. Email the completed IPC Design Code of Conduct and Individual Affiliation Agreement to Design@ipc.org.
4. You will receive an automated email from IPC.org welcoming you to IPC Design. You now have access to IPCWorks. For more information, see ‘Accessing IPCWorks’ below.
5. If you have any questions, please email Design@ipc.org.
3.2.3 IPC Design Company Groups

We are finalizing the procedures for a company group to affiliate with IPC Design. Contact Design@ipc.org if you have questions about forming an IPC Design Company Group.
3.2.4 IPC Design Student Groups

In order to join enroll in IPC Design as a member of an affiliated student group, please follow these steps:

1. Confirm that your student organization has been affiliated. A list is available from IPC.org -> Industry -> IPC Design.
2. Read this welcome packet in its entirety.
3. Read and sign the attached IPC Design Code of Conduct.
4. Email the completed IPC Design Code of Conduct to Design@ipc.org.
5. You will receive an automated email from IPC.org welcoming you to IPC Design. You now have access to IPCWorks. For more information, see ‘Accessing IPCWorks’ below.
6. If you have any questions, please email Design@ipc.org.
3.3 Establishing an IPC Design Chapter

3.3.1 Leadership Team

Establishing an IPC Design Chapter can be a rewarding and cost-effective way to gather printed board design engineers in your area or at your company. There are no dues or fees owed to IPC for establishing a chapter or company group.

Before you begin, it is recommended that you gather at least three (3) fellow printed board design engineering professionals to aide you in establishing a chapter. These individuals will form an interim Leadership Team as chapter operations begin.

The duties of the Leadership Team are as follows:

- The chairperson presides at all chapter meetings and guides the Leadership Team in the facilitation of chapter business.
- The vice-chairperson performs the duties of the chairperson in their absence and maintains the chapter roll.
- The events manager plans and implements, with the help of chapter volunteers, events and activities for the chapter.
- The content manager curates all appropriate materials created by the chapter for use by the greater IPC Design community.

If you are unable to secure additional printed board design engineering professionals in your area, please contact IPC at Design@ipc.org. We may be able to help you find interested individuals in your area.

3.3.2 International Considerations

IPC understands that the rules and guidelines that are successful in one region or country may not be successful in others. Chapters may request deviations from the standard bylaws to accommodate local laws, or societal or cultural norms. If you feel that your chapter would benefit from a deviation, please see step #2 below. All deviations require IPC approval.
3.3.3 Chapter Startup Procedures

Please follow the following steps to establish your IPC Design chapter:

1. Assemble your interim Leadership Team.
2. Read the attached IPC Design Bylaws. When you are ready, please reach out to Design@ipc.org with any questions and to inform us of your intent to start a chapter.
3. You will work with IPC to determine any special needs of your chapter, including any international deviations to the bylaws.
4. When you are ready, sign the attached IPC Design Chapter affiliation agreement. This should be signed by the chairperson of the interim Leadership Team. It only needs to be signed once. Return this to Design@ipc.org.
5. All members of the Leadership Team must complete the IPC Design Chapter affiliation procedures outlined in Section 3.2.1.
3.4 Establishing an IPC Design Company Group

We are finalizing the procedures for a company group to affiliate with IPC Design. Contact Design@ipc.org if you have questions about forming an IPC Design Company Group.
3.5 Affiliating an Existing Student Group With IPC Design

3.5.1 Introduction to Student Groups

A key goal of IPC Design is to enable the printed board engineering community to engage with academia to help build the next generation of printed board design engineers. As such, any existing college-level, electrical-engineering-focused student group can affiliate with IPC Design. Examples of a qualifying student group include an IPC Education Foundation student chapter at a major college or university, or a robotics club at a two-year institution. An affiliation can be an effective way for students to ‘plug in’ to the global printed board design engineering community and liaison with industry professionals.

IPC Design Chapters, company groups, and individual affiliates are encouraged to form relationships with student groups through IPC Design. A student today may become a close professional colleague tomorrow.

Note: At this time, IPC Design is not intended for student groups to exist solely as IPC Design ‘student chapters’. IPC Design student group affiliations are intended to augment the experiences offered by existing clubs, groups, or organizational chapters.

3.5.2 Affiliation Procedures

- Review and understand the terms of the attached IPC Design Student Group affiliation agreement.
- Consult with your national organization, school, or both; and determine if you can affiliate with IPC Design per their policies and procedures.
- When you are ready, please return the attached IPC Design Student Group affiliation agreement. This only needs to be signed by one representative of your group.
- All members of the student group must complete the IPC Design Chapter affiliation procedures outlined in Section 3.2.4.
4 Accessing IPCWorks

IPCWorks is IPC’s online development platform that has historically been utilized by IPC technical standards committees for the development of standards. However, it is a robust platform that is perfect for any kind of collaborative group effort and is therefore also being used as the online platform for IPC Design.

Please familiarize yourself with how to access IPCWorks and some of its basic functionality. It will be the main hub of activity for your Chapter or group. Individual affiliates can also use IPCWorks as an online forum.

4.1 Startup

Upon completing your affiliation, you will receive an email from IPCWorks. It will look something like this:

![Email Example]

Once you have received this email, navigate to the link provided to set up your password. Your username is your email address.

**Note:** If you are already a member of an IPC technical standards committee and are utilizing IPCWorks, you do not have to reset your password. Your group pages should now be available on your IPCWorks dashboard.
4.2 IPCWorks Interface

IPCWorks is designed for groups to collaborate. Once you log into IPCWorks, you will be redirected to the Dashboard. The Dashboard contains all of your notifications, important posts from your groups, as well as some technical standards committee-specific sections and links. Feel free to browse these as well, as standards committees are open to everyone. Please contact answers@ipc.org if you would like to register for a committee. You can always customize your Dashboard view.

A typical IPCWorks Dashboard, with the following features:

1. Customizable widgets – Notifications, Posts, and more
2. Settings and personal profile
3. Quick Compose – Post an update to a group or groups
4. Sidebar with links to group pages, messages, calendar, and more
To find your group page, please expand the sidebar and click on ‘Groups’:

You will find all of the groups that you belong to listed here:
When you enter a group, you will be greeted by the group landing page that contains information about the group and its leaders.

There will be a sidebar full of widgets that are specific to that group. The default widgets are:

1. The ‘Members’ tab allows you to view the group roster.
2. The ‘News Feed’ tab will bring you to the central ‘forum’ of your IPCWorks group, where you and others can post a number of interactive elements to engage with other group members.
3. The ‘Posts’ tab is where announcements, newsletters, or other permanent announcements live.
4. The ‘Files’ tab is where your group can store files and will then be available for all members to download at their convenience.
5. The ‘Ballot’ tab is not currently used for IPC Design groups but may have functionality in the future.
6. The ‘Calendar’ tab is where the group calendar lives. You can add events and configure notifications, as well as download events as .ics files to use in your personal calendars.

Please explore IPCWorks and familiarize yourself with its layout and functionality. If you have any questions, please contact Design@ipc.org.
4.3 IPCWorks Notification Settings

By default, IPCWorks will send you email notifications only, and it will try to only select items of 'high importance'. You can change these settings by hovering over the gear icon in the upper righthand corner of any IPCWorks page, then selecting ‘Change My Settings’ in the dropdown.

From there, you can change how you receive notifications - either by a Chrome push notification, a desktop notification, mobile notifications (if you have the MangoApps app installed), an email notification, or any combination thereof. Scrolling down, you can also configure any exceptions to these notification rules, for example by excluding email notifications from a specific group.

The sidebar also gives you the options to change your password and other widget-focused options. For example, you can customize the view of the News Feed widget to only show new posts.
Note: We highly recommend that you **do not** change the ‘Meeting Grid’ exceptions and make sure that all of the notification options are set to ‘off’. The Meeting Grid is an Admin-level page that archives all meetings from every group on IPCWorks – you probably do not want that many notifications in your inbox!