

## Instructions to Conference Delegates

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### 1. Dietary Restrictions.

Any conference delegate or partner with special dietary restrictions etc. is invited to indicate these needs to the organizing committee - please forward your requirements to [a.husain@ieee.org](mailto:a.husain@ieee.org)

### 2, Late Registration

The cut-off date for early registration (for non-authors) has been extended to April 5, 2004.

### 3. Hotel Reservations

Delegated are reminded that they must make their own hotel reservations. Visit the conference website at [www.ieee.ca/ccece04/hotels.htm](http://www.ieee.ca/ccece04/hotels.htm) and follow the links to the secure registration page. The last date for reserving your room at the reduced conference rate is **April 2, 2004**.

### 4. Tutorials

The conference organizing committee has scheduled three (3) workshops for Sunday May 2, 2004. These workshops will run from 2:00 to 5:00 pm. They are:

Workshop A:	Voice over IP
Workshop B:	Management
Workshop C:	Data or Voice Communications.

The cost to attend a workshop is:

IEEE Member:	\$75.00 Cdn
All Others:	\$100.00 Cdn

If you have already registered for the Conference, you may register for these workshops by sending an e-mail to [ieecccce@microspec.com](mailto:ieecccce@microspec.com) providing your name, conference registration #, the workshop you wish to attend and authorizing the Conference Registration Company (Microspec) to charge the additional amount to your credit card. If you previously paid by cheque or bank transfer, inform Microspec how you will be paying this additional fee.

Please visit the Conference website for additional details on these Workshops.

**5. Additional Copies of the Conference Proceedings.**

Each delegate will receive the Conference proceedings on a CD Rom. However, only conference delegates are permitted to purchase additional copies of these proceedings either on CD Rom or in printed format from the Conference organizing committee before the end of this Conference. Additional copies will be available after the Conference from IEEE Publications. Visit the Conference website [www.ieee.ca/ccece04/extra\\_procs.htm](http://www.ieee.ca/ccece04/extra_procs.htm) for prices and purchasing details.

**6. Authors Meetings.**

Each morning, Authors who are presenting papers that day, are **required** to meet with their Sessions Chairs. These meetings will take place at Breakfast. Tables will be reserved for each session. Additional details will be posted on the Conference website, prior to the start of the Conference.

**7. Additional Equipment.**

Authors are reminded that each session room will be equipped with a LCD projector, screen, pointer device and microphone. Laptop and or desktop computers **will not** be provided. You are required to bring your own computer with your own software presentation package preinstalled. Please let the Conference organizers know ( [admin@ieee.ca](mailto:admin@ieee.ca) ) if you require an overhead projector. Please include your paper # in all correspondence,