

CCECE 04 Committee Meeting
Saturday February 01, 2002, 11:00 am eastern
University of Toronto
Galbraith Building Room 449

Action Item	Responsibility	Status
Change title of committee position (History & Membership)	Bob Alden	
Contact Buffalo and Rochester Section Chairs	Scott L	
Set up meeting at Niagara Hotel – June 7	Cathie L	
Discuss booths at conference – IEEE, ICF	Cathie, Bob A.	
Look at possibility of sponsorship agency	Scott L	
Send Tony and Haran sponsorship and exhibitor forms	Cathie L.	Complete
Get information from Niagara Airbus	Janet B.	
Update web page with travelers tips	Bob A.	
Send Bob Alden call for papers from Montreal conference	Cathie L	Complete
Provide update to all committee web pages	Committee chairs	
Send update to Authors Kit to Bob Alden	Kostas P.	
Send request to Section Chairs and to ICF to sponsor students to conference	Bob H.	
Look into conference bags and pens	Cathie L	

1. Call to Order: Bob Hanna (Chair), Kostas, Pelle Westlind, Tony Kormos, Kash Husain, Bruno DiStefano, Bob Alden, Scott Lowell, Carol, John Mowbray, Cathie Lowell, Janet Bradley
 Regrets: Haran Karmaker, Sean Dunne, Ron Potts, Bob Dony

2. Confirm the CCECE04 committee positions and responsibilities – changed the title of Ron Potts area to History and Membership.
 Suggested creating an IEEE booth as well as ICF booth. Bob and Cathie to discuss.
 Suggested Council Chair contact the Buffalo and Rochester section chairs for input on possible involvement.
 Local arrangements chair will include the audio visual requirements as well.
 Asked for any other positions: Bob Dony will be on sabbatical during the conference and in England. We may need to have another back up person for this position. Suggest having associate chairs to cover off different areas as well. Kostas asked for names for these chairs and he will make the selection for these chairs. Suggested getting some people from each university. Asked what skills would be required – bilingual (if possible). Nathan Arokian was suggested from the University of Waterloo (Tony to provide contact information). Barna Szabados was also suggested (b.szabados@mcmaster.ca).

3. Lessons learned from the previous Toronto CCECE 2001 and other subsequent conferences.
 - Must make it clear to authors that whatever language they provide their papers in will be what it is printed in. Need to formulate a language policy to be placed on the web site.
 Need to know what must be translated for the web page. Cathie to get a copy of the best practices CD from Guy Olivier.

4. Conference Theme – it was decided the conference theme would be “Technology Driving Innovation”
5. Establish timeline and priorities. (last possible date to change to)
 - Call For Papers – Friday November 14, 2003 (Nov 28)
 - Special Sessions – Friday November 21, 2003 (Nov 28)
 - Acceptance – Friday January 9, 2004
 - Final Papers – Friday February 27, 2004
 - Pre Registration – Friday February 20, 2004

Need to get in early on sponsorship. Missed out in 2001 on getting requests in early to Company’s and budgets were already set. Need to go to companies August or at the very latest September. Need to have a package and then do a follow up. Looking at local sponsorship (central Canada) and perhaps Buffalo. Scott to look into agency’s that find sponsors for conferences. Cathie to send Tony the forms to be updated.

6. Call for paper for Montreal CCECE03 – CCECE04 web page will be posted publicly April 15, 2003. Call for papers will be supplied to CCECE03. Note that the awards dinner for CCECE03 will be on the Monday.
7. Technical program and venue – all papers will be submitted on the web. The copyright forms will be sent to Cathie. Need to look at the topics on the Call for Papers and see if there are areas that need to be updated. Need to have current buzz words. Venue – how many posters, how many papers? Will leave this decision for future meeting.
8. Review of Hotel arrangements – discussed what to put on the web – rates will be posted. No alternate hotels will be posted unless we run out of space at the Sheraton. Should look at Niagara Airbus to get a link to our web site (ground transportation). Janet to contact NA to get some information. Suggest posting “travelers tips” on the web. Will list all three airports and which ones are recommended.
9. Web site and advertising – need to promote within a certain audience.
 - Will update the call for papers on the web. Asked everyone to look at the page and send Bob any changes
 - Conference Program - to be updated by individual committee members.
 - Authors Kit – will change and Kostas will provide Bob with update.
10. Future tentative meeting dates during 2003
 - May 4, 2004 in Montreal – from 2 pm to 4 pm.
 - Following meeting – June 7, 2003 – Cathie to set up with hotel (check with Kash)
11. Other matters
 - Student Paper Competition – winners were asked to submit their paper to the Canadian Journal to be published. The write up for the student competition will stay the same. Bob to update the web.

- Conference Chair should send a request to the Section chairs and to the Canadian Foundation requesting that they consider subsidizing students. Asked Bob Hanna to write a letter to the ICF asking for support (use the 2001 model as an example - \$5000 (with a maximum of \$1000 per student))
- Conference Bags – small backpack was considered. Could also get pens. Cathie to look into the bags.
- Should make sure the Director, Director Elect and Past Director are included on the email list.
- When do we need to line up keynote speakers? Luncheon's, dinner.
- Brochure on the web – will look at taking the call for papers and update it to make it into a brochure (if it is cost effective).

12. Treasurer:

- Didn't get an auditor on board early enough last time. Will use the same auditor as last time (in Halifax)
- Make sure we have appropriate contracts in place.
- Will develop a budget and present in Montreal. Need to know what the fees will be.

Last time they were:

	Members	Non-members	Students	Life
Pre:	\$350	450	125	60
Late:	\$450	500	175	

- Will add GST into these figures
- Will have a stricter registration this time so that each paper is accompanied by a full registration.
- Need to look at the costs associated with the hotel. Must have very clear wording on the registration. Each paper must be accompanied by a registration of at least \$350.
- Partners program will be on the registration form, but will be separate on the budget sheet. The partners would have to have a fee structure for meals.
- Have about \$3000 in the Central Canada Council. \$2000 was designated to CCECE. Have to have NJ signature on the conference account.
- Conference paid travel costs for committee members to go to meetings. Please submit the expense forms (standard IEEE expense form - attached) to Kash. Also need to pay costs of volunteers to stay at the hotel during the conference.

13. Adjournment

Meeting adjourned at 3:30 pm