

CCECE 04 Committee Meeting
Sunday June 08, 2003, 1:00 pm
Niagara Falls – Sheraton Fallsview Hotel
HAIDA Room
Draft Minutes

Action Item	Responsibility	Status
Set up booth at conference for ICF	Bob Alden	
Get software for web to accept papers	Cathie	Complete
Set up a link to Niagara Airbus and promote as conference transportation	Bob Alden	Complete
Send sponsorship package to committee & CCC Section chairs	Cathie	Complete
Contact student branch counselors to promote conference participation and sponsorship of students	Section Reps – Tony coordinating	
Update web page with Authors Kit – by September meeting	Technical Cte.	
Get letter of intent from AV	Pelle	
Send overview of associate technical chairs responsibilities to committee	Alagan	Complete
Draft final version of registration form and circulate	Kash	Complete
Compose the statement to be used by the Sections regarding student funding(\$100 per student, up to a maximum)	Scott	
Book room for conference meeting at Regional meeting	Cathie	Complete

1. Call to Order: Janet Bradley, Carol Doucette, Bob Hanna (Chair), Kash Husain, Haran Karmaker, Tony Kormos, Cathie Lowell, Scott Lowell, John Mowbray, Kostas Plataniotis, Ron Potts, Pelle Westlind
 Regrets: Bob Alden, Celia Desmond, Bruno DiStefano, Bob Dony
2. Approval of Agenda – approved as circulated
3. Approval of minutes of meeting May 04, 2003
 Approved as written
4. Action Items from Previous meetings
 - a. Contact CCC Section chairs and ICF for student sponsorship - Chair – Email was sent to all Section chairs. Once conference prices are confirmed will work with the Sections to promote this. Requested \$5,000 from the IEEE Canadian Foundation for travel for students presenting papers. ICF will meet June 17. - complete
 - b. Set up booth at conference for IEEE and ICF - Secretary/webmaster – GOLD booth set up and membership material will be provided for IEEE as well as display boards.
 - c. Set up authors’ kit and software to accept papers – The author’s kit should stay basically the same as the 2001. Kostas felt that this should not be posted on the web until the fee structure and paper submissions are finalized. Set a September deadline for this to be posted.

Action: update web pages for authors kit once all \$figures are confirmed (before September committee meeting) – Technical Committee

Kostas stated that the software Toronto is using for its Centennial celebration is not available for use in CCECE04. Cathie and Kash to check with Micro Spec to see if they provide this service or find someone else that will.

- d. Check into transportation from Hamilton Airport – Niagara Airbus services both Hamilton and Toronto Airports. They provide 24 hour a day service. We will promote them as the conference transportation company and a link will be established from our web site. – see partner’s program report.
- e. Review sponsorship company proposal – they were unable to get the information they required to do a proposal in the time frame required to get the sponsorship package out. - complete
- f. Check CJECE policies on publishing - Technical Cte. Stated they had contacted Bruno to get the current policy and were told that the Journal Editors needed to know in advance how many pages and a letter from the technical committee. The printed papers will be revised from the conference submissions. – complete
- g. Contact CCC Section Chairs for assistance in sponsorship - Sponsorship Chair – complete
- h. Send sponsorship chair last years sponsorship package – complete
- i. Filter Company listing by city and re-send – complete
- j. Send treasurer approximate prices for conf. Bags and pens – will send to Kash when available.

5. Report of all committee chairs

- a. Sponsorship – Haran has had agreement from all Section Chairs to serve as section reps for sponsorship. Will make revisions to the sponsorship package and Cathie will circulate with the signatures on the cover letter. It was suggested that we ask for sponsorship from all areas providing a service to the conference (i.e. – audio visual, conference promotional material, etc). Suggested sending a letter to all University Student Branch Counselors asking to promote the conference and student participants. Could also ask universities to sponsor the students to attend the conference. Section sponsorship representatives should approach the schools in their Sections.

Action: send sponsorship package to committee members and all section chairs (CCC) – Cathie

Action: contact student branch counselors – Section sponsorship reps. (Tony coordinating)

- b. Life Members – Ron stated that all the paperwork is now in for the milestone program and if possible he would like to have the presentation at the same time as the conference.

Kostas Plataniotis/Kash Husain “CCECE04 Committee support the dedication of the Milestone Ceremony at Decew Falls.”

- c. Partner Program – visited Niagara on May 2, and met with Lou Palazzo of Niagara Airbus (he will be the contact for the conference next year) to discuss the services that they offer. All of the usual attractions including the Shaw Festival in Niagara on the Lake were in full operation. The Niagara Casino can provide coupons to the attendees, and maybe more since the new location 1 block from the hotel is due to open in May 2004. Sir Adam Beck Station 2 (in service in 1958) is available for tours, more investigation is required. Niagara Airbus could

provide the transportation to this venue (at the whirlpool). A list of restaurants that are nearby (to allow for outside meals), and several maps and coupon packages should be included in the registration package. Niagara Airbus can provide a link to their site that will provide direct conference attendee access without having to enter the conference code for the 5% conference discount. For the tours it will be best to have the attendees book them by themselves through the web-site (in part because we will have no idea of the attendance until the day of the event). The on-line 10 % discount would apply, but not the conference discount.

Could also combine a Hamilton Section tour of hydro for the Sunday afternoon with the conference.

- d. Local Arrangements – Pelle stated he has spoken to the AV company used at CCECE01 and they have agreed to honour the same prices used in 2001. Asked that Pelle get a letter of intent from them.
- e. Tutorials – Bob stated that Bruno intends to run three tutorials at \$75each.
- f. Technical Committee – Kostas stated that Dr. Alagan Anapalagan from Ryerson will be the new technical co-chair – replacing Bob Dony who is going on sabbatical. He is still looking for associate chairs and will contact those names provided to him to date (Nathan Arokian – K/W, Barna Szabados and Kiruba Kirubarajan – Hamilton). Will need involvement from Niagara College as well.

Action: send overview of associate technical chairs responsibilities to committee - Kostas

- 6. Update on Montreal CCECE03 – have not received any updates.
- 7. Review of Registration fee: Propose:

	Advanced registration	Late Registration
IEEE Member	\$475	\$575
Non Member	\$525	\$625
Student	\$200	\$250
LM	\$100	\$150
Partners	\$120	\$120

The total cost for all meals is about \$225 per person. The partners will receive tickets for the reception, banquet and breakfasts. Multiple paper submissions will have to be worked out with Kostas.

These will be the conference fees. Need to have a clear statement on the registration form and the same on the web as to the rules of registration.

Action – draft final version of registration form and circulate - Kash

- 8. Coordination with other neighboring IEEE sections close to Niagara Falls – have not heard back from other Section chairs, but did get a response from the Region 1 Director that he would offer support.
- 9. Budget – Kash will send out a letter to the Section chairs asking for seed funding by the end of July. Asked where the CCECE01 money (\$1500) was shown on the budget? Need to show this as well.
- 10. Web site – Bob Hanna asked all chairs to read over the web pages for their committees and update where needed. The student funding by the Sections needs to be consistent.

Action: compose the Section statement on student funding to be used by all Sections – use absolute numbers and not percentages (\$100 per student up to a maximum) – Scott Lowell

11. Future meetings – next meeting September 6 – location tba
October 5, with Regional Meeting in Toronto at Marriott Hotel
12. Other matters
 - a. Was approached by the IEEE Canada Director Elect to ask that all award winners and those at the head table of the awards banquet be in formal attire. Committee will discuss later.
 - b. Gave an invoice to Kash to cover the two extra night hotel costs in Montreal for Bob Hanna to attend the awards banquet at CCECE03, from the Region.
13. Adjournment – meeting adjourned at 4:20 pm.