

**CCECE 04 Committee Meeting**  
**Sunday Oct 5, 2003, 1:00 pm**  
**Toronto – Marriott Bloor Hotel**  
**Action Items**

<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
Forward student volunteer names and contact info to Student Activities Chair	All Committee Members	
Finalize Cisco commitment	Scott L.	
Follow up on the declined request for sponsorship from Bell	Scott L.	
Need an update from Kingston on sponsorship	CCC Chair	
Send a general statement re. Student funding to post on the Web	CCC Chair	Complete
Send the detailed message to section chairs outside of CCC to request similar funding arrangements from their sections	CCC Chair	
Ask Vijay Sood and Witold Kinsner for an attendance list from previous CCECE's or to send an email for us to their lists	Chair	
Respond to ICF Dave Whyte email	Chair	
Send wording for ICF funding from CCECE2001	Chair	
Obtain Letter of Acquisition	Pelle	Complete
Follow up on the quote from IEEE for the full service and the printing only service	Pelle/Sean	
Forward Bell contact names to CCC Chair	Pelle	
Contact student branch counselors to promote conference participation and sponsorship of students	Publicity	Complete
Follow up on contacted companies in K/W for sponsorship	Publicity	
Provide 3 LM members names to man the booth	Ron Potts	
Contact the publishers from previous conferences	Secretary	Complete
Find out if there will be any conflict with the hotel with a sponsor providing alternate internet access	Secretary	Complete
Register the conference with IEEE	Secretary	Complete
Send a copy of the MOU to Mo and Hilmi	Secretary	Complete
Send Niagara Parks Package to John Mowbray	Secretary	Complete
Send out information from Tony to the surrounding area US members	Secretary	Complete
Update committee as to Regional Meetings schedule for spring	Secretary	Complete
Send Insurance forms for Chair's signature then forward to NJ	Secretary/Chair	Complete
Sections to ensure advertising link to the Conference page in their newsletters	Section Chairs	
Provide an update on Peterborough funding	Sponsors & Exhibits	
Provide name of student luncheon speaker from GE	Sponsors & Exhibits	Complete

<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
Follow up on commitment from Gennum Corporation	Student Activities	
Review the schedule of events and return to the conference committee next meeting (work with Kostas and Alagan) to determine how to work some of the speaker ideas into our planned agenda	Student Activities	
Contact Niagara College student Branch	Student Activities Chair	
Put together a statement to summarize the student related benefits (student funding, meals, awards, luncheon) for webmaster to post on Student page	Student Activities Chair	
Make contact with the University of Toronto	Technical Co-Chair (Kostas)	
Review the possibility of back up speakers and provide feedback for the next meeting	Technical Committee	
Send style templates (MS and PDF) to webmaster	Technical Committee	
Discuss EDAS contract details off line	Technical Co-chair (Alagan) & CONAC	
Make contacts in London for sponsorship	Treasurer	
Send out request for seed funding from the outstanding CCC Sections	Treasurer	
Meet with Microspec to handle the registration processing (need to have this complete by mid November)	Treasurer & Secretary	Complete
Send out final version of budget to be sent to Mo and IEEE NJ	Treasurer/Secretary	Complete
Add links to our Conference Tips for visitors to Canada page from the Canadian Foreign Affairs and INS web sites	Webmaster	Complete
Create a list for sponsor commitment on the conference web site that can be kept up to date by submissions from the sponsors chair	Webmaster	Complete
Get ICF information to Ron for the booth	Webmaster	Complete
Put GE, Ryerson and ICF logo's on Website	Webmaster	Complete