

**Canadian Conference on Electrical & Computer Engineering 2004
Committee Meeting
Saturday November 22, 2003, 12:00 pm
Toronto –University of Toronto**

Draft Minutes

1. Call to Order: Bob Alden, Alagan Anpalagan, Alex Bot (observer), Janet Bradley, Bruno DiStefano, Sean Dunne, Robert Hanna (Chair), Kash Husain, Aleksandra Jeremic (Toronto GOLD Chair), Tony Kormos, Cathie Lowell, Scott Lowell, Kostas Plataniotas, Pelle Westlind. Regrets: Haran Karmaker, Ron Potts
2. Approval of Agenda – approved as amended
Add under Other Business – translation
3. Approval of minutes of meeting October 5, 2003
**Bruno DiStefano/Bob Alden “approve the minutes of October 5, 2004 as written.”
CARRIED**
4. Conference Chairs remarks – quite pleased with the progress the conference is making. Would suggest we add the Central Canada Council logo to the web page. Would like more feedback on the state of the sponsorship. Received all the signs from 2001 from the Winnipeg Conference and will pass them on to the local arrangements chair today.
Outstanding Action Items:
 - ? Respond to ICF Dave Whyte email - complete
 - ? Send wording for ICF funding from CCECE2001 - complete
5. Conference Treasurer – Received a new sponsor with Dofasco for \$1,000. Sean gave Kash another cheque for \$1,000 from GE. There were some other expenses paid over the past month. Kash asked if EDAS will be sending an invoice? Microspec has not yet sent their invoice for their deposit. Get all expenses in to Kash. Use the IEEE standard expense form. Resubmitted the budget using the IEEE form.
Action: Chair - Write to the CCECE05 conference chair to invite them to attend the conference (waving the registration fee). Four registrations can be offered as long as those who are using the registrations are not submitting papers. Would suggest that this practice be continued for all upcoming CCECE's.
Outstanding Action Item:
 - ? Send out request for seed funding from the outstanding CCC Sections - ongoing
6. Report of all committee chairs
 - a. Local Arrangements – Pelle Westlind – have the signs, and the banner is ready to go. The audiovisual company has submitted their quote based on the prices they gave the committee in 2001. This has been passed on to the treasurer. There is a need to make sure there are enough technicians to cover all the sessions that will be running. Go on the basis of the same requirements as 2001.
Action – send proposal from AV company to Bob Alden to post on the web.
 - b. Partners Program – John Mowbray, Carol Ducette –

Action - contact John to ask for status.

- c. Proceedings – Sean Dunne – have a quote for CD's which he will go with. Have checked with different printing companies and the lowest cost per proceeding to date is \$200. Are in the process of contacting those who did the program and proceedings from 2001. Can talk to the Region and do the awards brochures with conference printing as well, which might give more leverage in print costs. Could do an overview sheet that would fit in the badge holder instead of having the members carry around the booklet. Use sample from PCIC booklet, which folds easily.

Action – Cathie – talk to region regarding getting the awards banquet brochure printed with the CCECE printing.

- d. Publicity – Tony Kormos – sent out emails in October and November. Sent to all student branch counselors and to all those who attended the student workshop in London, it also went to the Region Section Chairs, and newsletter editors. Will need to produce flyers for other events to advertise. Can issue a call for participation. There is advertising for the conference on the Toronto Section site. Asked all other Sections to promote it on their web pages as well. Tony will re-send the announcement letting people know that the deadline for abstract submission has changed. Can use this letter as the basis for the flyer to send around.
- e. Sponsors & Exhibits

Outstanding Action Items:

- ? Finalize Cisco commitment – CCC Chair – committed to sponsor, but no dollar amount has been agreed upon. Should have an update this Wednesday. CISCO will want to bring in a speaker, will want to display as well.
- ? U of Toronto is willing to discuss sponsorship of students to the conference. Also has similar response from the University of Waterloo. Could use the same formula as the Sections, but it should not be the responsibility of this committee to arrange this. Could get both U of T and U of Waterloo to sponsor the students, add their logos to the student web pages, and promote graduate studies. Kostas also approached the Bell Labs at U of T – but they have no money for sponsorship.
- ? Follow up on the declined request for sponsorship from Bell – went to marketing but they are constrained in their budget by the amount of sales leads they will receive from the conference. Do we have any history on the attendance of previous conferences with regards to industry/student/professor. Can mine the results from 2001, and ask the 2002 and 2003 conference chairs if they can give us a breakdown. Guess – 20% industry, 80% university.

Action – Kash to send Scott breakdown of 2001 conference

- ? Make contacts in London for sponsorship – Kash – have not had much success with Western. Will follow up with new suggestions.
- ? Provide three LM names to man exhibit booth – Ed Shadeed, Alan Jex, Dave Hepburn – all are Life Members from the Hamilton Section.
- f. Student Activities – Janet Bradley – have listed the student volunteers on the web page which at present are coming from Ryerson, Niagara, and McMaster. The web page is also asking for student volunteers to contact Janet directly.
Outstanding Action Items:
 - ? Forward student volunteer names and contact info to student activities chair – all committee members – received names from Alagan.

- ? 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 Chair – created a table of suggestions and matched them with ideas. Have not had a chance to get comments from Kostas and Alagan. McNaughton medal winner will give a technical talk on the Tuesday morning during the plenary session.

Action: post on the web for the committee

- g. Technical Committee – Kostas Plataniotas, Alagan Anpalagan – put technical committee higher on the agenda. Plenary speakers – one will be the McNaughton Medal winner – one will hopefully be the president of NSERC. Will also need to provide backup speakers for the plenary sessions. Still need one more speaker for a technical talk.
Alagan – have about 750 abstracts total. There are about 200 from China, 400 from Canada and the remainder from other locations. According to IEEE we have to be careful as to what papers we can accept from certain countries. If we accept papers we can only accept the paper or reject the papers. Need to know if the IEEE will allow them to participate in the conference. May need to get clarification from IEEE Canada for the legal aspects.

Action: Kostas to call Ray Findlay for clarification on this issue

Action: Cathie to contact Bill Kennedy and Mo for assistance from IEEE Canada

Have received several papers in French and have reviewers in Montreal whom will review these papers.

Outstanding Action Items:

- ? Review the possibility of back up speakers and provide feedback for the next meeting – will get back up speakers for the plenary sessions as well. Can have more posters or can ask them to confirm their attendance two weeks before the conference. Will have all those who are at a high risk of not showing up in the poster session.
- ? Send style templates (MS and PDF) to webmaster – will try to modify the ones from 2001. The ISBN number is recorded in the template and the date is recorded as well.

- h. Special Sessions & Workshops – Bruno DiStefano - will follow the same outline as 2001 and wait until we have the accepted papers to look for workshop presenters. Could build in a couple of soft-skills workshops that might encourage more industrial sponsorship. Could run the project management workshop or the leadership training. As long as we have potential speakers.

Action: Scott to talk to Celia regarding soft skill workshops

Action: contact hotel and get another two rooms for the Sunday – for 20 –25 people only

7. Webmaster – Bob Alden

Conference Program – have many blank links – need text for workshop page. Need to have something to entice the students to come on the Sunday.

Monday, Tuesday, Wednesday – technical program – need something there to entice them to come. Kostas to send the topics to Bob.

Partners Program – will talk to John and Carol

Awards Dinner – Cathie to contact Abdel to get write up for awards banquet

Action – Cathie to contact region for awards dinner write up

Action – Bob H and Bob A to work together and update the conference website in order to convey positive progress of the conference planning, benefit of attending etc.

Bob A welcomes input (including write-ups and pics) from all.

8. Other Business

a. Translation – There is a need to identify a position on the committee to handle all translations. Once the web page is established and maintained on the IEEE web page then this will not be an issue. The long term plan is to have the web page constant with the minor changes being made each year.

b. Conference Shirts – have we considered selling conference shirts. Would just put IEEE Canada on them so they could be sold after the conference. Will put order in for 150-200 golf shirts in black.

Action – order IEEE Canada golf shirts (150-200) – CCC Chair

c. Received requisition from the IEEE Book Brokers and sent it out to several people for comments. Have the original letter of requisition for Sean's signature and will send it in to HQ.

d. Virtual Community on the IEEE web site – this was suggested, but it was not recommended.

9. Next Meeting

January 10, 2004, 12:00 pm

Location U of T

BA 4287, 4th Floor, Bahen Centre

40 St. George Street

10. Adjournment

Meeting adjourned at 3:40 pm