Action Items – CCECE04 – January 10, 2004

Action	Responsibility	Status
Ask hotel for hospitality suite for partners	Administrator	Complete
Book Author Screening room	Administrator	Complete
Book two more breakout rooms for Monday through Thursday and an authors viewing room	Administrator	Complete
Coordinate the registrations received with papers and copyright forms	Administrator	Ongoing
Get approval of awards committee (IEEE Canada) to print the awards banquet material	Administrator	
Inform Dofasco that they will be the Sunday reception sponsor and get a high resolution logo from them for printing	Administrator	Complete
Check with Mo El-Hawary to make sure he has sent in his approval of the CCECE04 budget	CCC Chair	Complete
Contact WCC and ECC chairs to get other sections in their councils to sponsor students	CCC Chair	Complete
Get confirmation of write ups for student subsidies from all sections	CCC Chair	
Send Bruno a write up on a Voice over IP workshop	CCC Chair	
Write up a paragraph for promotion from the 2004, 2003, and 2001 conference numbers	Chair, Webmaster	
Send Pelle all requests for signs	Committee Chairs	
Send instructions on how to down load the papers from the web to Sean	Kostas	Complete
Re-work the wording on the web with regard to AV that will be available	Kostas/ Webmaster	Complete
Contact Motorola for sponsorship	Local Arrangements	
Ask Niagara Tourism to set up a booth in the exhibits area or provide material	Partners Program Chair	
Contact McMaster for possible sponsorship	Student Activities	
Contact Niagara College to ask for a donation of computers for the conference	Student Activities	
Technical committee to send break down of numbers on papers (where from, etc.) to Bob Alden.	Technical Committee	Complete
Contact new Treasurer for IEEE Canada seed funding	Treasurer	
Get seed funding from outstanding CCC sections – Kingston only	Treasurer	
Send Bob Alden tentative workshop titles	Tutorials/workshop Chair	