

Canadian Conference on Electrical & Computer Engineering 2004
Committee Meeting
Saturday January 10, 2004, 11:00 am
Toronto –University of Toronto
BA 4287, 4th Floor, Bahen Centre
Draft Minutes

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

2. Approval of Agenda

Bruno DiStefano/Haran Karmaker “Approve agenda as written.”

CARRIED

3. Approval of minutes of meeting November 22, 2003

Bruno DiStefano/Pelle Westlind “Approve the minutes of November 22, 2003 as written.”

CARRIED

4. Conference Chairs remarks

Appreciate the great teamwork to date. Technical committee is doing an excellent job. Need to review the critical dates. The entire committee has made great progress to date.

5. Technical Program – Had 1073 abstracts submitted and finished the reviewing yesterday. Acceptance notices will go out as early as tomorrow. Must submit the camera-ready paper, with full non-student rate registration and copyright forms. Expecting about 530 papers in total. Need to coordinate the registration, paper submission and copyright forms. Cathie to coordinate this. Discussed the schedule for the conference. Were overall pleased with the EDAS online submission. May be an idea to contact the reviewers in March to ask for feedback on the system.

Action: book two more break out rooms – Cathie

Action: Technical committee to send break down of numbers on papers (where from, etc.) to Bob Alden.

Action: Write up a paragraph for promotion from the 2004 numbers, 2003, and 2001 – Bob Hanna, Bob Alden

Outstanding Action Items:

- ? Send style templates (MS and PDF) to webmaster – have the template on the web. Must specify that the papers must be sent without passwords, do not enable security and do not disable printing. Must make this clear on the web.
- ? Sanctioned Countries paper submission status – there have been many emails between the IEEE Canada executive regarding this issue. IEEE Canada does not have a policy on this and will therefore use the IEEE policy. It is the understanding of this committee that we can accept papers as long as we do not help the author with the paper. Those coming from IRAN may need a letter the committee to get their Visa. Need to draft a separate letter to these authors (inform them that the IEEE requires you to pay the general public registration fee. They must then register and pay the non-member fee, as they cannot be members). Open a documentation file on these papers. We must receive the proper IEEE copyright form from these papers.

6. Conference Treasurer - books are in good shape. New Jersey have signing authority on the accounts. Scott received an email from NJ asking himself and Mo El-Hawary to

verify the budget submitted.

Action: Scott to check with Mo to make sure he has sent it back to NJ.

The receipts for the conference will go out from Microspec. Kash will work with them to make sure the forms are correct. Cathie and Kash have access to the Microspec database. Asked where we are with sponsorship? We are \$1000 above the initial budget. Please use the Canadian version of the expense form for all committee expenses.

Outstanding Action Item:

- ? Send out request for seed funding from the outstanding CCC Sections – only outstanding section is Kingston and IEEE Canada. Will contact Rob Anderson on Monday (new IEEE Canada treasurer).

Kostas is meeting with U of Toronto on Monday.

7. Report of all committee chairs

- a. Local Arrangements – Pelle Westlind – went over the schedule for the hotel. Need to get a list of all the signs required. Once all the papers come in (the end of February) they will be able to give the exact requirements. Can limit the overhead projectors to just have a few as floaters. Need to look at the audiovisual equipment required for the plenary sessions. Each LCD projector should have a computer attached to it. The student in charge of that session should load all the presentations on the computer prior to the session. We have not budgeted for laptops. Ask that Pelle ask the AV Company for a cost of renting laptops.

Action: Book an author screening room (10 people) – Cathie

Action: Kostas and Bob Alden to re-work the wording on the web

Action: Janet to contact Niagara College to ask for conference computers.

Action: Committee chairs to send Pelle all requests for signs

- b. Partners Program – John Mowbray – provided input to Bob Alden. Will keep updating the web. Will be collecting coupons to put in the conference bags. Will there be a partner's hospitality suite? Suggest we meet with the hotel in March once we have the final numbers. Could ask the Niagara Tourism Board to put a booth up in the exhibits area.

Action: Contact hotel to see if we can get a partners hospitality suite - Cathie

- c. Proceedings – Sean Dunne - asked Kostas to send the directions on how to download the papers. Will have the papers by the first week of March.

Outstanding Action Item:

- ? Talk to the region regarding getting the awards banquet brochure printed with the CCECE printing – have asked the Awards chair to consider this and am waiting to hear back from him.
- d. Publicity – Tony Kormos – asked what further publicity should be done? Can use the promotional write up (that Bob and Bob are producing) to promote the conference.
- e. Sponsors & Exhibits – Haran Karmaker – GE and Ryerson are both premium sponsors and Kash will let Microspec know they should receive discounts (as outlined on the web). Tony will follow up with RIM. University of Waterloo will probably sponsor their students, but they are waiting to hear how many of their students will be attending. Gennum is meeting next week. Has anyone approached McMaster? Need to update a sponsor letter and take to some other potential sponsors. Could also ask for donations of computers, or other equipment. Universities have to be very careful on how they spend their money. Ask the universities to be exhibitors. Dofasco will be the Sunday night

opening reception (need to get high quality logo and banners from them).
Monday lunch – speaker and sponsor – CICSO. Pelle to contact Motorola.
Scott to ask for confirmation from the section chairs as to the student funding write up. Might want to promote the fact that we have 2 sections from outside of CCC that are sponsoring their students to the conference. Will cover the hotel costs of the invited speakers.

Action: contact council chairs (ECC, WCC) to get other sections to sponsor their students.

Outstanding Action Items:

- ? Finalize Cisco commitment – CCC Chair - assurance that they will sponsor the conference, but do not have a definite amount. Bell may also sponsor.
 - ? Make contacts in London for sponsorship – have not had any luck getting any sponsorship.
- f. Student Activities – Janet Bradley – will know how many students are required once the sessions are finalized. Have volunteers from McMaster, Ryerson, and Niagara. Have had names given from University of Waterloo, but have not had any contact with them. Had about 8 students in 2001. Will need more this time. Need to be able to identify the students more clearly. Maybe a hat or brighter coloured shirt.

Outstanding Action Items:

- ? Forward student volunteer names and contact info to student activities chair – complete
- g. Special Sessions & Workshops – Bruno DiStefano – coordinated by technical committee as well. Special session on optical radio networks. Workshops – 7 proposals. Looking at a maximum of three workshops. Scott to send Bruno a write up on a Voice over IP workshop. Need to get the workshop information on the website so that people can register online for the workshop. Bruno to send Bob Alden tentative workshop titles.

7. Webmaster – Bob Alden – pleased with the content, need to get more up as soon as we can.
8. Status of Previous Action Items
- a. Conference Shirts – 150 Black Golf Shirts have been ordered with the IEEE Canada logo on them. Approximately \$12.00 per shirt plus \$1.00 for embroidery, plus a one time set up charge. Suggest selling them for \$25.00.
 - b. Talk to Celia Desmond regarding soft skills workshop – Celia has tentatively agreed.
 - c. Conference Bags – brought several different options for the committee to look at today. Kash and Cathie to make up a list of what is to go in the bags. Will also order pens, and T-shirts or hats for the student volunteers.
9. Next Meeting
March 6, 2004 – 11:00 am University of Toronto, BA 4287, 4th Floor, Bahen Centre
10. Adjournment – Meeting adjourned at 2:20 p.m.