

**Canadian Conference on Electrical & Computer Engineering 2004**  
**Committee Meeting**  
**Saturday March 13, 2004, 11:00 am**  
**Toronto –University of Toronto**  
BA 4287, 4th Floor, Bahen Centre  
**Draft Minutes**

1. Call to Order: Bob Alden, Alagan Anapalghan, Janet Bradley, Bruno DiStefano, Bob Hanna (Chair), Kash Hussain, Haran Karmaker, Cathie Lowell, Scott Lowell, John Mowbray, Kostas Plataniotas, Pelle Westlind.
2. Approval of Agenda  
**Haran Karmaker “Move to approve as the agenda as distributed”**  
**CARRIED**
3. Approval of minutes of meeting January 10, 2004  
**Bruno DiStefano/Haran Karmaker “Move to approve the minutes of January 10, 2004”**  
**CARRIED**
4. Conference Chairs remarks – pleased with progress. Need to address some issues and concerns. Will need to schedule meetings more frequent meetings as we are about 6 weeks away from the conference. Would like to have the next meeting at Niagara Falls at the hotel.

**Action: Book room at the hotel for April 3, 2004 with tour- Administrator**

Many authors have requested invitation letters and we were sent guidelines from NJ. A letter was created and following those guidelines and has been sent out to several authors.

The chair has requested, but has not received the CD from the Winnipeg Conference (from two years ago). It is important that all these procedures be captured for the next committee. Pointed out that all of the work this committee has done is reflected on the web page. Need to decide whether each conference should use the same registration company, same online paper registration company etc.

**Action: send Bob Alden the template for the invitation letter – Administrator**

5. Technical Program –592 papers have been received. Of those papers we have 500 copyright forms. The conference will have up to 250 poster papers, depending on the area that is available for posters. The remainder will be oral presentations. This would work out to 80 poster papers per day. These will be changed 2 times per day (one morning session, one afternoon). Can use both sides of the boards (they are 4 x 6’). Kostas, Alagan and Pelle will sit down and work out the details.

Some authors have expressed their wish to present orally. We have 8 breakout rooms. (but will try to add 2 more) They will schedule 8 papers per session, each paper will be allowed 20 minutes. This works out to 380 papers in oral sessions and, 250 poster presentations. Any extra papers we receive now will be put into poster sessions. It will cost \$405 per day for the audio visual.

Guidelines for dinner on Monday: use 25% less on dinner than what have registered. It is important to keep track of numbers and dates (how many papers received by when, copyright forms, how many showed up for breakfast, lunch, dinner, etc).

Will modify the web page to reflect that the authors are required to attend the plenary breakfast on the day they are presenting. There will be session numbers on the table where the authors will sit with their session leaders.

**Action: Modify the web page with further instructions for authors - Webmaster**

The technical committee will try to have the preliminary program ready to go in two weeks. Will send it to the webmaster after consulting with Sean to see what the best format is.

**Action – create the preliminary program and send to webmaster (by March 26) – Technical committee**

**Action: post breakdown of the areas of interest on the web - Webmaster**

Need to keep in mind the critical dates. Printers need 12 working days to get the proceedings and the program.

Now need to go through each 1<sup>st</sup> page of every paper to make sure it meets the requirements before they are sent to the printers. The technical committee requested extra help with this task. It was agreed that they can hire students to complete this task.

It was asked if the technical committee will meet with the session chairs before the conference so that they are clear as to what is expected of them? Alagan suggested they send them an email with guidelines. Could also give the guidelines to students or post a conduct poster in each room.

**Action: Put together the instructions to the authors and send to Alagan and Kostas for review - Treasurer**

6. Conference Treasurer – have 443 paid registrants to date. Ask Bill Kennedy to invite the close US region chairs to the banquet and regional meeting. Scott to invite the section chairs to the banquet on Monday. The cut off date for the hotel is March 28, 2004.

**Action: Check with the hotel for total guest bedrooms booked to date - administrator**

**Action: Ask Bill Kennedy to invite the Region 1 Director to the banquet - administrator**

**Action: Invite local region 1 section chairs to Monday night banquet – CCC Chair**

On the IEEE budget form, there is an initial column, an interim budget, and a final column. Now projecting total income at \$230,000. To date we have \$17,000 in sponsorship (this is actual money received) (originally budgeted 10,000). Budgeted \$15,000 for audio visual and now increased to \$20,000. Looking at a surplus of about \$30,000. Conference bank balance is approx \$60k at present. Will be going to the bank on Monday to see what types of short term investments are available to us.

**Action: post the revised budget and summary of financial status on the web - webmaster**

Will extend the early registration fee cut off date to April 5, pointing out that the hotel cut off date is March 28.

**Action: look into extending the hotel cut off date - Administrator**

Do we want to look at different coloured ribbons for badges or should we go for different coloured badges? Need to identify session chairs, volunteers (students and committee), and

special guest (speakers) (Cathie needs to put in the LM volunteers, award winners, regional guests (register them as guests and not volunteers).

**Action: review badges with MicroSpec – Treasurer**

**Action: Send MicroSpec names of award winners, regional guests - Administrator**

Outstanding Action Item:

- ? Send out request for seed funding from the outstanding CCC Sections –Kingston and IEEE Canada. – Scott to contact

**Action: Contact new Kingston Chair – CCC Chair**

7. Report of all committee chairs

- a. Local Arrangements – Pelle Westlind – Audio Visual – will provide an LCD projector in all breakout rooms. Will also use a couple of overheads as floaters in case they are required. It would cost \$6,000 to rent computers for the conference (to go in the breakout rooms). The students should have the computers all ready to go before the session. Will have a couple of floater laptops for use. When the emails are sent to the authors the audio visual requirements will be outlined. Need to know what equipment will be required for the office,

**Action – speak to hotel regarding discounts for using their business centre - administrator**

Who will organize the main events (order of service for lunches, dinner)? Could ask the photographer to put the pictures up on the screen during the lunches. Will need to know the number of copies of proceedings, cd's and programs. We do not have any request on the web for paper copies of the proceedings. Will put an order form on the web and ask them to respond through Microspec. The cost for the paper proceedings will be \$250 plus gst. Should also have CD's available for sale at \$40.00. Is there a deadline for this? Will set April 12 as the deadline for this.

**Action: put an order form on the web for proceedings, both paper and CD - Treasurer**

Outstanding Action Items:

- ? Contact Niagara College to ask for conference computers – Janet – contacted but no response yet.
- ? Send request for signs to Pelle – will get them once the program is set.

Need to look into have some computers for attendees to link to. Can get a router for about \$200 that can be at the registration desk and those with wireless links can be used. Will look into using the hotel internet access, and ask Cisco to sell wireless connections cards.

**Action: Look into setting up wireless connections within the hotel – CCC Chair**

- b. Partners Program – John Mowbray & Carol Doucette – parks commission will not establish a booth, but we do have information from them. They don't offer discounts unless there are tours booked prior to the conference. We can provide a table in the exhibits area for a partners lounge and use the room previously booked as a breakout room.

? Ask Niagara Tourism to set up a booth in the exhibits area or provide material. – will get the information to put in the registration desk.

- c. Proceedings – Sean Dunne (is in Turkey right now) – Need the call for papers from the CCECE05 for the programs.
- d. Publicity – Tony Kormos
- e. Sponsors & Exhibits – Haran Karmaker – need to contact book brokers

U of T will sponsor \$2,000 plus cover the cost of one of the tutorials. LM booth will also have the Hamilton section with GOLD Material, and membership information.

**Action: follow up with IEEE Publications and U of T. – Exhibits chair**

**Action: follow up with publishers who have not set up exhibits to give the updates - Administrator**

Outstanding Action Items:

- ? Contact McMaster University for possible sponsorship – Janet – Mac has been providing the students with money and it may not be the best time to approach them for more money.
- ? Contact Motorola for sponsorship – Pelle – cannot get a decision from them.
- f. Student Activities – Janet Bradley – will make sure there are enough students to match the rooms booked and to cover the poster sessions. The student volunteers will be covered for mileage and all their meals will be provided. Students, to date, are from McMaster, Waterloo, and Niagara. The Hamilton section has put an exhibit into the Bay area science competition and would like to have a table to display the winners and perhaps other sections could send some students who have won other science fairs. This would be good on Tuesday morning with the student paper competition going on.

**Action contact local high schools to see if they have science fair winners that would be willing to display their entries – Student Activities Chair**

Student funding – students cannot receive their funding until after the conference. They must prove that they have attended the conference.

Milestone Presentation at Decew Falls – a bus will leave the hotel to go to the site on Sunday afternoon. There is limited room. This will need to be included in the Monday night award banquet program. Could also include pictures at the banquet and provide some pictures beforehand to put on the web site.

**Action: order plaques for student paper award winners (once names are received from Technical committee) - administrator**

- g. Special Sessions & Workshops – Bruno DiStefano – there will be two special sessions, but will not know what the special sessions are until the papers are organized. The three workshops on the Sunday will be Voice Over IP, Management Issues, and Technical communication or Wireless communications. U of T would like to advertise their workshops, and give the workshop for free in lieu of the cost of the exhibit. Will need to advertise this on the web. Need to have at least 6 people for the workshops. Can add a blurb on the workshops to the authors guide.

**Action: add a write up on the workshops to the information that is sent to the authors – Workshop Chair**

7. Webmaster – Bob Alden – needs information on program, and any other information that is missing. Gone until March 24, 2004.

8. Status of Previous Action Items

- a. Get confirmations of write ups for student subsidies from all sections – CCC Chair – need to get on all section websites. Resent template to Kingston, don't know about Peterborough or K/W. Will follow up with them.
- b. Send Bruno write up on a Voice over IP workshop – CCC Chair will have by March 26.
- c. Conference Shirts –150 Black Golf Shirts have been picked up. \$25.00
- d. Conference Bags – Ordered 500 bags, 600 pens, 500 post it notes, 25 hats and t-shirts.
- e. Obtain approval to print the Awards Banquet material with CCECE04 – still waiting on the Awards Chair.

9. Other Business and Information Items

- a. McNaughton Medalist – Dr. R.G. Bosisio (has been contacted and requested to speak Tuesday morning)
- b. Gifts for Speakers – suggest plaques be created for each speaker (breakfast and lunch). Could look into other gifts (such as clocks which have been used by the Toronto section).

**Action: order gifts for speakers – Local arrangements chair, Chair.**

**Action: Get names of speakers from web page – Local arrangements chair**

- c. Speaker for Awards Banquet – Monday evening – Bob Hanna to invite Ray Findlay to speak about the Decew Milestone and the milestone program as a whole.

**Action: write up invitation letter to send to Ray Findlay – Administrator/Chair**

- d. Photographer – will ask the photographer that was used for the Toronto centennial to come for the Sunday, Monday, and Tuesday. Sean Dunne may also be approached to see if he would be willing to act as official photographer.

**Action: contact photographer used for Toronto centennial and get a quote – Local Arrangements**

- e. Conference Bags – things to put in them....please send any suggestions to Cathie and Kash. Could ask for lanyards to put into bags (could get some from other companies – Bell). Could approach the City of Toronto for promotional items.

**Action: see if Bell will donate lanyards for the conference bags – CCC Chair**

**Action: contact City of Toronto for promotional material – Partners Program**

- f. Speaker expenses – we will pay for their hotel room but not for travel (will cover mileage). (Get presentation from NSERC and other speakers for web). Free registration. Add them as guests. Need to know what expenses they expect.

10. Next Meeting – 1:00 pm April 3, 2004 at Sheraton Fallsview Hotel in Niagara Falls.  
April 17, 2004 in Toronto at 11:00.

11. Adjournment

Meeting adjourned at 4:30 pm