Action Items – CCECE04 – March 13, 2004

Action	Responsibility	Status
Ask Bill Kennedy to invite the Region 1 Director to the awards banquet.	Administrator	Complete
Book room at the hotel for April 3, 2004 with tour	Administrator	Complete
Check with the hotel for total guest bedrooms booked to date	Administrator	Ongoing
Follow up with publishers who have not set up exhibits to give the updates	Administrator	Complete
Get approval of awards committee (IEEE Canada) to print the awards banquet material	Administrator	Complete
Look into extending the hotel cut off date	Administrator	Complete – moved to April 2
Order plaques for student paper award winners (once names are received from Technical committee)	Administrator	
Send Bob Alden the template for the invitation letter	Administrator	Complete
Send MicroSpec names of award winners, regional guests	Administrator	Complete
speak to hotel regarding discounts for using their business centre	Administrator	
Write invitation letter to send to Ray Findlay	Administrator	Complete
Contact new Kingston Chair – CCC Chair	CCC Chair	Complete
Invite local region 1 section chairs to Monday night banquet	CCC Chair	Complete
Look into setting up wireless connections within the hotel (not computers)	CCC Chair	
See if Bell will donate lanyards for the conference bags	CCC Chair	
Send Bruno a write up on a Voice over IP workshop	CCC Chair	
Send letter of invitation to Ray	Chair	Complete
Send Pelle all requests for signs	Committee Chairs	
Follow up with IEEE Publications and U of T	Exhibits chair	Complete
Contact photographer used for Toronto centennial and get a quote	Local Arrangements	
Get names of all speakers from web page(for gifts)	Local Arrangements	
Order gifts for speakers	Local arrangements /Chair	
Contact City of Toronto for promotional material	Partners Program	
Contact Niagara College to ask for a donation of computers for the conference	Student Activities	

Contact local high schools to see if they have science fair winners that would be willing to display their entries	Student Activities Chair	
Create the preliminary program and send to webmaster (by March 26)	Technical Committee	Complete
Contact new Treasurer for IEEE Canada seed funding	Treasurer	Complete
Get seed funding from outstanding CCC sections – Kingston only	Treasurer	No response
Put an order form on the web for proceedings, both paper and CD	Treasurer	Complete
Put together the instructions to the authors and send to Alagan and Kostas for review	Treasurer	Complete
Review badges layout with MicroSpec	Treasurer	Complete
Modify the web page with further instructions for authors	Webmaster	Complete
Post breakdown of the areas of interest on the web	Webmaster	Complete
Post the revised budget and summary of financial status on the web	Webmaster	Complete
Add a write up on the workshops to the information that is sent to the authors	Workshop Chair	