

Action Items – CCECE04 – April 3, 2004

| Action | Responsibility | Status |
|--|-----------------------------------|----------------------|
| Contact McNaughton winner to confirm his speaking and topic | Administrator | Waiting for response |
| Contact NSERC President's secretary for his topic and travel itinerary | Administrator | Complete |
| Order plaques for student paper award winners (once names are received from Technical committee) | Administrator | |
| Send workshop letter to regional attendees | Administrator | |
| Set up dinner for Tuesday night for organizing committee | Administrator | Complete |
| Invite local section chairs to Monday night banquet | CCC Chair | Complete |
| See if Bell will donate lanyards for the conference bags | CCC Chair | Complete |
| Contact City of Toronto for promotional material | Partners Program | |
| Write a letter to advertise the workshops to local section chairs | Special Sessions & Workshop Chair | |
| Contact Niagara College to ask for a donation of computers for the conference | Student Activities | |
| Put together text for science fair winners to put on web | Student Activities | |