

July 2010

To: All Student Branch Leaders

It is time for us on the IEEE Canada Student Activities Committee to start looking forward to our annual Student Congress. This year's event is to be held September 17 – 19, 2010 in Mississauga, ON, at the Delta Airport West hotel.

Please note that due to space and budgetary constraints, there are some additional rules this year regarding who can attend the conference, and what will be provided/reimbursed by IEEE Canada (check the new expense guidelines on our web site). One of the primary goals of the event is to get a different group of students together each year to encourage branch growth and share new ideas. We believe these new guidelines will help to achieve this goal. Please review the guidelines on the intent to attend document before completing the form.

When determining your student representative for this event please consider that the candidate needs to be present at the beginning of the Saturday meeting and until noon on Sunday. Leaving before noon on Sunday is **STONGLY** discouraged. This may require a look at the current schedules of our major airlines, and for some may mean leaving home early on Friday or not getting back until sometime Monday. For planning purposes, we are asking that all Branches expecting to send a Student, Counselor and/or Mentor to the Leadership Workshop complete the attached "Intent to Attend" form (it will also be sent in electronic format through the email lists, and available at <http://www.ieee.ca/students>) and return it to Cathie Lowell as soon as possible:

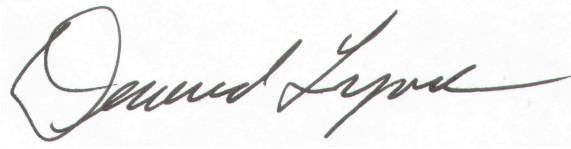
- by mail: PO Box 63005, University Postal Outlet, Shoppers Drug Mart #742, 102 Plaza Drive, Dundas, ON, L9H 4H0
- by fax to (905) 628-9554,
- or electronically (c.lowell@ieee.org).

At this time we do not require that you provide flight information. The current Expense Claim Guidelines for IEEE Canada do state that **any Region 7 member traveling by air must book their travel a minimum of three weeks in advance of travel. Region 7 members not following this guideline will only be reimbursed \$300.00 or the ticket cost, which ever is less.** Thus, we are requesting complete travel information for attendees no later than **August 6, 2010**. As always, we encourage attendees to shop around the domestic airlines for the best airfares, take advantage of student discounts and seat sales, and to buy tickets early.

As we put together the workshop details, we are open to any suggestions you may have to improve the program or to provide the skills and information students need. Please do not hesitate to contact Student Activities Committee Chair, Denard Lynch (denard.lynch@ieee.org) or your Regional Student Representative, Kanishka Jayawardene (k.jayawardene@ieee.org) with your ideas. Thanks for your time, your

patience, and we look forward to seeing a representative from your branch at the workshop!

Sincerely,

A handwritten signature in black ink, reading "Denard Lynch". The signature is written in a cursive style with a large initial "D" and a long horizontal flourish at the end.

Denard Lynch
IEEE Canada Regional Student Committee Chairperson