



July 5, 2011

**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 16 – 18, 2011 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 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. Please review the guidelines 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.

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.** 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.

Complete the attached information form and return it to Cathie Lowell by **July 31, 2011**:

- 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).

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, appearing to read "Kanishka Jayawardene". The signature is written in a cursive style with a horizontal line extending to the right.

Kanishka Jayawardene  
IEEE Canada Student Representative