

IEEE Sections Congress
Quebec City, Canada
19 – 22 September 2008

Celebrating Volunteer
Achievements Worldwide
January 2008

SC08 Steering Committee

Paul Fortier	Steering Committee Chair
Andre Morin	Vice Chair
Yves de Villers	Local Org. Committee Chair
Xavier Maldague	Program Committee Co-Chair
Mohamed El-Hawary	Program Committee Co-Chair
Ferial El-Hawary	2008-09 R7 Director
Robert Hanna	2006-07 R7 Director
Luiz Pilotto	VC – Geographic Unit Activities
Joseph Lillie	MGA Board Chair
Cecelia Jankowski	MGA Secretary

SC08 Track Chairs

Section Management

- Lee Stogner: Region 3 - Taylors, SC
- Christopher James: Region 8 – Southampton, UK

Membership

- Bill Kennedy: Region 7 - Calgary, Canada
- Ron Tabroff: Region 1 - Peabody, MA

Section/Chapter Activities

- Kalyan Sen: Region 2 - Monroeville, PA
- YW Liu: Region 10 – Hong Kong

IEEE Sections Congress 2008

Facility Summary

- 3 Hotels
 - Hilton Quebec Hotel (Primary Hotel)
 - Sleeping Rooms/Region Meetings
 - Will assign delegates to this hotel
 - Chateau Laurier
 - Sleeping Rooms
 - Loews LeConcorde
 - Sleeping Rooms/Region Meetings
- Quebec City Convention Center
 - Sections Congress Events
 - Region Meetings

Registration Rate

- Primary Delegate/Other Attendees
 - \$400 USD (\$350 USD in 2005)
 - Covers all meals & Congress events, including Honors Ceremony.
 - Section Primary Delegate Registration Waived
- Partners/Children
 - \$225 USD – Adults (\$190 USD in 2005)
 - \$125 USD/children ages 12 and under.
 - Cover breakfast (Saturday, Sunday, Monday) & evening events (Friday, Saturday).

Sleeping Room Rates

- Hilton Quebec Hotel (**Primary**) - \$259 (CN)
- Chateau Laurier - \$229 (CN)
- Lowes Le Concorde - \$199 (CN)

- Section delegates will be assigned to the Hilton Quebec hotel

Schedule of Events

Preliminary Schedule of Events

- Friday, 19 September
 - Opening Ceremony, Dinner for all delegates
- Saturday, 20 September
 - Core Track (AM) and Breakout Sessions (PM)
 - IEEE Honors Ceremony
- Sunday, 21 September
 - Breakout Sessions
 - Open Evening – allow delegates to explore the city
- Monday, 22 September
 - Closing Ceremony
 - Voting/Results of SC'08 Recommendations

IEEE Honors Ceremony

- The IEEE Board of Directors has agreed to conduct the 2008 IEEE Honors Ceremony with IEEE Sections Congress.
- The ceremony highlights the accomplishments of each year's IEEE Award and Medal recipients.
- All SC'08 participants will be invited to attend the ceremony on Saturday, 20 September 2008.

Program

SC08 Program

Program Tracks

- Section Management
- Membership
- Section/Chapter Activities
- The committee agreed that successful breakout sessions from SC05 will be offered at SC08 but room will also be made for new topics.
- Each session will be 1hr 15 minutes
- A total of 54 sessions can be offered (3 sessions per day – 9 meeting rooms per session)

SC08 Speakers

- The SC08 Program Committee is reviewing the names submitted and making recommendations.
- Preliminary speaker identification to be completed by 15 February 2008
- Will inform SC08 Region Coordinators of speakers by Region

SC08 Speakers

- Speakers should be aware that funds are not available within the Sections Congress budget to pay for speaker travel.
- Speakers' attendance must be supported either by their IEEE organizational unit (Region, Section, Society, MGA, TAB, EAB, etc.), their employer, or be self-funded.
- Will receive no monetary compensation for their participation.
- Unless the speaker is also a primary delegate, the speaker will also be responsible for the registration fee (which covers meals at Congress).

Core Track Training

- **To be determined in early 2008**

Primary Delegate

Primary Delegate

- MGA will cover the registration fee for one primary delegate from each Section.
- All other expenses are to be covered by the Region or Section
- The following criteria has been established for a primary Section delegate.

Primary Delegate Criteria

1. A primary delegate is a member of the Section designated by the Section Executive Committee to represent the Section at Sections Congress.
2. It is strongly encouraged that the individual be a first time Sections Congress attendee and the Sections should try to fund a younger member (i.e. GOLD).
3. The primary delegate must be of Graduate Student Member grade or higher in the Section. Associate and Student members are not eligible to serve in this capacity.
4. A Section must be current in all reporting requirements in order to send a primary delegate. A Region Director can approve an exemption to this requirement.

Recommendation Process

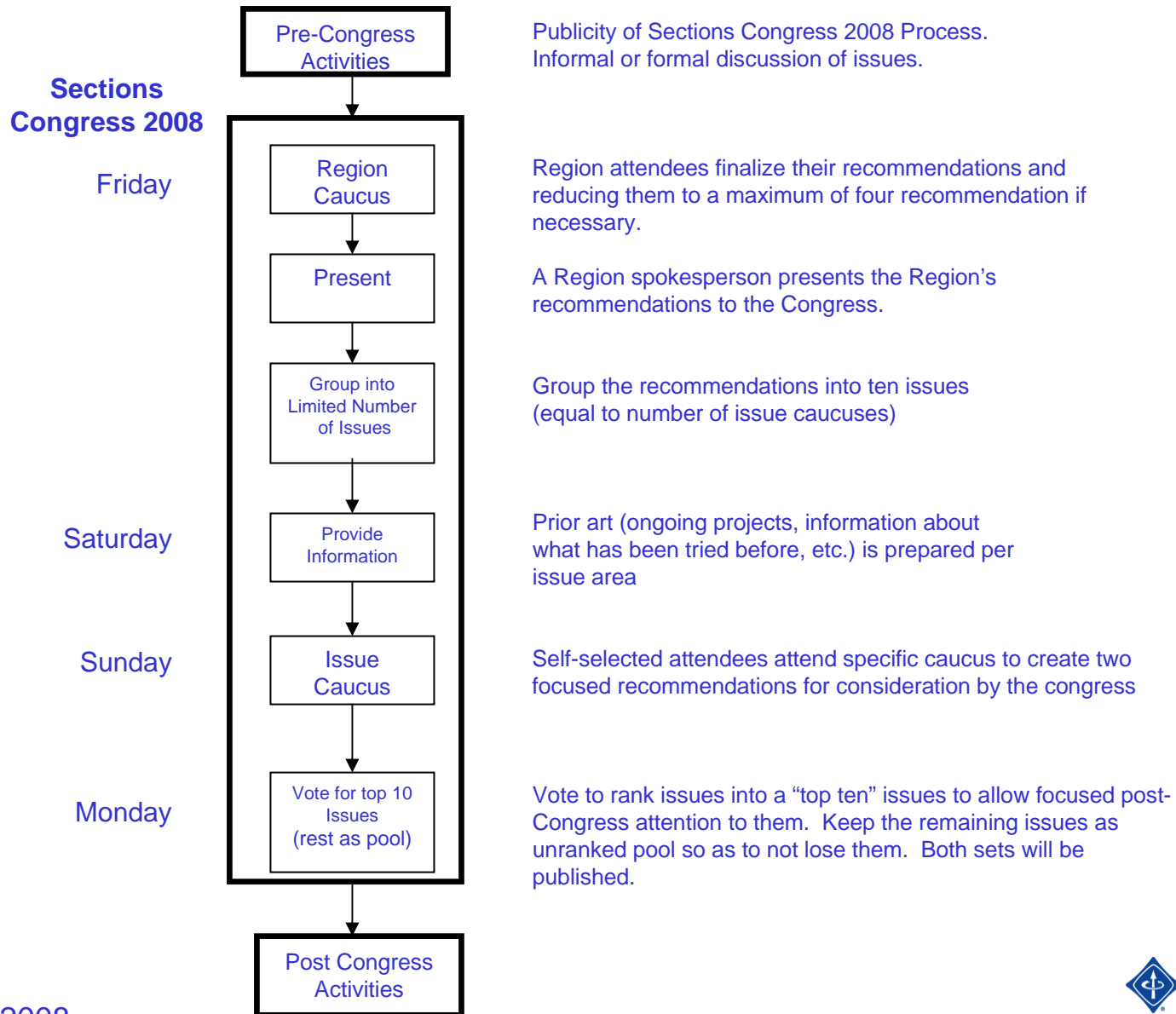
Recommendations Process

1. Pre-Congress preparations
 - Identify critical issues
 - Brainstorming/focus groups
 - Spring/Summer 2008 Region Meetings
2. Region Caucuses Friday prior to Opening Ceremony
3. Identify issues
4. Saturday morning distribute drafted recommendations grouped by issue
 - Potential for discussions as congress continues
 - Delegates will be requested to identify which issue caucus they will attend

Recommendations Process, p2

5. Issue caucuses Sunday
6. Distribute updated recommendations Monday morning
7. Voting at closing ceremony
8. Highlight “top ten”
9. All recommendations noted

Issue Flow for Sections Congress 2008



Regional Committee Meetings

Additional Meetings

- Additional meetings may be held in conjunction with SC08 but may not be held during SC08 events.
- A meeting request form will be added to the SC08 web page and available by 15 February 2008.
- All additional meetings request must be submitted via this form.

Tentative Schedule – Non Congress Events

Wednesday 17-September-2008

8:00 - 17:00 MGA Students Committee Mtg
19:00 - 20:00 Region 7 Reception

Thursday 18-September-2008

8:00 - 17:00 MGA Students Committee Mtg
8:00 - 17:00 Region 2 Committee Meeting
8:00 - 12:00 Region 4 ExCom Meeting
13:00 – 17:00 Region 4 Committee Meeting
8:00 - 17:00 Region 7 (IEEE Canada) Committee Meeting
8:00 - 17:00 Region 8 Committee Meeting
8:00 - 17:00 Region 3 Committee Meeting

Meetings will be held at Convention Center or Delta & Hilton Hotels

Tentative Schedule – Non Congress Events

Friday 19-September-2008

8:00 – 12:00	Region 4 Committee Meeting
8:00 - 12:00	Region 5 Committee Meeting
8:00 - 12:00	Region 6 Committee Meeting
8:00 - 12:00	Region 7 Committee Meeting
8:00 - 12:00	Region 8 Committee Meeting
8:00 - 12:00	Region 9 Committee Meeting

Monday 22-September-2008

14:00 - 18:00	Region 10 Committee Meeting
---------------	-----------------------------

Meetings will be held at Convention Center Hilton Hotel

Additional Information

Partners Program

- Optional tours will be available for partners
- Working the details with Conference Management Service
- Will be available when the registration is released.

Traveling to Quebec City

- **Jean-Lesage International Aéroport**
 - More than 10 airlines offer over 300 weekly flights from/to many North American, South American and European destinations.
 - Over 25 non-stop daily flights are offered to major hubs in Eastern Canada (Montreal, Toronto, Ottawa) and the USA (New York, Detroit, Cleveland, Boston).
 - Approximately 20 Kilometers from SC08 Hotel

Passports

- All passengers including Canadian and U.S. citizens will be required to present a valid passport when traveling to/from Canada.
- Section Chairs will be reminded to make sure that potential attendees have valid passport.

Visa Requirements

- Many people do not require a visa to visit Canada. These include:
- Citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
- Visit <http://www.cic.gc.ca/english/visit/visas.html> for more information
- Questions - Contact a Canadian embassy, high commission or consulate on what you will need before traveling to Canada.

Additional Information

Visit the following URL for updated
information on SC'08

www.ieee.org/sc2008