



May 16, 2012

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 14 – 16, 2012 in Mississauga, ON, at the Delta Airport West hotel.

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 5, 2012**:

- 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, Maïke Luiken (maïke.luiken@ieee.org) or your Student Representative, Kanishka Jayawardene (k.jayawardene@ieee.org) with your ideas. We look forward to seeing a representative from your branch at the workshop!

Sincerely,

Kanishka Jayawardene
IEEE Canada Student Representative