

REGIONAL MEETING ANNOUNCEMENT

To: IEEE Canada Board, and Committee Chairs
From: Amir Adgham, President, IEEE Canada
Re: 2014 Spring IEEE Canada Board Meeting

The IEEE Canada Spring Board Meeting will be held in Mississauga, Ontario at the Delta Toronto Airport West. The meetings run from Friday 2 May to Sunday 4 May. (Please see detailed schedule below).

Please read all of the following information carefully and direct any questions concerning your meeting attendance plans to Cathie Lowell. Please complete the attached information form by **28 March 2014**.

HOTEL RESERVATIONS: A block of rooms has been reserved for the above series of meetings at the Delta Airport West Hotel. Cathie will be making all the hotel reservations, provided your form is back to her by **28 March 2014**.

Reservations must be made before 1 April 2014, 5 pm eastern time, since all rooms not reserved by this date will be released. If booking is performed after this date, the meeting room rates will not apply and will be subject to availability.

Delta Toronto Airport West
5444 Dixie Road
Mississauga, Ontario, L4W 2L2

MEETING REPORTS: All reports for this meeting will be available on the web on the volunteer only page accessible from the administrative web page. If you are unable to access this page using your web account please let Cathie know. Please go to <http://www.ieee.ca/administration/meetings/index.html> to find the report templates for committees and executive. Please make sure you have filled in your report no later than 18 April 14.

The suggested dress code for the duration of the Regional meetings will be business casual attire.

HOTEL INFORMATION

Please visit their website at: www.deltahotels.ca for more information on the facilities and location. Airport Shuttle: There is a free shuttle to and from the Toronto airport

Parking is free at the hotel to our guests, but you must provide the front desk with your license plate number when you check in.

IEEE Canada

2014 Expense Claim Guidelines

General

- IEEE Canada members are responsible for reducing the costs of their participation in IEEE Canada activities
- Any IEEE Canada member traveling by air must book their travel a minimum of three weeks in advance of travel. IEEE Canada members incurring excessive airfare costs by not following this guide line will only be reimbursed with the approval of the ExCom.
- IEEE Canada members utilizing travel agents do so at their expense.
- IEEE Canada Committee Chairs are responsible for staying within approved project scopes and committee budgets.
- IEEE Canada Director has delegated the responsibility for Expense Claim approvals to the Treasurer.
- Deviation from these guidelines requires prior written approval of either the Director or Treasurer.

Travel

- Expense Claims must be submitted within 30 days of the expenses being incurred.
- Original receipts must accompany each item claimed.
- Expense Claims may be submitted electronically provided they are signed and accompanied by scanned copies of all receipts. The expense submitter must keep the originals of all receipts, etc. for presentation if asked at any time in the future or may send them to the treasurer for archive purposes. Scan as **ONE** pdf file (B/W – 150/200 dpi). Name File: (Last Name + initial)_(Activity/Comm)_(Month).pdf (example: BrownKb_SpringMeeting_April.pdf). Mail Report & Original Receipts to Treasurer
- Car Allowance of 53¢/km to the equivalent of advanced airfare is available for those members who choose to use their own vehicle.
- Telephone calls are not a reimbursable expense.
- Car rentals are not a reimbursable expense.
- IEEE Canada will not reimburse members for flight cancellation insurance unless prior arrangements have been made with the IEEE Canada Treasurer for special circumstance. IEEE Canada will reimburse IEEE Canada Members traveling on Region business for travel (life) insurance.
- Advance funds for purchase of airline tickets are available one month prior to the event. An Expense Claim must be filed along with receipts. The advance must be shown on the meeting Expense Claim along with submission of the airline ticket.
- Origin and destination information must be provided on the expense form in order to receive payment.
- A map (google, yahoo or equiv.) with distance calculation must be submitted for any trips greater 200 km.

IEEE Canada Meetings

- IEEE Canada provides and pays for hotel (spring – Thursday (if attending training session), Friday, Saturday and fall – Friday, Saturday) and meal expenses at Region Meetings.
- Additional hotel expenses require the prior written approval of the IEEE Canada President or Treasurer. Reasonable meal expenses incurred during travel to and from the IEEE Canada meeting will be paid.
- IEEE Canada shall pay all travel costs for one delegate to the spring and fall Region meetings from each Section.
- Committee and Section Chairs that do not submit their reports by the established deadline are to print sufficient copies and distribute their report at the region meeting themselves. The associated costs are not eligible to be expensed at either Region or Section level.

Committee Expenses

- Committee Chairs are required to approve Expense Claims for approved committee activities.
- Committee Chairs are permitted to commit funds in line with approved activities and budgeted amounts.
- Committee Chairs must obtain the prior written approval of the Director or Treasurer to change either the approved activity or budget for their committee. Failure to do so may result in non-payment of the expense.

Limits

- Expense Claims submitted without original receipts and/or more than 30 days after the expense has occurred may require the approval of the IEEE Canada Excom, at the Treasurer's discretion.
- These guidelines shall remain in force for 2014 calendar year.
- They must be reviewed and re-approved at the IEEE Canada Fall Meeting.
- The Treasurer must submit his/her Expense Claims to the Direct Elect for approval and counter signature on the expense cheque.

Tentative Schedule of Events

Date	Time	Event	Who Attends	Room Name
Fri 2 May	8:30 am – 5 pm	Audit Meeting (including breakfast & lunch)	Audit Committee, Treasurer	Boardroom 2
	8:30 am – 5 pm	Life Member Meeting	Life Members	Hawthorn Hall D
	10 am – 5 pm	Training Session – including lunch	All Invited, local area executive	Hawthorn Hall A
	5 pm	Area Dinner	Area participants	TBD
	5 pm – 7 pm	Area East Meeting	East Area Chair & Sections	Aspen Room
		Area Central Meeting	Central Area Chair & Sections	Birch Room
		Area West Meeting	West Area Chair & Sections	Beech Room
	7 pm – 9 pm	External Relations Group	External relations group committee chairs	Aspen Room
		Member Services Group	Member services group committee chairs	Birch Room
		Publications & communications	pub & com committee chairs	Beech Room
	9 pm – 11 pm	Reception	All Invited, local area executive	Alderwood Room
Sat 3 May	7 am – 8 am	Breakfast	IEEE Canada Board, all committee & area chairs, all Region guests	Hawthorn Hall
	8 am -12 pm	Caucus	IEEE Canada Board, all committee & area chairs, all Region guests	Hawthorn Hall
	12 – 1:00 pm	Lunch	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Hawthorn Hall
	1:00 – 5:00pm	Caucus	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Hawthorn Hall
	6 pm – 11 pm	Reception & Dinner	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Laurel Hall
Sun 4 May	7 am – 8 am	Breakfast	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Hawthorn Hall
	8 am – 12 pm	IEEE Canada Board Meeting	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Hawthorn Hall
	12 pm – 1 pm	Lunch	IEEE Canada Board, all committee chairs, area chairs, all Region guests	Hawthorn Hall