

To Latin America Region Chapter Chairs

LA RCCC 2011 Cancun, Mexico Wednesday/Thursday 30-31 March 2011 WCNC 2011 – 28-31 March (Monday – Friday)

On behalf of your ComSoc Regional Director, Jose-David Cely, Carole Swaim and I are pleased to announce that ComSoc will host a Regional Chapter Chairs Congress for LA Chapters. The Congress is being scheduled in conjunction with IEEE WCNC 2011 scheduled in Cancun, Mexico (see <http://www.ieee-wcnc.org/>).

The dates for the RCCC are 30-31 March—but commencing Tuesday evening, 29 March with a LA RCCC Welcome Reception (from 7:00 – 9:00 p.m.) at the hotel. The actual meeting will take place at the Cancun Center Wednesday from 8:30 to 5:00 p.m., and Thursday from 8:30 to 12:30 p.m. ending with lunch. Our purpose is to encourage sharing, feedback, and networking among chapter chairs, staff, and ComSoc officers.

WHAT YOU NEED TO KNOW AND DO NOW:

Please note what expenses will and will not be covered by the Society. ComSoc will book and cover two nights only (Tuesday and Wednesday nights) in the Hyatt Regency Cancun. The cost of those two nights in the Hyatt will be billed directly to the ComSoc master account, although you are expected to pay any incidentals. If you are planning to attend IEEE WCNC and stay for more than those two nights, you will be asked for a credit card on check-in to cover your additional stay. To register for IEEE WCNC see the conference

So...mark your calendars and let Jose-David (and me) know if you plan to attend. Staff will make and guarantee your Hyatt reservations (confirmation # will be provided). Please send the following information to me, Carol Cronin (c.cronin@comsoc.org) **no later than Friday, 11 February** to get into our room block.

Name of chapter chair or representative:

Name of companion (if applicable):

Arrival date:

Departure date:

Total number of nights in Hyatt:

Room type (single/double):

Smoking or non-smoking room:

ComSoc will fund TRAVEL (air, train, car, bus) to enable one person from each Latin America Chapter to attend this meeting; ComSoc will also cover local transportation to/from the airport to hotel via taxi service. You may choose one of the following options when booking your travel:

- See url <http://www.ieee-wcnc.org/travel.html> to arrange your coach class air travel through IEEE Travel Services and find visa information.
- Make your own flight arrangements, paying with your credit card and booking at the most economical rate.
- ComSoc will reimburse your travel after the Congress. If reimbursement after the event is a problem for you, please let me know.

Regarding meals, ComSoc will cover only “specified meals.” For now, you should assume that this will include the reception Tuesday evening, breakfast/lunch/dinner on Wednesday, and breakfast/lunch on Thursday.

Agenda highlights:

- What is new and important in ComSoc (Society officers attending conference)
- Invited lecturer (TBD)
- New/existing programs (Certification, DLTs, etc.)
- Chapter Presentations
- Panel Discussion: To be determined
- Issues, objectives and actions

That should do it for now. We will send a separate e-mail concerning submitting your expenses (and we can also discuss that at the Congress, if you wish).

Sincerely,

Carole Swaim and Carol Cronin
Executive & Volunteer Services

WCNC 2011 Conference – Overview

<http://www.ieee-wcnc.org/>

<http://www.ieee-wcnc.org/program.html>