

To North America Region Chapter Chairs (East and West)

**NA RCCC 2012
Thursday/Friday 6-7 December 2012
Anaheim, California
GLOBECOM 2012 (Monday – Friday) December 3-7, 2012**

On behalf of your ComSoc Regional Director, Yigang Cai, we are pleased to announce that ComSoc will host a Regional Chapter Chairs Congress for NA Chapters. The Congress is being scheduled in conjunction with IEEE GLOBECOM 2012 scheduled in Anaheim, California (see <http://www.ieee-globecom.org/>).

The dates for the RCCC are 6-7 December and commencing Wednesday evening, 5 December with a NA RCCC Welcome Reception (from 5:00 – 7:00 p.m.) in the Grand California Hotel, The meeting will take place Thursday from 8:30 to 5:00 p.m. and on Friday from 8:30 to 12:30 p.m. ending with lunch. (Meeting room to be determined.) 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 cover two nights only (Wednesday and Thursday nights) at the Grand Californian Hotel. The cost of those two nights will be billed directly to the ComSoc master account, although you are responsible for pay any incidentals. If you are planning to attend IEEE GLOBECOM 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 GLOBECOM see the conference web site (above).

So...mark your calendars and let me, Carol Cronin (c.cronin@comsoc.org), Carole Swaim (c.swaim@comsoc.org) and Yigang Cai (yigang.cai@alcatel-lucent.com) know if you plan to attend. Staff will make and guarantee your reservations (confirmation # will be provided).

Name of chapter chair or representative:

Name of companion (if applicable):

Arrival date:

Departure date:

Total number of nights in Hotel:

Room type (single/double):

Smoking or non-smoking room

Please send the following information to me, Carol Cronin (c.cronin@comsoc.org) **no later than Thursday, November 1st** to get into our room block. If you do not reply by this date you will have to make your own reservations, pay for the room and expense it at the end of the trip.

ComSoc will fund TRAVEL (air, train, car, bus) to enable one person from each North 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-globecom.org/> to arrange your coach class air travel through IEEE Travel Services.
- 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 Wednesday evening, breakfast/lunch/dinner on Thursday, and breakfast/lunch on Friday.

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

GLOBECOM 2012 – Overview

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

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