

**To North America Region (West) Chapter Chairs
(encompassing IEEE Regions 4, 5, 6, and the western part of 7)-**

**RCCC 2008 Las Vegas, Nevada, USA
Thursday/Friday 3-4 April 2008**

On behalf of your ComSoc Regional Director, Gabe Jakobson, I am pleased to announce that ComSoc will host a Regional Chapter Chairs Congress for NA Chapters located in the Western part of North America. The Congress will be held in conjunction with IEEE WCNC'08 and CITA WIRELESS scheduled in Las Vegas, 31 March – 3 April (see <http://www.ieee-wcnc.org/2008/>).

ComSoc's RCCC (West) will begin Wednesday evening, 2 April with attendees joining the WCNC Networking Reception (from 6:00 to 7:30 p.m.) at the Las Vegas Hilton Hotel. The actual meeting will take place in the Hilton, Thursday, 3 April from 8:30 to 4:30 p.m., and Friday, 4 April 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 can book and cover two nights only (Wednesday and Thursday nights) in the Las Vegas Hilton Hotel. The cost of those two nights in the Hilton will be billed directly to the ComSoc master account, although you are expected to pay any incidentals. If you are planning to attend WCNC and stay for more than those two nights, you must book your own hotel reservations (see the WCNC web site above).

So...mark your calendars and let Gabe (and me) know if you plan to attend. Staff will make and guarantee your Las Vegas Hilton reservations (confirmation # will be provided). Therefore, please send the following information to Carol Cronin (c.cronin@comsoc.org) **no later than February 7** to get into our room block. CTIA WIRELESS is a very large trade show, and hotel space will be filled quickly.

Name of chapter representative:

Name of companion (if applicable):

Arrival date:

Departure date:

Total number of nights in Las Vegas Hilton:

Room type (single/double):

Smoking or non-smoking room:

ComSoc will fund TRAVEL (air, train, car, bus) to enable one person from each North America (West) 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:

- Use IEEE Travel Services to arrange your coach class air travel at <http://www.ieee.org/web/aboutus/travel/index.html>. (IEEE no longer direct bills air travel, so you will use your personal credit card.)
- Make your own travel arrangements, paying with your credit card and booking at the most economical rate.

- ComSoc will then reimburse your travel after the Congress.

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 (ComSoc officers attending the conference)
- An invited lecturer, by a well-known inspiring expert in Communications (TBD)
- New and existing programs (Certification, Student Activities, Educational, DLTs, etc.)
- Chapter Chairs presentations
- Open Forum
- Other issues and plans

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). I very much hope you can arrange your schedules and join us in Vegas!

Sincerely,

Carole Swaim