

6 January 2007

**RCCC'2007 Las Vegas, Nevada
Thursday - Saturday, 11 – 13 January 2007**

We look forward to seeing you in Las Vegas at ComSoc's North American Region Chapter Chair's Congress- This Regional Chapter Chairs Congress (RCCC) is being held in conjunction with CCNC 07 in Las Vegas, Nevada. It is our pleasure to welcome you and your spouse if attending. It is our desire that your time spent here is productive and provides you with some additional tools and information to enhance your chapter's success.

Our RCCC program focus will be on retaining and expanding our membership base and enhancing chapter activities through good chapter organization. The Congress will, of course, encourage sharing, feedback, and networking among chapter chairs, staff, and ComSoc officers.

This RCCC will begin with attendees joining the CCNC Welcome Reception Thursday evening (7:00 to 9:00 p.m.) at the Harrah's Las Vegas Casino & Hotel.

The actual RCCC meeting will take place at the Flamingo Hilton, Friday, January 12 from 8 am to 6 p.m., and Saturday, January 13, from 8:00 to 12:00 p.m. ending with lunch.

For your information, please check the meeting web site frequently:

<http://www.comsoc.org/socstr/org/chapters/RCCC/2007/NA/index.html>

WHAT YOU NEED TO KNOW AND DO NOW:

Since ComSoc is still operating under budget constraints, please take note what expenses will and will not be covered by the Society.

ComSoc will cover two nights (Thursday and Friday night). The cost of those nights will be billed directly to the ComSoc master account, but you are expected to pay for any incidentals. If you choose to stay in Las Vegas for more than the two nights, incidental charges and extended reservations costs will be your responsibility upon check out; ComSoc does not reimburse those costs.

Should you choose to book into a DIFFERENT hotel, let us know where (so we do not include you in the Flamingo/Harrah's room block). In such cases, you will pay all your own hotel expenses (including Thursday and Friday) and not be reimbursed by ComSoc.

ComSoc will fund TRAVEL (air, train, car, bus) for those attending from North American chapters. ComSoc will also cover local transportation to/from the airport to hotel via taxi service. Auto rentals will not be reimbursed

You must arrange your own travel, but to help with these plans, you may choose one of the following options:

- **Use the IEEE Travel Services**, billing your coach class air travel directly to ComSoc. For instructions, please go to our web site: www.comsoc.org; click on “about comsoc” (top of page); then click on Member Programs (left column) and Volunteer Travel – Direct Billing. (Please note, IEEE can only direct bill your airfare.)
- **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, this includes the Welcome Reception Thursday evening, breakfast and lunch Friday/Saturday, and dinner Friday evening.

We would very much appreciate your not bringing laptops into our meeting and also turning off all cell phones, unless you are expecting an emergency call.

We have planned a program to assist you in managing your chapter better. For the chapters that cannot attend, we will do our best to post all presentations and a set of minutes of the meeting on the web site.

Information on how to receive your travel reimbursements will be available during the RCCC.

We very much hope to see you at the RCCC & CCNC!

Sincerely,

THE NORTH AMERICAN REGION RCCC TEAM

Carole Swaim, ComSoc Staff
T. Scott Atkinson, Director North American Region
Byeong Lee, Vice President Membership Development
Shri Goyal, Director Membership Programs Development
Bob Shapiro, Director Marketing
Dinesh Rajan, DLT Coordinator, North American Region
Diane Williams, ComSoc Staff, Meeting Coordinator