

## **ICC Meeting Instructions Spring 2002**

### **Colorado Springs, Colorado**

#### **AIRLINE**

**Delta** is the official meeting airline. To take advantage of their special rates, call **1-800-241-6760** or your travel agent. Refer to File No. 187337A.

#### **CAR RENTAL**

**Avis** is the official car rental company. To take advantage of their special rates, call **1-800-331-1600** and refer to Discount No. A606089.

#### **HOTEL**

Adam's Mark – The direct line is 719-473-5600 and toll free 800-444-ADAM (2326). Please identify the group as ICC.

#### **REGISTRATION**

- Download the registration form from the web site, fill out and send to Bill Taylor.
- As a courtesy to international members and guests, you can pay the registration fee on site at preregistration rates if you fax or mail your registration forms by the deadline.
- Please pay with a check made out to the ICC for US funds or cash, **WE DO NOT ACCEPT CREDIT CARD PAYMENTS.**
- **PRE-REGISTER – IT SAVES YOU MONEY AND HELPS US PLAN A BETTER MEETING**

#### **DRESS CODE**

It's "business casual." Leave your coats and ties at home - unless you just can't help yourself.

#### **WEATHER**

At this time of year, the weather in Colorado Springs is generally very pleasant with an average high of 70 °F (20 °C) – but evenings can be a little cool, so bring a sweater just in case.

#### **SPOUSE ACTIVITIES**

As usual, there is a program for spouses - please see the web site that describes the program details.

#### **ORIENTATION**

**First Meeting? Want to know more about the ICC? Please attend the Orientation Session on Sunday afternoon. There are many different sessions at ICC meetings. They cover a multitude of subjects related to insulated conductors. Information presented at Orientation will help you find the sessions that are of interest to you.**

#### **CHAIRMEN (SUBCOMMITTEE, WORKING GROUP & DISCUSSION GROUP)**

**IF you are a working group or subcommittee chair or vice chair, YOU MUST attend the All Chairs meeting on Monday morning at 7:00 AM.**

[www.ewh.ieee.org/soc/pes/icc/](http://www.ewh.ieee.org/soc/pes/icc/)

**ICC Meeting Instructions Spring 2002**  
**Colorado Springs, Colorado**

**OPENING SESSION**

**Hear about:**

- Welcome address from CSU
- Last Minute Schedule Changes
- Special Announcements & Organizational Updates
- Awards for Hard Working ICC Members

**EDUCATIONAL PROGRAM**

- Get professional Engineer Credits
- Wednesday Afternoon for this meeting
- See Agenda on web site

**PRESENTATIONS**

**If you plan to make a presentation, please remember the following:**

- Overhead Projectors: Available for all meetings
- Computer & Computer Projectors: Available for PowerPoint Presentations at Subcommittee Meetings
- Make presentations clear and concise. Less is almost always better!
- USE LARGE FONTS!
- Locate the microphone and the projector switches before you make your presentation.
- Leave out commercialism. Company names and logos are allowed on the first slide only!

**\*\*\*\*\*PRELOAD PowerPoint PRESENTATIONS\*\*\*\*\***

**COMPUTER AVAILABLE ON SUNDAY AFTERNOON & EACH MORNING IN THE BALLROOM**

**BRING CD, FLOPPY, OR ZIP DISK**

**PLEASE USE OUR COMPUTER – CONNECTING YOUR COMPUTER CAUSES DELAYS**

**“PRESENTATIONS WILL BE REMOVED FROM THE MEETING COMPUTER AND GIVEN TO THE SC CHAIRMAN, AT THE END OF THE MEETING, FOR INCLUSION IN THE MINUTES**

**Remember:**

- Most Presentations are in Subcommittee Meetings.
- Working & Discussion Groups meet during Subcommittee Meetings  
(We try to avoid holding meetings with similar subjects at the same time)
- The ICC WEB Page URL is <http://www.ieee.org/power/icc> – go there for schedule updates

**See you in Colorado Springs.**

**Sincerely,  
Ken Bow  
Chairman, ICC**

[www.ewh.ieee.org/soc/pes/icc/](http://www.ewh.ieee.org/soc/pes/icc/)