

Dear IEEE Region 8 Section Chair,

You will shortly receive an invitation for Sections Congress and a link to the website at which the registration should be done. Sections Congress 2014 will take place in the RAI Convention Centre, Amsterdam, Netherlands, from Friday afternoon 22 August until Sunday evening 24 August. Prior to Sections Congress, we will have the Region 8 Committee meeting, which will take place on Thursday 21 August and Friday morning 22 August. The organization of these two events requires that each attendee will register him/herself by using a personal credit card; block registration for hotels - as we normally do for the Region 8 Committee meeting - is not possible. This option has been chosen because the hotels are separate from the Convention Centre. An unfortunate consequence of this choice is that maybe not all Region 8 members will be able to stay in the same hotel.

Sections Congress

The registration fee for Sections Congress includes the dinners on Friday and Saturday, the breakfasts on Saturday and Sunday, and the lunches on Saturday and Sunday. All cost involved with Sections Congress will have to be covered by personal, Section, or MGA funds; Region 8 does not play a role in this.

1. Primary Delegate

The Primary Delegate is the Section's representative who will have the right to vote on the recommendations that will be presented at Sections Congress. The registration fee for the Primary Delegate and three hotel nights (typically Friday, Saturday, Sunday night) will be covered by MGA.

The Section can choose its Primary Delegate. We strongly advise that a 'young' Section officer will be sent to Sections Congress, so that the Section can benefit for many years to come from the training that this person gets; sending a Section Chair (or any other officer) whose term will end soon, does not make much sense; sending an officer who has attended a previous Sections Congress and received his training there, does not make much sense either. Please think in the best interest for your Section!

2. Other delegates

The Section can send other delegates, but their registration fee and the hotel nights will not be covered by MGA (nor by Region 8).

3. Partners

Companions can register at the partner's fee. This fee includes only the dinners for Friday and Saturday. They can buy vouchers to take their breakfast in the RAI Convention Centre, like the delegates, but may prefer to have their breakfast in the hotel or somewhere else.

Region 8 Committee meeting

The Region 8 Committee meeting will start as usual with the welcome reception, a presentation by the Benelux Section, and the networking dinner on Wednesday evening 20

August. The actual meeting takes place in the RAI Convention Centre on Thursday (all day) and Friday morning.

Since the hotels are separate from the Convention Centre, the breakfasts and lunches on Thursday and Friday will be served in the RAI. A decision about the dinner on Thursday evening will be made later.

4. Section Representative

The Section can choose whether its Primary Delegate at Sections Congress will also be the Section Representative at the Region 8 Committee meeting; for most Sections this will be the obvious choice. Nevertheless, a Section may designate someone else as its Representative at the meeting.

Region 8 will cover the cost of two hotel nights (Wednesday and Thursday night) without breakfast; the breakfasts have to be taken in the RAI on Thursday and Friday morning. At registration you will be offered a choice of hotels (3, 4, 5 stars) and different categories (Standard, Deluxe, Executive, Superior, ...). Reimbursement by Region 8 shall never be more than the lowest-priced room for a 4-star hotel, i.e., EUR 129 + city tax per night. We try to have all Region 8 Committee Members in the same hotel (or in two hotels that are close to each other) and therefore suggest to book either the Standard room in the Holiday Inn or the Superior room in the Novotel, both at the rate mentioned above.

5. Other attendees

As usual, Sections may want to send more officers than just its official Representative to the meeting, or IEEE members may want to attend the meeting because of their personal interest. These people will of course be welcome at the meeting, but Region 8 cannot cover their accommodation cost. Sections may want to explore if room sharing is an option.

6. Partners

As usual, partners are welcome at the reception and dinner on Wednesday evening.

Hotels and travel

7. Hotels

As mentioned before, we prefer that you will stay in the Holiday Inn (Standard room) or the Novotel (Superior room). Please register for Sections Congress and make a hotel reservation as soon as possible, so that all Region 8 Committee members will be accommodated close to one another and we can benefit from the availability of the lowest-priced hotel rooms. Once again, if you are eligible for funding by Region 8, the maximum amount that shall be reimbursed for accommodation is EUR 129 + city tax per night for a maximum of two nights (Wednesday and Thursday night).

It is my personal opinion that the number of low-priced rooms reserved by IEEE Meetings, Conferences, and Events is rather limited, so please hurry! Even if you are not sure at this moment if you can make it, just register and reserve a room. After reservation, you are still

allowed to change the name of the person who will eventually use the room, you can change the date of arrival and departure, and you can cancel the room until two days before your stated arrival date.

Note also that the hotel will charge your credit card only at the end of your stay.

8. Travel

The usual rules for travel reimbursement hold. You are expected to arrive on Wednesday and to leave either (i) on Friday if you do not attend Sections Congress or (ii) on Sunday evening or Monday if you take part in Sections Congress. Please book your flights as soon as possible, using cheap flight opportunities, and note that August is a holiday month, so prices may go up rapidly.

Do not hesitate to contact me if you need further information.

Best regards,

Martin Bastiaans,
IEEE Region 8 Director.