

Attendance registration for the 119th Region 8 Committee meeting, 15-16 October 2022, Cairo, Egypt

Dear Region8 Section Chair, OpCom member, or Committee Chair,

We have been invited by the R8 Director Antonio Luque to the 119th IEEE Region8Committeemeeting from 15 to 16 October 2022, in Cairo, Egypt, as an in-person meeting at the Cairo Marriott Hotel, with no possibility of remote participation, unless the conditions become worse between now and then.

You can start arranging your travel and **purchase the flight tickets now** if you don't need an entry visa or need only an e-visa to Egypt, otherwise after obtaining the visa. **Application for e-visa can be submitted not before 90 days from arrival in Egypt.** Please, read carefully the instructions below before completing the Registration Forms.

THE FACTS:

119th IEEE Region8CommitteeMeeting

Dates: 15–16 October 2022.

Venue: Cairo Marriott Hotel & Omar Khayyam Casino, 16 Saray El Gezira Str., Zamalek, Cairo 11211, Egypt, caiomarriotthotel.com.

Meeting website: <https://ieeer8.org/category/committee/meetings/2022-october-cairo/>

Deadlines:

- Attendance confirmation: Wednesday, 15 June 2022.
- Registration: Wednesday, 10 August 2022.
- Reporting: Thursday, 15 September 2022.

CHECK-LIST: We rely on your cooperation! Please **take care** of the following **eight (8) items** in order to ensure a smooth meeting:

1 - ATTENDANCE REGISTRATION

2 - TRAVEL RESTRICTIONS AND COVID-19 ENTRY REQUIREMENTS IN EGYPT

3 - VISAS TO ENTER EGYPT

4 - TRAVEL

5 - REGISTRATION FEES FOR ADDITIONAL ATTENDEES

6 - CLAIMS/REIMBURSEMENT POLICY

7 - REPORTING

8 - PROVISIONAL MEETING AND SOCIAL EVENTS SCHEDULE

1 - ATTENDANCE REGISTRATION

You will be required to fill out two registration forms. To open these Google Forms you need to use your IEEE Google account. As part of IEEE membership, we all have access to such an account. The first one named **Attendance Form** is needed so that we can have an accurate estimation of the in-person attendees, as well as for issuing visa invitation letters well in advance. The second one named **Registration**, we need to prepare the rooming list for the hotel with your arrival/departure data. You may come back to your registration to add/change the details later. Please complete the forms as soon as you know the information, but no later than the deadlines, at these links:

Attendance Form: Ability to attend in-person, need for a visa invitation letter.

Deadline: End of Wednesday, **15 June 2022, UTC.**

Registration: Final confirmation & arrival/departure info.

Deadline: Wednesday, **10 August 2022, UTC.**

2 - TRAVEL RESTRICTIONS AND COVID-19 ENTRY REQUIREMENTS IN EGYPT

Vaccinated Travelers: Fully vaccinated travelers are not required to take a pre-departure test for Egypt. Passengers must have a [vaccine certificate](#) stating full COVID-19 vaccination at least 14 days before arrival. Approved vaccines are: AstraZeneca (Vaxzevria), Janssen, Moderna (Spikevax), Pfizer-BioNTech, Sinopharm, Sinovac, Sputnik V. The vaccine certificate must have a QR code or be approved by the Egyptian Embassy in the country of departure. Passengers **under 12 years old** are also exempt from pre-departure testing.

Non-Vaccinated Travelers: Travelers arriving from overseas, including Egyptian nationals, are required to **present a printed medical certificate** showing a negative COVID-19 test result. COVID-19 PCR and rapid antigen tests are accepted. The test must be taken no more than 72 hours before arrival. The test must have been issued by an approved laboratory and be based on a nasal or oral swab. A COVID-19 test used to depart Egypt becomes invalid for re-entry.

Official information on the COVID entry restrictions can be found at the following link: <https://www.visa-egypt.com/articles/travel-restrictions>. Please note that when having connecting flights there might be additional restrictions.

Remember that volunteers engaged in IEEE travel at this time voluntarily elect to participate in the activity with knowledge of the dangers involved. Volunteers should understand that IEEE will not indemnify them for any health risk or economic or other loss resulting from exposure to COVID-19 during travel. IEEE will not reimburse costs associated with mandatory or self-quarantine or isolation associated with IEEE volunteer travel.

3 - VISAS TO ENTER EGYPT

Nationals of most countries need a visa to enter Egypt, though in many cases electronic visa application is possible. See the list of eligible countries at <https://www.visa2egypt.gov.eg/eVisa/FAQ>

The official [Electronic Visa Portal](#) offers a convenient and safest solution, the application is fully online with no need to visit the embassy or consulate. The citizens from the above countries can also apply for a visa on arrival. **Application can be submitted not before 90 days from arrival in Egypt.** Typically, e-visa applicants will receive the decision in 7 working days. To complete the request, applicants provide basic personal, passport information, and travel and hotel details. The fees (\$25) are paid securely online using a debit or credit card. On approval, the eVisa is emailed directly to the applicant, to be presented on arrival in Egypt.

Foreign citizens who are not eligible for the Egypt online visa should seek guidance from their nearest Egyptian diplomatic mission.

Those who need visas, shall request from us an invitation letter needed when contacting the local embassy, by choosing the appropriate option in the Google form [Attendance](#).

4 - TRAVEL

The main meeting is planned to start on Saturday, 15 October at 8:00 h (CEST/Egypt time), and to end on Sunday, 16 April at 13:30 h (CEST/Egypt time).

Please plan to arrive on Friday, 14 October as there will be a Welcome Reception with the Egypt Section presentation and a cocktail at the Cairo Marriott Hotel in the evening at 18:00 h, followed by a dinner on a boat cruising on the Nile at 20:00–22:00 h. Your departure should be scheduled for Monday, 17 October, or if you need to leave earlier, Sunday, 16 October in the evening.

The hotel reservation will be made for you after your registration using the Google [Attendance Form](#). Region8 will cover the accommodation for (up to) 3 nights, only for the dates 14-17

October. You only have to take care of getting to the venue and back home (the costs will be reimbursed). Any additional nights outside the above dates have to be paid for by the participants themselves at the discounted rate of \$170/\$190 for single/double room per night, valid for up to 3 days before/after the meeting dates.

Flight tickets can be purchased now if you don't need an entry visa or only an e-visa, otherwise after obtaining the visa. Please select a convenient and inexpensive option on your own using economy class tickets. We kindly ask you to use websites such as www.skyscanner.net to find cost-sensitive options.

Additional travel information will be provided in the travel advisory that will be shared on our [R8 meeting website](#) at the beginning of July.

5 - REGISTRATION FEES FOR ADDITIONAL ATTENDEES

The 119th Region 8 Committee meeting is open to all IEEE members (except the executive sessions). However, Region 8 covers the expenses only for the R8 Committee members and IEEE guests invited by the R8 Director. This time, as the Covid-19 restrictions have been relaxed and lifted, it is possible for additional Section representatives and other IEEE members to attend the meeting, provided they also register (using the same forms described above) and pay a registration fee that covers the costs of: hotel meeting room PAX (including lunches on Saturday and Sunday), the Welcome Reception and dinner on Friday, the museum visit and the Gala Dinner on Saturday. The registration fee is \$ 250 for attendees and \$150 for their companions. Payment by a credit card will be required when filling out the Google Form [Registration](#): Final confirmation & arrival/departure info, before the deadline 10 August 2022.

6 - CLAIMS/REIMBURSEMENT POLICY

Please keep all the receipts for your travel expenses. The claim for reimbursement should be submitted using the [IEEE NextGen Concur system](#). If you are not registered, please do so now and use training videos on the website to learn how to use it. Specific instructions on how to claim reimbursement of expenses will be posted on the meeting website.

Please take note of the following important rules regarding eligibility for reimbursement from the Region 8:

- The delegate is presently serving as the Chair of the Section or has been appointed as the Chair's substitute to represent the Section at the meeting. [See also IEEE [REGION 8 Bylaws](#) R8-3.3.5: A Section Chair who is unable to attend a meeting of the Region8Committee may appoint an alternate with power to vote.]
- The delegate (be it the Section Chair or the substitute) has been duly reported - prior to the meeting - as a Section officer at <http://officers.vtools.ieee.org/> .
- The delegate has not served in the current Section officer position for more than 4 consecutive years or for more than 6 years in total. [This is in compliance with the [MGA Operations Manual](#), Section 9.4.F.7.d.]
- The Section has submitted annual reports (Officer reporting, Financial reporting, Meeting reporting) to MGA in time. [Reports are due annually by the third Friday of February; see [IEEE Geographic Unit Required Reporting](#) for more details.]
- The Section has submitted its report for the IEEE Region8Committeemeeting by Thursday, 15 September 2022.

7 - REPORTING

Every Section Chair, OpCom member and Subcommittee Chair is required to send its Report in advance, providing information about past, current and future activities, membership development and other plans.

Reporting: Google Form for Reports submission: Sections, OpCom and Subcommittees. The deadline for the report submission is Thursday, **15 September 2022!**

To be able to easily compare and share best practices and know-how, we have prepared reporting templates in MS Word format, containing the minimum specific content that needs to be reported. The templates can be downloaded from the [meeting web site](#) at the following links:

Section Chairs: [Template Section Reports 119th R8C Meeting October 2022](#)

OpCom: [Template OpCom Member Report 119th R8C Meeting October 2022](#)

SC Chairs: [Template Subcommittee Report 119th R8C Meeting October 2022](#)

Since we don't use a printed version of the Agenda Book any more, the Subcommittees have the freedom to format the report according to their needs and modify the template or use a [presentation](#), including pictures and other relevant information, and upload up to 5 files (max size of 10 MB each).

Please use the template as a starting point for your report, including all necessary and other information you think would be interesting for other Sections and you want to share it with all of us. Upload the report in MS Word format and PDF. We may use the Word file to make adjustments to the format, if needed. Your reports and other submitted information will be available on the web page for the [119th IEEE Region 8 Committee Meeting](#).

8-PROVISIONAL MEETING AND SOCIAL EVENTS SCHEDULE

Friday

18:00–19:30 Welcome reception: Egypt Section presentation and a cocktail, Cairo Marriott

19:30–20:00 Walk (5 min) to the boat on the Nile next to Marriott

20:00–22:00 Dinner on the boat Nile Maxim Restaurant cruising 2 hours on the Nile

Saturday

08:00–17:00 The R8C meeting, Day 1

17:30–18:15 Bus transfer to the National Museum of Egyptian Civilization

18:30–20:00 Visit of the museum exhibition and Pharaohs mummies (the golden parade)

20:00–23:00 Gala Dinner at the museum garden with Awards Ceremony

Sunday

08:00–13:30 The R8C meeting, Day 2

13:30–14:30 Adjourn and lunch

Monday

08:00–12:00 Giza Pyramids visit (optional)

Please, give us your suggestions for agenda items that you want to be discussed during the R8 Committee meeting.

If you are not attending and delegate your vote to a Section representative (alternate), please forward this email to your alternate and ask them to fill the registration form.

Thank you for your cooperation! If you have any questions, comments or need help, please feel free to contact me.

I would like to take this opportunity to thank you for your contributions to the success of IEEE Region 8 and its visibility!

Best regards,

Ljupco Karadzinov, IEEE R8 Secretary

secretary@ieeer8.org