

**From:** Ljupco Karadzinov IEEE <l.karadzinov@ieee.org>

**Sent:** Thursday, 19 January, 2023 01:16

**Subject:** Registration for the 120th Region 8 Committee meeting, 25-26 March 2023, Bucharest, Romania

Dear Region 8 Section Chair, OpCom member, or Committee of R8 member,

We have been invited by the R8 Director Vincenzo Piuri to the 120th IEEE Region 8 Committee meeting from 25 to 26 March 2023, in Bucharest, Romania, as an in-person meeting at the Radisson Blu Hotel Bucharest, with no possibility of remote participation.

You can start arranging your travel and **purchase the flight tickets now** if you don't need an entry visa. Please, read carefully the instructions below before completing the Registration Forms.

**THE FACTS:**

120<sup>th</sup> IEEE Region 8 Committee Meeting

Dates: 25–26 March 2023.

Venue: Radisson Blu Hotel Bucharest, Calea Victoriei 63-81, Sector 1, 010065, Bucharest, Romania, <https://www.radissonhotels.com/en-us/hotels/radisson-blu-bucharest>.

Meeting website: <http://march-2023.ieeer8.org/>

**Deadlines:**

- Attendance confirmation: Friday, 27 January 2023.

- Registration: Wednesday, 1 March 2023.

- Reporting: Thursday, 9 March 2023.

**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**

**3 - ENTRY VISAS TO ROMANIA**

**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 Form** 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 **Friday, 27 January 2023, UTC.**

**Registration Form:** Final confirmation & arrival/departure info.  
Deadline: **Wednesday, 1 March 2023, UTC.**

## **2 - TRAVEL RESTRICTIONS AND COVID-19 ENTRY REQUIREMENTS**

COVID-19 travel restrictions were lifted in Romania. Providing proof of vaccination, recovery from COVID-19 or negative test results is not required. Official information on the COVID entry restrictions can be found at the following link below. Please note that when having connecting flights there might be additional restrictions.

<https://europa.eu/youreurope/citizens/travel/travel-and-covid/romania>  
<https://www.mae.ro/en/node/30320> ; <https://www.mae.ro/en/node/28114>

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 – ENTRY VISAS TO ROMANIA**

List of states whose citizens, holders of simple passports, are required a visa upon entry on the Romanian territory can be found on the following link of the Romania Ministry of Foreign Affairs <https://www.mae.ro/en/node/2040>. The fees for short stay entry visas to Romania (marked C) are EUR 80. Nationals of some states must be in possession of an invitation endorsed by the Inspectorate General for Immigration from the Ministry of Internal Affairs, which they must submit when applying for a short-stay visa (e.g. Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Morocco, Nigeria, Tunisia, Yemen, etc.). For this purpose, the IEEE Romania Section will provide a list of applicants to the Immigration Office. More information about the supporting documents (<https://evisa.mae.ro/SupportingDocuments>) and visa application form (<https://www.mae.ro/en/node/2060>) options and answers will be sent to those who need an entry visa.

eVisa electronic portal, can be accessed 24/7 at address <http://evisa.mae.ro/>, with the aim of reducing the waiting time at a diplomatic mission/consulate and at streamlining the visa application process. More info at: <https://www.mae.ro/en/node/18909> .

Those who need visas shall request from us an invitation letter needed to be submitted with the application by choosing the appropriate option in the Google [Attendance Form](#).

## **4 - TRAVEL**

The main meeting is planned to start on Saturday, 25 March at 8:00 h (CEST), and to end on Sunday, 26 March at 13:30 h (CEST).

**Section Chairs:** Please plan to arrive on Friday, 24 March as there will be a Welcome Reception with the Romania Section presentation and a cocktail at the Radisson Blu Hotel in the evening at 18:00 CEST, followed by a dinner. Your departure should be

scheduled for Monday, 27 March, or if you need to leave earlier, Sunday, 26 March in the evening.

**Newly elected Section Chairs** starting their office in 2023 are invited to arrive on Thursday 23 March, so they can attend an orientation session for the new Section Chairs on Friday 24 March 2023.

**Members of the OpCom and the Committees of R8** (previously called R8 Subcommittees ) are also invited to arrive on Thursday 23 March, to take part in the Committees in-person meetings in the morning on Friday, 24 March. Please note that the this does not apply to the corresponding committees' members.

The hotel reservation will be made for you after your registration using the Google [Registration Form](#). Region 8 will cover the accommodation for (up to) 3 or 4 nights (as explained above), only for the dates 23-27 March. Any additional nights outside the above dates have to be arranged and paid for by the participants themselves using individual booking option, which will be provided later. You only have to take care of getting to the venue and back home (the costs will be reimbursed).

Flight tickets can be purchased now if you don't need an entry 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](http://www.skyscanner.net) to find cost- economical options.

Additional travel information will be provided in the travel advisory that will be shared on our [120th IEEE R8C meeting website](#) at the beginning of February.

## **5 - REGISTRATION FEES FOR ADDITIONAL ATTENDEES**

The 120<sup>th</sup> 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 global 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: meeting room PAX (including lunches on Saturday and Sunday), the Welcome Reception on Friday, the sightseeing tour and the Gala Dinner on Saturday. The registration fee is \$ 300 for attendees and \$180 for their companions. Payment by a credit card using vTools Events is required before the deadline Wednesday, 1 March 2023, at the following link: <https://events.vtools.ieee.org/m/343368>. The additional attendees will have to book their hotel accommodation individually. We shall provide the link for the Radisson Blue individual booking at the beginning of February.

## **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](#) using ERP4 code 9.01.102. 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 R8 for Section Chairs:

- 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 Region 8 Committee 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 Region 8 Committee meeting by Thursday, 9 March 2023.

## 7 - REPORTING

Every Section Chair, OpCom member and Committee of R8 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, 9 March 2023!**

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: [Template Section Reports 120th R8C Meeting March 2023.docx](#)

OpCom: [Template OpCom Member Report 120th R8C Meeting March 2023.docx](#)

Committee of R8: [Template Committee of R8 Report 120th R8C Meeting March 2023.docx](#)

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 [120th IEEE Region 8 Committee Meeting](#).

**8 – PROVISIONAL MEETING AND SOCIAL EVENTS SCHEDULE**  
**Friday, 24 March 2023**

08:00–18:00 Committees of R8 in-person meetings  
18:00–19:30 Welcome reception: IEEE Romania Section & University  
Politehnica of Bucharest presentation and a cocktail  
19:30–22:30 Welcome Dinner

**Saturday, 25 March 2023**

08:00–17:00 The R8C meeting, Day 1  
17:30–19:30 Sightseeing Bucharest City  
20:00–23:00 Gala Dinner at the Bragadiru Palace, Grand Colosseum Hall

**Sunday, 26 March 2023**

08:00–13:30 The R8C meeting, Day 2  
13:30–14:30 Adjourn and lunch

**Monday, 27 March 2023**

Departure or optional self-paid Dracula's Castle and Transylvania Day Trip

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 attendance and registration forms.

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](mailto:secretary@ieeer8.org)