

## INVITATION LETTER TO THE 123RD IEEE REGION 8 COMMITTEE MEETING

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

We have been invited by the R8 Director Vincenzo Piuri to the 123<sup>rd</sup> IEEE Region 8 Committee meeting, Saturday–Sunday, 19–20 October 2024, Bordeaux, France, 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 to France. Additional and last minute information will be provided at the meeting website:

<https://ieeer8.org/category/committee/meetings/2024-october-bordeaux/>

Please, read carefully the instructions below before completing the registration forms.

**1 – VENUE**

**2 – PROVISIONAL MEETING SCHEDULE**

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**5 – ENTRY VISAS TO FRANCE**

**6 – TRAVEL**

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**8 – CLAIMS/REIMBURSEMENT POLICY**

**9 – REPORTING**

If you are Section Chair and not going to attend the meeting, you can delegate your vote to a Section representative (alternate) and forward this information to your alternate.

Please, send us your suggestions for the Agenda items that you want to be discussed during the R8 Committee meeting. Thank you for your cooperation!

If you have any questions, comments or need help, please feel free to contact me.

Best regards,

Ljupco Karadinov, IEEE R8 Secretary

[secretary@ieeer8.org](mailto:secretary@ieeer8.org)

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**1 – VENUE**

Renaissance Bordeaux Hotel, 16 rue de Gironde, 33300 Bordeaux, France,

service commercial: +33 5 33 52 13 54, direct line: +33 5 33 52 13 87,

hotel website: [renaissancebordeauxhotel.com](http://renaissancebordeauxhotel.com) or

[https://www.marriott.com/en-us/hotels/bodbr-renaissance-bordeaux-hotel/overview/?EM=DNM\\_RENAISSANCEBORDEAUXHOTEL.COM](https://www.marriott.com/en-us/hotels/bodbr-renaissance-bordeaux-hotel/overview/?EM=DNM_RENAISSANCEBORDEAUXHOTEL.COM)

**2 – PROVISIONAL MEETING SCHEDULE**

**Friday, 18 October 2024**

19:00–19:30 Welcome reception: France Section presentation & cocktail (Gina Rooftop Restaurant)

19:30–23:00 Welcome Dinner (Gina Rooftop Restaurant)

**Saturday, 19 October 2024**

09:00–17:00 The R8C meeting, Day 1: Renaissance Hotel, Meeting room: Château Petrus

17:30–19:00 Sightseeing (wine museum Cité du Vin)

19:30–23:00 Gala Dinner on a river cruising boat (Les Bateaux Bordelais)

**Sunday, 20 October 2024**

09:00–13:30 The R8C meeting, Day 2: Renaissance Hotel, Meeting room: Château Petrus

13:30–14:30 Adjourn and lunch

**Monday, 21 October 2024**

Departure or optional self-paid sightseeing

**3 – DEADLINES**

- Registration: Friday, 16 August 2024

- Reporting: Friday, 4 October 2024

- Presentations: Monday, 14 October 2024

#### 4 – ATTENDANCE REGISTRATION

You are required to fill out the registration forms accessible by the links below. 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 **Attendance confirmation** form is needed so that we can have an accurate estimation of the number of in-person attendees. The **Registration Form** is required to prepare the rooming list for the hotel with your arrival/departure data and your dietary restrictions; please complete this forms as soon as you purchase your flight tickets, but no later than the deadline.

**Attendance confirmation:** ability to attend in-person  
Google Form <https://forms.gle/QmHDn2oz3CR6ebLw7>  
Deadline: **ASAP**

**Registration:** final confirmation & arrival/departure info  
Google Form <https://forms.gle/zc6nX1eG9UDvdB9P9>  
Deadline: **Friday, 16 August 2024**

#### 5 – ENTRY VISAS TO FRANCE

Please use the [“Visa Wizard” on the France-Visas site](#) to check, based on your situation, whether you need a visa and if so, what type. The wizard will also tell you what documents must be enclosed with your application, along with the relevant fee. More information at the official web site <https://france-visas.gouv.fr/en/web/france-visas/home>. If you need a visa, please provide the information needed for sending you a visa invitation letter by the IEEE France Section colleagues using the Google Form:

**Visa letter request:** need for a visa invitation letter  
Google Form <https://forms.gle/m2FNxMeu3cuCMPAe9>  
Deadline: **ASAP**

#### 6 - TRAVEL

The main meeting is planned to start on Saturday, 19 October 2024, at 9:00 h (CEST), and to end on Sunday, 20 October, at 13:30 h. Please plan to arrive on Friday, 18 October, as there will be a Welcome Reception with the France Section presentation and a cocktail at the Renaissance Hotel, Gina Rooftop Restaurant in the evening at 19:00 h, followed by a dinner. Your departure should be scheduled for Monday, 21 October, or if you need to leave earlier, Sunday, in the afternoon/evening.

**Accommodation:** Region 8 will cover the accommodation for R8 Committee members for (up to) 3 nights (as explained above), only for the dates 18 – 21 October 2024. You will have to take care of getting to the venue and back home (the costs will be reimbursed). The hotel reservation confirmation will be made for you after your registration using the Google Form:

**Registration:** final confirmation & arrival/departure info  
Google Form <https://forms.gle/zc6nX1eG9UDvdB9P9>  
Deadline: **Friday, 16 August 2024**

Any additional nights outside the above dates in the Renaissance Hotel have to be arranged and paid for by the participants themselves using individual booking. The Renaissance Hotel discounted prices are: Deluxe bedroom « La Muse » single occupancy € 199.00 per night, including breakfast buffet and value added tax. This room rate does not include city tax at the price of 2.64€ per person per night. Double occupancy: 20€ will be added to the room rate for the breakfast of the second person.

**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 standard economy class tickets. We kindly ask you to use websites such as [www.skyscanner.net](http://www.skyscanner.net) to find most economical options. The booked tickets can be reimbursed before the meeting through IEEE NextGen Expense Reimbursement (Concur). If the price of your ticket exceeds \$1,200, please contact Region 8 Assistant Treasurer Pascal Lorenz [lorenz@ieee.org](mailto:lorenz@ieee.org) for approval. Please note that Region 8 does not have the resources to book the tickets for you. However, [IEEE - IEEE Travel Program](#) offers such a service. Additional travel information, including the airport to the hotel transportation, will be provided in the **Travel Advisory** that will be shared on our [123nd IEEE R8C meeting](#) website.

## **7 – REGISTRATION FEES FOR ADDITIONAL ATTENDEES**

The 123<sup>rd</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. Additional Section representatives and other IEEE members can 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 additional attendees will also have to book their hotel accommodation individually. The registration fee is \$350 for attendees and \$250 for their companions. Payment by a credit card using vTools Events is required before the deadline at the following link:

**vTools Events registration fee payments** (only for not invited participants):

Web page <https://events.vtools.ieee.org/m/417188>

Deadline: **Friday, 16 August 2024**

## **8 – 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](#) and codes Expense Report Purpose Level 1: Regions, Level 2&3: Eur. Mid. East Africa - Region 8, Level 4: 104 R8 Cmte. Meeting Fall Travel (9.01.104). If you are not registered with Concur, 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 for 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 R8 Committee meeting by Friday, 4 October 2024.

## **9 – 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. Those who are presenting an item on the agenda, shall upload the presentation(s) in PPT format (max file size 100 MB) before the meeting. Please use the Google Forms links:

**Reporting** (Sections, OpCom, Committees):

Google Form <https://forms.gle/DUCYCoUkufhRrTci9>

Deadline: **Friday, 4 October 2024**

**Presentations** (PPT format, meeting presenters):

Google Form <https://forms.gle/XaDxRsyotVDr7Tma6>

Deadline: **Monday, 14 October 2024**

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:

## Report Templates

- [Template OpCom Member Report](#)
- [Template Section Reports](#)
- [Template Committee of R8 Report](#)

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 [Template IEEE Corporate 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 the necessary and other information you think would be interesting to other Sections and which you want to share with all of us. Upload the report in PDF format. Your reports and other submitted information will be available on the web page for the [123<sup>rd</sup> IEEE Region 8 Committee Meeting](#).