

**INVITATION LETTER TO THE 124TH IEEE REGION 8 COMMITTEE MEETING
BUDAPEST, HUNGARY, 4-6 APRIL 2025**

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

We have been invited by the R8 Director Mike Hinchey to the 124th IEEE Region 8 Committee meeting, Saturday–Sunday, 5–6 April 2025, Budapest, Hungary, with no possibility of remote participation.

Please, READ CAREFULLY THE INSTRUCTIONS BELOW before arranging your travel. You can **purchase the flight tickets now** if you don't need an entry visa to Hungary and complete the Registration Form.

Additional and last-minute information will be provided at the meeting website:

<https://ieeer8.org/category/committee/meetings/2025-april-budapest/>

If you are a 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.

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

Best regards,

Ljupco Karadzinov, IEEE R8 Secretary

secretary@ieeer8.org

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1 – VENUE

InterContinental Budapest

Apáczai Csere János utca 12-14., 1052 Budapest, Hungary

+36 1 327 6378 | +36 20 250 6729

Hotel website: www.budapest.intercontinental.com

InterContinental Budapest: [Instagram](#) | [Facebook](#)

2 – PROVISIONAL MEETING SCHEDULE

Friday, 4 April 2025

09:00–17:30 Committees of R8 in-person meetings & new Section Chairs orientation session

18:00–19:00 Welcome reception: Hungary Section presentation & cocktail

19:00–22:00 Welcome Dinner

Saturday, 5 April 2025

09:00–17:30 The R8C meeting, Day 1

17:30–19:00 Sightseeing: walking tour to Pest city

19:00–22:00 Gala Dinner on the Boat Europa

Sunday, 6 April 2025

09:00–13:00 The R8C meeting, Day 2

13:00–14:00 Adjourn and lunch

14:00–19:00 Optional Sightseeing Buda old city and castle – self organized

Monday, 7 April 2025

Departure or optional self-paid sightseeing

3 – DEADLINES

- Registration: Friday, 28 February 2025
- Reporting: Thursday, 20 March 2025
- Presentations: Monday, 31 March 2025

4 – ATTENDANCE REGISTRATION

Please confirm your availability to attend the 124th IEEE Region 8 Committee Meeting using:

Attendance confirmation: ability to attend in-person

Google Form <https://forms.gle/aqR8QUWBiv1oMWNf8>

Deadline: **ASAP**

This Attendance Form is needed so that we can have an accurate estimation of the in-person attendees for the meeting room, social events and hotel rooms reservation. This form is not the meeting registration form.

To reserve a hotel room for you and confirm the social events attendance, please register using the Google Form below only after arranging your travel and purchasing your flight ticket providing the exact arrival/departure dates and times at/from the venue.

Registration (attendance confirmation): final confirmation & arrival/departure info

Google Form <https://forms.gle/f1EmyXRKvvgMnk9Z9>

Deadline: **Friday, 28 February 2025**

IMPORTANT: Any hotel guest no-show or hotel rooms cancellations 30 calendar days or less before the meeting dates (3 March 2025 to 2 April 2025) will be charged 100% of the full booking value for the entire stay and no refund will be made. After the first night no-show, the hotel is entitled to release the reserved rooms affected by no-show without the prior consent of the Client.

If you register and confirm your arrival/departure dates, but for any reason are not able to travel and attend, please inform us as soon as possible of the cancellation or dates changes, so that we can try to cancel the room in time. If the hotel charges us for not used rooms, this expense will not be paid by R8 and will be transferred to you.

5 – ENTRY VISAS TO HUNGARY

Please use the official web site "["Visa for Hungary"](#) to check [whether you need a visa](#) and if so, what type, [how to apply](#), [List of Third Countries Where a Schengen State Issues Visas on Behalf of Hungary](#) and the [Visa Application Forms](#). If you need a visa, you will need to apply to the Hungarian embassy or consulate in your country of residence, or a visa application center acting on their behalf. Hungary partners with the firm VFS Global to process visas - so they may act on Hungary's behalf in your country. The visa processing fee is €80 for adults. The processing time for a Hungarian Schengen Visa may take up to 15 days in a normal situation - but could take up to 60 days to be issued in extreme circumstances. You can apply for your visa up to six months before you travel.

If you need a visa, the IEEE Hungary Section colleagues will send you a business events invitation letters containing confirmation of the group hotel booking, expense and cost coverage as inviting sponsor, and information on the IEEE travel insurance. Don't purchase round-trip flight ticket before the visa is issued as no confirmed booking is requested. Please provide the information needed for sending you the visa invitation letter using the Google Form:

Visa letter request: need for a visa invitation letter

Google Form <https://forms.gle/JtF1XSoCYKunBf3E7>

Deadline: **ASAP**

6 - TRAVEL

The main meeting is planned to start on Saturday, 5 April at 9:00 h (CEST), and to end on Sunday, 6 April at 13:00 h (CEST).

Committees of R8 in-person meetings will be held on Friday, 4 April 2025, 09:00–17:30 h (CEST).

Section Chairs: Please plan to arrive on Friday, 4 April as there will be a Welcome Reception with the Hungary Section presentation and a cocktail at InterContinental Budapest in the evening at 18:00 h, followed by a dinner. Your departure should be scheduled for Monday, 7 April, or if you need to leave earlier, Sunday, 6 April in the afternoon/evening.

Newly elected Section Chairs starting their office in 2025 are invited to arrive on Thursday 3 April, so they can attend an orientation session for the new Section Chairs in the morning Friday, 4 April 2025.

Members of the OpCom and the Committees of R8 (previously called R8 Subcommittees) are also invited to arrive on Thursday 3 April, to take part in the Committees in-person meetings in the morning on Friday, 4 April. Please note that this does not apply to the corresponding committees' members.

Accommodation: Region 8 will cover the accommodation for (up to) 3 or 4 nights, only for the meeting dates, 3 or 4 April – 7 April 2024 (as explained above). You will have to take care of getting to the venue and back home (the costs will be reimbursed). Please note that the hotel check-in time is after 15:00 h on the day of arrival. The hotel reservation will be made for you after you confirm your arrival/departure dates and times using the Registration Google Form as explained [above](#).

Any additional nights outside the above dates in the InterContinental Budapest have to be arranged and paid for by the participants themselves using individual booking. The discounted prices are: single occupancy € 199.00 per night, including breakfast buffet and value added tax; 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 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 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 [124th IEEE R8C meeting](#) website.

7 – REGISTRATION FEES FOR ADDITIONAL ATTENDEES

The 124th 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 \$400 for attendees and \$300 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/461543>

Deadline: **Friday, 28 February 2025**

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 Spring Travel (9.00.2). 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 9.5.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 Thu, 20 March 2025.

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/1KqMsosV3Hj7fUN58>

Deadline: **Thursday, 20 March 2025**

Presentations (PPT format, meeting presenters):

Google Form <https://forms.gle/iGZqqGrQ5UjtoWDn7>

Deadline: **Monday, 31 March 2025**

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 [124th IEEE Region 8 Committee Meeting](#).