

**INVITATION LETTER TO THE 125TH IEEE REGION 8 COMMITTEE MEETING
DUBROVNIK, CROATIA, 18-19 OCTOBER 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 125th IEEE Region 8 Committee meeting, Saturday–Sunday, 18–19 October 2025, Dubrovnik, Croatia, 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 Croatia and complete the Registration Form.

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

<https://ieeer8.org/category/committee/meetings/2025-october-dubrovnik/>

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 Karadinov, IEEE R8 Secretary

secretary@ieeer8.org

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1 – VENUE

[Rixos Premium Dubrovnik](#)

Address: Liechtensteinov put 3, 20000, Dubrovnik, Croatia

Phone: +385 20 200 000

Hotel website: <https://www.rixos.com/en/hotel-resort/rixos-premium-dubrovnik>

2 – PROVISIONAL MEETING SCHEDULE

Friday, 17 October 2025

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

19:00–22:00 Welcome Dinner

Saturday, 18 October 2025

09:00–17:30 The R8C meeting, Day 1

17:30–19:00 Sightseeing

19:00–22:00 Gala Dinner

Sunday, 19 October 2025

09:00–13:00 The R8C meeting, Day 2

13:00–14:00 Adjourn and lunch

Monday, 20 October 2025

Departure

3 – DEADLINES

- Registration: Friday, 5 September 2025

- Reporting: Thursday, 2 October 2025

- Presentations: Monday, 13 October 2025

4 – ATTENDANCE CONFIRMATION AND REGISTRATION

Please confirm your availability to attend the 125th IEEE Region 8 Committee Meeting using:

Attendance confirmation: ability to attend in-person

Google Form <https://forms.gle/StzoYLyKQHg3SsPF8>

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: final confirmation & arrival/departure info

Google Form <https://forms.gle/jKBYUEFHnE6AwfvF7>

Deadline: **Friday, 5 September 2025**

IMPORTANT: Any hotel guest no-show or hotel rooms cancellations 30 calendar days or less before the meeting dates 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 cancelation 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 CROATIA

Please use the official web site of "[Ministry of Foreign and European Affairs of Republic of Croatia](#)" to check [whether you need a visa](#) and if so, what type, [how to apply](#), [List of Embassies of the Republic of Croatia in the world](#) and the [Visa Application Forms](#). If you need a visa, you will need to apply to the Croatian embassy or consulate in your country of residence, or a visa application center acting on their behalf. Croatia partners with the firm [VFS Global](#) to process visas - so they may act on Croatia's behalf in your country. The visa processing fee is €90 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 45 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 Croatia 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/St4z4xfJjm5ouFrXA>

Deadline: **ASAP**

6 - TRAVEL

The main meeting is planned to start on Saturday, 18 October at 9:00 h (CEST), and to end on Sunday, 19 October at 13:00 h (CEST). Please plan to arrive on Friday, 17 October, as there will be a Welcome Reception with the Croatia Section presentation and a cocktail at Rixos Premium Dubrovnik in the evening at 18:00 h, followed by a dinner. Your departure should be scheduled for Monday, 20 October, or if you need to leave earlier, Sunday, 19 October in the afternoon/evening.

Accommodation: Region 8 will cover the accommodation for (up to) 3 nights, only for the meeting dates, 17–20 October 2025 (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 Rixos Premium Dubrovnik have to be arranged and paid for by the participants themselves using individual booking. The discounted prices are: single occupancy 230€ per night, including breakfast and VAT; double occupancy: 240€; city tax pp 1.86€.

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. Any travel arrangements to attend any R8 meetings/events starting outside the country of residence, as well as all flight tickets from outside the R8, need to be preapproved by the R8 Director or the R8 Treasurer and will not be reimbursed more than the travel costs from the country of residence. 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 [125th IEEE R8C meeting](#) website.

7 – REGISTRATION FEES FOR ADDITIONAL ATTENDEES

The 125th 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/486652>

Deadline: **5 September 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: Region 8 – Eur. Mid. East Africa, Level 4: R8 Cmte.Meeting Fall Travel (9.00.4). 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.

- The Section's Chair or his/her delegate will not be reimbursed by R8 for attending the Dubrovnik 2025 Fall R8 Committee meeting, if the Section is required to conduct election during the 2025 calendar year (for the Section officers starting term in office in 2026), but the election process is not run as defined in the MGA OpMan, Section 9.13, or the deadlines are not met.

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/tvYxhpoCgEfd1Uqs8>

Deadline: **Thursday, 2 October 2025**

Presentations (PPT format, meeting presenters):

Google Form <https://forms.gle/NQQaq1NtjKL8t3Qz7>

Deadline: **Monday, 13 October 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/Subsection 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 [125th IEEE Region 8 Committee Meeting](#).