

**INVITATION LETTER TO THE 127<sup>TH</sup> IEEE REGION 8 COMMITTEE MEETING  
GLASGOW, SCOTLAND, UNITED KINGDOM, 20–21 AUGUST 2026**

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

We have been invited by the R8 Director Dusanka Boskovic to the 127<sup>th</sup> IEEE Region 8 Committee meeting, Glasgow, Scotland, United Kingdom, from Thursday 20 August 2026 to Friday 21 August 2026, with no possibility of remote participation. You are also invited to the IEEE Sections Congress 2026 (SC2026) and R8 will cover the expenses not covered by the MGA (for the Section Chairs it is the hotel 19 and 20 Aug and R8 social events; all costs for others).

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 UK and complete the Registration Form.

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

<https://ieeer8.org/category/committee/meetings/2026-august-glasgow/>

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](mailto:secretary@ieeer8.org)

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**1 – VENUE**

TBD

**2 – PROVISIONAL MEETING SCHEDULE**

**Wednesday, 19 August 2026**

Arrival

**Thursday, 20 August 2026**

09:00–17:00 The R8 Committee Meeting, Day 1

17:00–19:00 Sightseeing (individual, hop-on-hop-off)

19:00–22:00 Gala Dinner & Awards Ceremony

**Friday, 21 August 2026**

09:00–13:00 The R8 Committee Meeting, Day 2

13:00–14:00 Adjourn and lunch

Afternoon: IEEE Sections Congress 2026 registration and opening ceremony

**Sat-Sun, 22-23 August 2026**

IEEE Sections Congress 2026

**Monday, 24 August 2026**

Departure

**3 – DEADLINES**

- Registration: Wed, 22 Jul 2026

- Reporting: Tue, 11 Aug 2026

- Presentations: Sat, 15 Aug 2026

**4 – ATTENDANCE CONFIRMATION AND REGISTRATION**

Please confirm your availability to attend the 127<sup>th</sup> IEEE Region 8 Committee Meeting using:

**Google Form: 1. Glasgow R8 Committee Meeting attendance confirmation** (ability to attend in-person)

<https://forms.gle/p8UEwxMnHNdJcbna7>

Deadline: **ASAP**

This Attendance Form is needed so that we can have an accurate estimation of the in-person attendees for the meeting room and the gala dinner. This form is not the meeting registration form.

To make final confirmation of your 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, food preferences/restrictions, etc.

**Google Form 2. Glasgow R8 Committee Meeting Registration** (final confirmation, arrival/departure info, food restrictions, etc.) <https://forms.gle/hkZL4j7s8tTYqRVP6>

Deadline: **Wed, 22 Jul 2026**

**5 – ENTRY VISAS TO UK**

If you need a visa, please request an invitation letter from the IEEE Sections Congress 2026 registration form at <https://2026.sections-congress.ieee.org/sc2026-registration/>.

**6 - TRAVEL**

The main meeting is planned to start on Thursday, 20 August at 9:00 h, and to end on Friday, 21 August at 13:00 h. Please plan to arrive on Wednesday, 19 August. Your departure should be according the IEEE Sections Congress 2026 rules on Monday, 24 August, or if you need to leave earlier, Sunday, 23 August in the afternoon/evening.

**Accommodation:**

You shall reserve a hotel room yourself NOW, following the instructions on the Sections Congress 2026 accommodation web site: <https://2026.sections-congress.ieee.org/sc2026-venue-accommodations/>.

**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. 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 [127<sup>th</sup> IEEE R8C meeting](#) website.

**7 – REGISTRATION FEES FOR ADDITIONAL ATTENDEES**

The 127<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. 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 Thursday and Friday) and the Gala Dinner. The additional attendees will also have to book their hotel accommodation individually. The registration fee is \$225 for not-invited attendees and \$100 for their companions (if attending the Gala Dinner). Payment by a credit card using vTools Events is required at the following link:

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

Web page <https://events.vtools.ieee.org/m/539465>

Deadline: **Wed, 22 Jul 2026**

**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](#). If you are not registered with Concur, please do so now and use training videos on the website to learn how to use it.

Section Chairs (Primary Section Delegates) will need to submit two separate reimbursement claims to:

- MGA for the flight tickets, ground transportation and visa costs (if applicable), hotel accommodation for 3 nights for dates 21-24 August.
- R8 for hotel accommodation for 2 nights and related costs for the days 19-21 August.

Other invited R8 attendees (OpCom member, Committee of R8 Chair, etc.) will be reimbursed by R8 using a single expense claim report for all approved expenses for the days 19-24 August.

R8 Concur code: 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).

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 Tue, 11 Aug 2026.

## 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/g1Gfrtdg6WYGxdGZ9>

Deadline: **Tue, 11 Aug 2026**

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

Google Form <https://forms.gle/CSfKdfR5D7hVVeTbA>

Deadline: **Sat, 15 Aug 2026**

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 [127th IEEE Region 8 Committee Meeting](#).