**IEEE Sections Congress 2014**

**Region10 – Financial Support Notice**

Dear R10 Section Chairs, Subsection Chairs, Council Chairs, and ExCom Members,

IEEE Sections Congress 2014 (SC2014) will be held on 22 - 24 August 2014, in Amsterdam, Netherlands. It will be held at the RAI Convention Center.

The theme for SC2014 is “Inspiring Our Leaders of Tomorrow”. Sections Congress 2014 is the ideal place to network and share knowledge, provides a means to increase leadership skills and a working knowledge of IEEE, and is a venue for expressing opinions and concerns through recommendations for action, which will be used by the IEEE Board of Directors to guide IEEE into the future.

The goals of SC2014 are three-fold; 1) to provide an opportunity for delegates to gain information and training skills; 2) to network and build relationships with other volunteers within IEEE; and 3) to serve as a forum for Section representatives and other local leaders, enabling them to voice – on behalf of the collective membership – the ideas, issues, and recommendations which will impact the development and growth of IEEE throughout the world, reinforcing its vitality and relevance to those it serves.

In addition to the individual growth and networking fostered by Sections Congress, there are more far-reaching results.

The caucuses will generate specific, practical recommendations for action. During the Closing Ceremony, the delegates will have the opportunity to assign a priority level to each of the recommendations through the balloting process.

The results will be announced as part of the Ceremony and will be delivered to the IEEE Board of Directors for implementation in strategic planning for the future of IEEE.

Please refer to the SC2014 website (http://www.ieee.org/sc2014) for details.

Region 10 will also have its additional R10 Meet on August 22, 2014 8am-noon to be attended by all participating delegates from the Region 10.

Sections Congress is an important event which brings the leaders of IEEE communities together and provides an excellent opportunity for networking and training the next generation leaders. It is requested to encourage volunteers of the sections to participate in the Congress so that we achieve 100% participation from the Region 10.

This document describes Region 10 financial support program to section chairs, sub-section chairs, Student/Young Professional/WIE volunteers, council chairs, and ExCom members, who attend SC2014.

**FINANCIAL SUPPORT INFORMATION**

1. **Primary Delegates from Sections**

MGA is covering following for ***the primary delegates*** from sections.

1. Registration fee for SC2014
2. Sleeping room rent (hotel accommodation) for 3 nights stay for attending SC2014 (Reservation should be made through RAI Hotel & Travel Service on SC2014 registration site)

Then, Region 10 additionally provides

1. Travel support for Section primary delegates (mainly for airfare and 1 additional night on 21 August) **through Sections**.

**LARGE and MEDIUM Section** (501+ members): up to 1,500 USD

**SMALL Section** (~500 members): up to 2,000 USD

The sections are requested to support their nominated delegates to cover the balance of the costs of attending SC2014 which may include airfare, accommodation, food and taxi as necessary but the balance is expected to be minimal. The primary delegate is expected to claim his/her expenses from the section and R10 according to the R10 Reimbursement Policy described at the end of this document.

Reimbursement procedure is as follows:

1. A primary delegate makes his/her congress registration with special event code provided by the Region 10 Sections Congress 2014 Coordinator, Dr. Zia Ahmed (ziaieee@gmail.com). Region 10 does not cover Partners/Jr. Partners’ registration fee.
2. The delegate makes their hotel reservation through the SC2014 registration site. (preferably 4 nights from 21 through 25 August) Please note that breakfasts on 22, 23, 24 August will be provided at RAI, which should be out of travel claims.
3. The delegate makes other travel arrangement (air-ticket, needed stop-over stay, etc.).
4. The delegate pays whole hotel (including 3 nights to be covered by MGA) and other travel expenses.
5. The delegate submits his/her expense report to both of the section and the regional treasurer Prof. Takao Onoye (r10-treasurer@ieee.org).
6. Region 10 reimburses up to 1,500/2,000 USD + 3 nights hotel charges to the delegate.
7. If any balance payment exists, the section reimburses to the delegate.

2. **Delegates from Sub-Sections**

Region 10 provides the travel support for one delegate per **sub-section** up to 2,000 USD plus his/her SC2014 registration fee.

The subsections are requested to support their nominated delegates to cover the balance of the costs of attending SC2014 which may include airfare, accommodation, food and taxi as necessary but the balance is expected to be minimal. The primary delegate is expected to claim his/her expenses from the subsection and R10 according to the R10 Reimbursement Policy described at the end of this document.

Reimbursement procedure is as follows:

1. A primary delegate makes his/her congress registration (no event code provided) and completes his/her payment by 29 July with early registration fee. Region 10 does not cover Partners/Jr. Partners’ registration fee.
2. The delegate makes their hotel reservation through the SC2014 registration site. (preferably 4 nights from 21 through 25 August) Please note that breakfasts on 22, 23, 24 August will be provided at RAI, which should be out of travel claims.
3. The delegate makes other travel arrangement (air-ticket, needed stop-over stay, etc.).
4. The delegate pays whole hotel and other travel expenses.
5. The delegate submits his/her expense report to both of the subsection and the regional treasurer Prof. Takao Onoye (r10-treasurer@ieee.org).
6. Region 10 reimburses up to 2,000 USD + SC2014 registration fee to the delegate.
7. If any balance payment exists, the subsection reimburses to the delegate.

3. **Student/Young Professional/WIE Volunteers as Secondary Delegates**

In order to promote young and female members’ participation, Region 10 supports a part of Student/Young Professional/WIE members’ travel expenses up to 1,500 USD by 50:50 shared payment with sections, which is all inclusive of registration fee, airfare, transportation, accommodation, foods, etc.

Nomination of Student/Young Professional/WIE secondary delegates should be made by a section chair to the Region 10 Sections Congress Coordinator, Dr. Zia Ahmed (ziaieee@gmail.com), with the use of the dedicated form. **Up to two secondary delegates per section can be nominated.**

The expected number of supported secondary delegates is about 40. **Secondary delegates other than Student/Young Professional/WIE volunteers may be considered if space available but less priority.** In case the number of received nominations exceeds the budget limit, Region 10 will select secondary delegates based on geographical divergence and candidates’ IEEE activities. This support program is only for sections and is not applicable to subsections.

Important Dates:

1. Nomination of secondary delegates by a section chair: 25 April
2. Notification of selected secondary delegates for Region 10 support: 15 May

Region 10 does not cover any cancellation fee due to advanced bookings.

Reimbursement procedure is as follows:

1. A secondary delegate, who has been selected by R10 support program, makes his/her congress registration (no event code provided) and completes his/her payment by 29 July with early registration fee. Region 10 does not cover Partners/Jr. Partners’ registration fee.
2. The delegate makes their hotel reservation through the SC2014 registration site. (preferably 4 nights from 21 through 25 August) Please note that breakfasts on 22, 23, 24 August will be provided at RAI, which should be out of travel claims.
3. The delegate makes other travel arrangement (air-ticket, needed stop-over stay, etc.).
4. The delegate pays whole hotel and other travel expenses.
5. The delegate submits his/her expense report to both of the section and the regional treasurer Prof. Takao Onoye (r10-treasurer@ieee.org).
6. Region 10 reimburses half of the total cost up to 1,500 USD to the delegate. Even if the total cost exceeds 3,000 USD, only the fixed amount (1,500 USD) is supported by Region 10.
7. The section reimburses the remaining cost to the delegate as is guaranteed in the application form. Please note that the section may set an upper limit of support due to the section’s financial situation.

4. **Delegates from Councils and ExCom Members**

Region 10 will reimburse full expenditure for Council representatives (one delegate from each council) and R10 ExCom members as per the R10 Reimbursement Policy for their attendance at SC2014.

Reimbursement procedure is as follows:

1. A council delegate or an ExCom member makes his/her congress registration (no event code provided) and completes his/her payment by 29 July with early registration fee. Region 10 does not cover Partners/Jr. Partners’ registration fee.
2. The council delegate/ExCom member makes their hotel reservation through the SC2014 registration site. (preferably 4 nights from 21 through 25 August) Please note that breakfasts on 22, 23, 24 August will be provided at RAI, which should be out of travel claims.
3. The council delegate/ExCom member makes other travel arrangement (air-ticket, needed stop-over stay, etc.).
4. The council delegate/ExCom member pays whole hotel and other travel expenses.
5. The council delegate/ExCom member submits his/her expense report to the regional treasurer Prof. Takao Onoye (r10-treasurer@ieee.org).
6. Region 10 reimburses the delegate’s travel expense and his/her SC2014 registration fee.

**R10 Reimbursement Policy for SC2014**

Based on the IEEE Travel policy, only the following are reimbursed to meeting members:

1. Return air-ticket, limited to the MOST ECONOMICAL MEANS (Discounted Economy Class ticket) to Amsterdam, Netherlands. Scan invoices / receipts of the airfare must be obtained and attached to the Expense Report.

2. Maximum of 4 nights (21st, 22nd, 23rd, and 24th August 2014) of hotel room charges.

3. Airport tax if needed.

4. Home / Airport transportation and other transportation related to the Sections Congress limited to the MOST ECONOMICAL MEANS (discount economy class fare).

5. Meals taken between 21 and 25 August 2014 other than provided at RAI during R10 Meet/Sections Congress 2014.

6. Other miscellaneous reimbursement is only limited to the actual related expenses arising from the meeting and subject to the approval by the Region 10 Director, Prof. Toshio Fukuda.

If you have further queries on refund and reimbursement, please contact the Region 10 Treasurer, Prof. Takao Onoye at <r10-treasurer@ieee.org>.

A regular update on SC2014 will also be provided.

Best regards,

Dr. Zia Ahmed

(ziaieee@gmail.com)

Region 10 Sections Congress 2014 Coordinator

Prof. Takao Onoye

(r10-treasurer@ieee.org)

Region10 Treasurer

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| SECTIONSCONGRESS-PPT.jpg | **IEEE Section Congress 2014 Secondary Delegates Application Form** |

**Section A: Section Information**

|  |  |
| --- | --- |
| Section Name:  |  |
| Section Chair’s Name: |  |
| IEEE Member Number: |  |
| Email Address:  |  |
| Section Chair’s Signature: |  |

The signature above confirms that if following nominated candidate(s) are selected by Region 10 support program, the section guarantees to cover the remaining part of total costs.

**Section B1: 1st Candidate Personal Details (high priority)**

|  |  |
| --- | --- |
| Title: |  |
| Name: |  |
| Affiliation: |  |
| IEEE Member Number: |  |
| Email Address: |  |
| Telephone Number: |  |
| Current Position in the Section: |  |
| Volunteer Category:(select all applicable categories) |  | Student |  | Young Professional |  | WIE |  | Others |
| Postal Address:  |  |
| Past IEEE Accomplishments: |  |

**Section B2: 2nd Candidate Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| Name: |  |
| Affiliation: |  |
| IEEE Member Number: |  |
| Email Address: |  |
| Telephone Number: |  |
| Current Position in the Section: |  |
| Volunteer Category:(select all applicable categories) |  | Student |  | Young Professional |  | WIE |  | Others |
| Postal Address:  |  |
| Past IEEE Accomplishments: |  |

**This application form should be sent to Region 10 Sections Congress 2014 Coordinator, Dr. Zia Ahmed (****ziaieee@gmail.com****) by Friday, 25th April 2014.**