

IEEE Region 9 – Regional Meeting 2011 (RM2011)

Frequently Asked Questions - “FAQ’s”

Version 1.3: February 9, 2011

1. - Q: What are the dates for the Region 9 – RM2011?

A: Wednesday 6 to Saturday 9, April 2011

2. - Q: When should I arrive or depart?

A: Should arrive on Wednesday 6. Most participants will leave on Sunday 10.
The welcome dinner is scheduled on Wednesday 6 19:30.

3. - Q: Where is the RM2011?

A. In Salvador / Bahia, Brazil. The Venue is:

Pestana Bahia Hotel

Rua Fonte do Boi, 216 – Rio Vermelho
Salvador/Bahia – Brasil
Tel: +55.71.2103.8000
Fax:+55.71.2103.8066
Email: eventos@pestanabahia.com.br

Link to hotel Webpage:

<http://www.pestana.com/hotels/en/hotels/southamerica/BahiaHotels/Bahia/>

Note: Please do not make reservations by yourself. Send your registration form to Jorge Him (j.him@ieee.org) with copy to Norberto Lerendegui (nlerendegui@ieee.org)

You can download the registration form from the R9 Webpage:
<http://www.ewh.ieee.org/reg/9/eventos/rr2011>

4. - Q: Where can I find more information about the RM2011?

A: In our R9 Webpage: <http://www.ewh.ieee.org/reg/9/eventos/rr2011>

5. - Q. When should I register?

A. Before March 15, 2011. We must coordinate hotel reservations, services, food and social events.

6. - Q. Who organizes the RM2011?

A: Bahia Section, chaired by Joberto S. B. Martins (joberto.martins@oi.com.br or joberto@ieee.org), with the support of the R9 Executive Committee

7. - Q: Who will participate at the RM2011?

A: 1) All members of our Extended Regional Committee:

- R9 Executive Committee
- Section Chairs
- Council Chairs
- Regional Student Representative (RSR)
- Permanent Committees: Awards & Recognition, Membership Development, Technical Activities, Educational Activities, Student Activities, Electronics Communications & Internet Services, Strategic Planning, Newsletter Editor
- Affinity Group Committees: GOLD, Life Members
- AdHoc Committees: Committees: Job-Site, Humanitarian Projects, Regional Transactions Magazine, Regional History

2) On independent economic sponsorship:

- Special IEEE guests,
- IEEE HQ staff,
- Any other R9 IEEE Volunteer who registers on time.

8. - Q: What expenses covers Region 9?

A: - Shared room (2 members of the Extended Regional Committee per room, 4 nights), special programmed events, coffee breaks, lunches on April 7, 8 and 9, and the Welcome and Farewell dinners (on Wednesday 6 and Saturday 9). Dinners on Thursday 7 and Friday 8, and Lunch on Wednesday 6 are NOT covered.

- **The air tickets based on the maximum fare authorized by the Treasurer.** The list with the fares to be reimbursed will be e-mailed to the participants authorized to receive reimbursements, and will be also posted in our Webpage: <http://www.ewh.ieee.org/reg/9/eventos/rr2011>. **The Executive Committee is negotiating with a Flight Company a bulky purchase of tickets to diminish costs and reduce the administrative tasks.**

- **Section Chairs and Council Chairs will be reimbursed after they comply with the requirements indicated in paragraph 13.A.1 below.** You can also check the Treasure Section in our web page.

9. - Q: **How to buy the air tickets?**

A: The primary delegate to the Regional Meeting buys the air ticket. He/she should ask his/her travel agency or the IEEE travel service (<http://www.ieeetravelonline.org/index.html>) for the cheapest fare. The R9 Treasurer will reimburse the cost of the air ticket based on the maximum fare indicated in the list mentioned above. If the cost of the air ticket is greater than the cost indicated in the list, the difference will be paid by the delegate or his Section. Please Check 13.A.1 **and Treasure information in our web page.**

The Executive Committee is negotiating with a Flight Company a bulky purchase of tickets to diminish costs and reduce the administrative tasks. Please, pay attention to the information disclosed on this issue.

10. - Q: **What expenses have to be covered by the Section?**

- A: - Home and Meeting Transportation (home ⇄ airport, airport ⇄ hotel).
- Visas or Tourist Cards and Airport Taxes
- Meals not covered by the RR2011 Registration

11. - Q: **How do I register to attend the RM2011?**

A: Send an e-mail to Jorge Him (j.him@ieee.org) including the registration form duly completed. Please copy to Norberto Lerendegui (nlerendegui@ieee.org). The form is attached to the invitation and will also be available at the R9 Webpage (<http://www.ewh.ieee.org/reg/9/eventos/rr2011>).

Note: If you do not share a room, you must pay the cost difference.

12. - Q: **May I bring a companion or children?**

A: Yes. Please check the registration fees table for the cost.

The registration cost of a companion includes accommodation, special programmed events and the welcome and farewell dinners (on Wednesday 6 and Saturday 9). Dinners on Thursday 7 and Friday 8, and lunches on April 6, 7, 8 and 9 are NOT covered.

13. - Q: **What do Section Chairs have to comply in advance?**

A.1: **Before Saturday 19th of February**, must e-mail to the Regional Director, Tania Quiel (t.quiel@ieee.org), copy to the Regional Secretary, Norberto Lerendegui (nlerendegui@ieee.org) the following information:

- Report of activities during 2010.
- Brief description of Objectives and Plans for 2011.
- Section Officers for 2011 (indicate position, IEEE number, mail address, electronic address).

A.2. **Before Saturday 19th of February** must send to IEEE the annual reports as indicated in:

http://www.ieee.org/organizations/rab/scs/Required_Reporting/index.html.

The required documents are:

- 2010 Activities Report (form L-31)
- 2010 Financial Report (form L50)
- 2011 Officers Roster.

REMINDER: Bonus for Timeliness - All Sections whose reporting (financial, meeting and officer) is submitted before **Saturday, 19 February 2011**, will receive a 10% bonus of the total rebate. See Web Site. http://www.ieee.org/web/geo_activities/units/Required_Reporting/rebateschedule.html

14. - Q: **Do I need Visa to enter Brazil? Do I need Vaccination?**

A: People traveling from some countries may need Visa to enter Brazil (for example, Americans and Canadians actually require a VISA).

The International Immunization Certificate against yellow fever will only be required from international travelers coming from countries which pose a risk of international dissemination.

In order to be sure about the actual requirements (they eventually change) please contact the local Embassy of Brazil in your country or your Travel Agency to be properly informed.

You can also get some preliminary information in the following links:

<http://www.brazil-travel-guide.com/Brazil-Visa.html>

http://www.brazilsf.org/visa_faq_eng.htm

In case you need an “invitation letter” from RM 2011 as a requirement for obtaining your VISA, please request it as follows:

- Email to sfbrito.br@gmail.com (Prof. Sérgio Brito) requesting the invitation letter
- Information you should provide:
 - Name (as in the passport)
 - Passport number
 - Your IEEE section, sector or position
 - Contact email

Remember to prepare your luggage according to security regulations applicable to international flights.

15. - Q: What countries do not need Visa to enter Brazil?

A: The countries are listed in the link

<http://www.brazil-travel-guide.com/Brazil-Visa.html>

Anyhow, it is required and advisable to confirm this information with the local Embassy of Brazil or with your travel agency.

16. - Q. What currency is used in Brazil?

A: It is the Real (R\$)

1 USD = 1,67 R\$, as February 2011.

The rate may change according to the market.

17. - Q. Where can I exchange money?

A. Exchange windows at the airport, the Hotel or exchange businesses throughout the city.

Most ATM machines in Brazil also deliver local currency (cash) for travelers with international credit cards. Credit cards are the most usual form of payment used by Brazilians, in case, you feel comfortable in using yours.

18. - Q: **How is the weather in April?**

A: Weather information can be seen at:

<http://www.weather.com>

<http://www.espanol.weather.com>

19. - Q: **Is Salvador / Bahia a safe city / place?**

A: The city and its outskirts are generally safe. However you must take all the precautions that a wise international traveler would take when visiting a touristic city and resort in any part of the world. Do not walk alone in areas you don not know well or where you are advised not to go.

20. - Q: **In case I can not attend the meeting, may I designate other volunteer to represent me?**

A: **The Regional Director, Tania Quiel, is the only person that can authorize the change of representation.** The Section Primary Delegate is the Section Chair, and ONLY the Section Vicechair might behave as Primary Delegate prior authorization issued by the Regional Director.

If you have questions not answered in this FAQ, please contact Norberto Lerendegui (nlerendegui@ieee.org). You will receive an answer as soon as possible.