



Frequently Asked Questions – V3.0 Jan 24, 2014

1. - What are the dates for the “RM 2014”?

Wednesday 26 to Saturday 29, March 2014. You should arrive on Wednesday 26 or before. Most participants will leave on Sunday 30, but may stay for a few days at the same rate, at their own cost.

2. - Where will the “RR2014” be held?

In **Bogotá, Colombia.** The Venue is **AR Hotel Salitre.**

Address: Avenida Carrera 60 No. 22-99 Bogotá

Phones: +57.1.747.7333 FAX: +57.1.743.6703

Page: www.hotelesar.com

Note: **Please do not make hotel reservations by yourself.**

Send your registration form to Jorge Him (j.him@ieee.org) [R9 Treasurer], with copy to Jose Antonio Calderon (calderon@ieee.org) [R9 Secretary].

3. - When and how should I register?

The registration form for the RR2014 must be completed before **February 10.** The cost of the registration for Primary delegate is \$0.00 USD in shared room and \$300 USD in single room, including breakfast, internet, ground transportation airport - hotel/hotel-airport and 4 hotel room nights.

Send an e-mail to Jorge Him (j.him@ieee.org) [R9 Treasurer] attaching the provided Registration Form duly completed with copy to Jose Antonio Calderon (calderon@ieee.org) [R9 Secretary].

4. - Who will participate at the “RR2014”?

- 1) All members of our Extended Regional Committee: Executive Committee, Standing Committees, AdHoc Committees, Section Chairs and Council Chairs.
- 2) On independent economic sponsorship: Special IEEE guests, IEEE HQ staff, and any other R9 IEEE Volunteer who registers on time.

5. – If the “Section Chair” cannot attend the meeting. Who may represent my Section?

The Section Primary Delegate is the Section Chair, and **ONLY** the Section Vice chair might behave as Primary Delegate prior authorization issued only by the Regional Director, Norberto Lerendegui.

6. - What expenses are covered by Region 9?

- **Shared room** (2 members of the Extended Regional Committee per room, 4 nights), special programmed events, coffee breaks, lunches on March 27, 28 and 29, and the Welcome and Farewell dinners (on Wednesday 26 and Saturday 29).
Note: All Primary and Not Primary Delegates should leave a signed voucher from his/her Credit Card when checking in at the Hotel Counter, just in case an extra charge is done.
- **The air tickets based on the maximum fare authorized by the Treasurer.** The list with the fares to be reimbursed is provided to the members of the Regional Committee. Section Chairs and Council Chairs will be reimbursed after they comply with the requirements indicated in Paragraph 10.

7. - How to buy the air tickets?

The primary delegate to the “RR2014” 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.

The Region 9 will provide the optional service of air tickets purchase for primary delegate. Those R9 primary delegates who want to use this service must fill in the request form that the region 9 provide for this purpose.

8. - What expense have to be covered by my Section / Region 9?

My Section	Region 9 / Colombia Section
Airport transportation	Welcome dinner (26)
Visas or Tourist Cards	Breakfast (27, 28, 29 and 30)
Meals not covered by the RR2014 registration	Lunches (27, 28 and 29)
	Dinner (28)
	Farewell dinner (29)
	Coffee breaks and social events

9. – What are the Registration fees of Non Primary Delegates? What are the Registration Fees if I bring a companion or children?

	Registration fees	Observations
Non Primary Delegates Sharing room	\$900.00	Include all meeting activities and 4 hotel room nights
Non Primary Delegates Single room	\$1200.00	
Other partners (e.g. children) Companions	\$500.00	Meals included: 3 dinners (26, 28 and 29) and social events and 4 hotel room nights

10. - What do Section Chairs have to comply in advance?

Before February 15, must e-mail to the Regional Director, Norberto Lerendegui (nlerendegui@ieee.org) with copy to the Regional Secretary, Jose Antonio Calderon (calderon@ieee.org) the following information:

- Report of activities during 2013 (see https://meetings.vtools.ieee.org/meeting_report/list)
- Brief description of Objectives and Plans for 2014
- Section Officers List for 2014 [Section Roster] (indicate position, IEEE number, electronic address).

Note: it is convenient to remind that before February 15 all Section Chairs (Primary Delegates) have to send to MGA the IEEE annual reports as indicated in:

http://www.ieee.org/societies_communities/geo_activities/required_reporting/index.html

The required documents are:

- 2013 Meeting Activity
- 2013 Financial Reporting Via NetSuite
- 2014 Current Officers

11. - Do I need Visa to enter Colombia? Do I need Vaccination?

A) Yellow Fever

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 Colombia in your country or your Travel Agency to be properly informed.

B) Invitation Letter

In case you need an **invitation letter** from “RR 2014” as a requirement for obtaining your VISA, please request it as follows:

Email to: IEEE Colombia, colombia@ieee.org.co, Phone:+57.1.281.0823.

Request the invitation letter providing the following information:

- Name (as in the passport)
- Passport number
- Your IEEE section, sector or position
- Contact email

C) VISA or Not VISA

Foreigners from 85 different countries don't need a travel visa when traveling to Colombia for tourism. You can find the list of countries at

http://www.cancilleria.gov.co/sites/default/files/RESOLUCION%205707%20DE%202008_0.pdf

If you are from one of the countries that requires visa, you must apply for a tourist visa in an accredited Colombian consulate abroad before traveling to Colombia. More info at

http://www.cancilleria.gov.co/en/procedures_services/visas

12. - What currency is used in Colombia?

The currency used in Colombia is the Peso (\$). You can exchange currency in specialized currency exchange shops, airports, hotels and banks. Never exchange your money on the street. The exchange rate fluctuates daily; on January 26th 1 USD costs \$1993.

13. - How is the weather in March?

At 2,640 meters above the sea level, Bogota's climate is cool. At day the average temperature is 14° C (57° F) and at night the average temperature is 10° C (50° F). However, its mountain climate is completely unpredictable. The dawn could be sunny but shortly after that it could be heavily rain. Usually at night the temperature drops. You should always go out prepared with a coat or a jacket.

Weather information can be seen at: <http://www.weather.com>.

14. - Is Bogota a safe city?

In Bogotá, you won't find any more risks than you would in any other of the world's capital cities. The key is being cautious, sticking to certain areas of the city and choosing appropriate times to go out.

15. – How much does a taxi service cost?

Inside the car, you will always see an ID for the car and for the driver, as well as a pricing chart that indicates the price in pesos (\$) according to the meter. Taxis only accept cash. The minimum cost of a travel is \$3.600 (less than 2 dollars).

For safety reasons, avoid hailing a taxi in the street, especially at night. It is always better to ask for one in your hotel or by calling a taxi company.



**IEEE Latin America and The Caribbean
Regional Meeting 2014
March 26 – 29, 2014
Bogota, COLOMBIA**



Trips to and from the airport, outside the city boundaries, at night and on holidays have an added fee.

All RR2014 delegates will be provided with transportation airport-hotel and back. But all must be registered with their flight schedules to optimize the transportation system. However if a delegate requires taxis for transportation from the airport to the city, we recommend hiring licensed sites at airport, the average cost is USD 10.00

16 – What is the URL for the Virtual meeting ?

The 6th R9 Virtual Meeting will be held from February 17 to March 16, through the link:

<http://ieerr9v.oc.ieee.org>

2014 VM Administrative Officer:

Ignacio Castillo (ignacio_castillo_2005@yahoo.com.mx) [past regional secretary]

Please, put in this VM-2014 your recommendations, suggestions and ideas under discussion prior to the Face-to-Face RM2014 Meeting. In this way the R9 community will work out motions in advance and minimize discussions during the RM2014.

The Region 9 strives for making good use of the RM time in Training, Interaction, Discussion and Decisions. Disclosure or proposals of ideas, with preliminary discussions, can be effectively done during the Virtual Meeting.

17 – What is the repository for R9 documents?

All documents will be sent by email, but also they are available at Virtual Community for the R9

Meeting at <http://ieerr9v.oc.ieee.org> and at the Region 9 Web Site

<http://sites.ieee.org/r9/>

Further Information?

If you have additional questions not answered in this FAQ, please contact Jose Antonio Calderon [R9 Secretary]. You will receive an answer as soon as possible.

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