

To EMEA ComSoc Chapter Chairs

EMEA Region Chapter Chairs Congress 2018

Saturday/Sunday, 8-9 December 2018

Dublin, Abu Dhabi, UAE/Ireland

In conjunction with

IEEE GLOBECOM 2018/ICC 2020 (Sunday - Thursday) December 9-13, 2018

On behalf of your ComSoc Regional Director, Christos Verikoukis, we are pleased to announce that ComSoc will host a Regional Chapter Chairs Congress for EMEA Chapters. The Congress is being held in conjunction with IEEE GLOBECOM 2018/ICC 2020 scheduled in Abu Dhabi, UAE/Ireland (see <https://icc2020.ieee-icc.org/> <http://globecom2018.ieee-globecom.org/>).

The dates for the RCCC are 8-9 December beginning Saturday at 10:00am, at the Hyatt Capital Gate (Room TBD). The meeting will go until 5pm on Saturday and includes lunch for everyone. We will all go out to dinner Saturday night and then continue the meeting on Sunday, December 9 from 8:30-12 noon. Since breakfast automatically comes with the room you will have breakfast on your own and we will provide lunch after the meeting ends at 12. Our purpose is to encourage sharing, feedback, and networking among chapter chairs, staff, and ComSoc officers.

As we near the RCCC, we will provide a more detailed agenda.

WHAT YOU NEED TO KNOW AND DO NOW:

Please note what expenses will and will not be covered by the Society:

IEEE ComSoc will cover two-three nights only (Friday/Saturday/Sunday nights, or Saturday/Sunday /Monday nights) at the NAME OF Hyatt Capital Gate.

Tina please update how you will do reservations For hotel reservations please send me the information below and we will have the reservations made for you. Please let me know if you will be attending with your reservations by October 1st.

Name of chapter chair or representative:

Name of chapter:

Email Address:

Name of companion (if applicable):

Arrival date/time:

Departure date/time:

Total number of nights in Hotel:

ComSoc will cover two-three nights and you are responsible for paying any incidentals, and, also if you plan to stay more than two nights, you will be charged for the additional stay. You will need to provide your credit card when you check in for any incidentals.

ComSoc will fund your TRAVEL (airfare-economy and not first class or business class), train, car, bus) to enable one person from each EMEA Chapter to attend this meeting; ComSoc will also cover local transportation to/from the airport to hotel via taxi service. **ComSoc will not cover**

Formatted: Not Highlight

Formatted: Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Not Highlight

any travel insurance that you may book for yourself. You may choose one of the following options when booking your travel: Please make your reservation as soon as you can as the prices go up the later you wait

1. See the link to arrange your coach class air travel through IEEE Travel Services (World Travel Inc.) http://www.ieee.org/membership_services/services/travel/index.html
2. Make your own flight arrangements, paying with your credit card and booking at the most economical rate.
3. ComSoc will reimburse your travel after the Congress.

Regarding meals, ComSoc will cover only “specified meals.” For now, you should assume that this will include the breakfast included with the hotel, a lunch and dinner on Saturday, and ending with lunch on Sunday. ComSoc will not cover dinner on any other night except for the dinner out on Saturday. If you are still at conference on Monday ComSoc will not cover the lunch.

Please let me ([Carol Cronin – c.cronin@comsoc.org](mailto:c.cronin@comsoc.org)) and ~~Adlen Christos copied in this email~~ ksentini@eurecom.fr know if you will be attending the RCCC.

Formatted: Highlight

Formatted: Highlight

Agenda highlights:

- What is new and important in ComSoc (Society officers attending conference)
- ComSoc President's Report
- Member & Global Activities Report
- New/existing programs (Certification, DLTs, Technical activities, Awards, etc.)
- EMEA current and future activities (EMEA Officers)
- Chapters Chair Reports Membership Development and vTools Training
- EMEA Chapters issues and concerns (panel discussion)

That should do it for now. We will send a separate e-mail concerning submitting your expenses (and we will also discuss that at the Congress).

Sincerely,
Carol Cronin
Executive & Volunteer Services

Formatted: Highlight