

Frequently Asked Questions – V1.0

1. What is the Regional Meeting?

According to the IEEE R9 Operations Manual, Article IV - 2a, Regional Meeting (RM) is the annual gathering organized by IEEE Region 9, bringing together members of the Regional Committee, including the R9 Executive Committee (ExCom), Section Chairs, Council Chairs, and Operational Committee (OpCom) members. This meeting aims to address regional challenges, foster leadership development, and improve services for IEEE members in our region.

2. What are the dates for the RM 2025?

Thursday 6th to Saturday 8th, March 2025. Depending on the meetings you are attending, you should program your arrival and departure dates.

The agenda with event details will be shared in the coming weeks.

Please see below the general information:

Position	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9
ExCom	Arrive					Depart
Section Chairs		Arrive				Depart
Council Chairs		Arrive				Depart
R9 Committees Chairs		Arrive				Depart

3. Where will the “RM2025” be held?

In the city of: Brasilia, Brazil

<https://www.travel-brazil-selection.com/my-trip-to-brazil/by-destinations/brasil/>

The Venue is: Windsor Brasilia Hotel, Brasilia - Brazil.

<https://windsorhoteis.com/hotel/windsor-brasil/>

SHN Q. 1 Conjunto A Bl. A - Asa Norte, Brasília - DF, 70701-010, Brasil

Hotel Phone: +55 61 2195-1900

Arrival Airport: Presidente Juscelino Kubitschek International Airport

Distance Airport – Hotel: 14 km (15 minutes)

Note: Please do not make hotel reservations by yourself.

4. When and how should I register?

Registration link is <https://events.vtools.ieee.org/m/447717>. The registration for the RM2025 must be completed before **February 15th**. The cost of the registration or Primary Delegate (PD) is \$0.00 USD. PD includes Section Chairs, Council Chairs and OpCom members. If you prefer a single room you can select this option for \$200.00.

Primary Delegates can bring a companion. The rate for the companion is \$450.00. This rate includes breakfast, lunch and dinner, and a companion program. The fee of the companion includes the companion's tourism activities.

If an additional representative from your Section, Council, or Committee, apart from the Primary Delegate (PD), wishes to attend the Regional Meeting (RM) 2025, they will be considered a Non-Primary Delegate. In this case, the Region will not cover any expenses related to their participation. The associated costs, including other fees, are detailed below:

Delegate type	Fee
Primary Delegate (double room/shared)	0 USD
R9 Primary Delegate (single room/no companion)	200 USD
R9 Primary Delegate (with companion)	450 USD
R9 Non-Primary Delegate (double room/shared)	350 USD
R9 Non-Primary Delegate (single room/no companion)	550 USD
R9 Non-Primary Delegate (with companion)	700 USD
Special Guests (single room/no companion)	550 USD
Special Guests (with companion)	700 USD
R9 ExCom	0 USD

5. Who will participate at the RM2025?

- All members of our Extended Regional Committee: Executive Committee, Standing Committees, AdHoc Committees, Section Chairs and Council Chairs.
- On independent economic sponsorship: Special IEEE guests, IEEE HQ staff.

6. If the Section Chair cannot attend the meeting, who can represent my Section?

The Section Primary Delegate is the Section Chair, and ONLY the Section Vice chair adequately registered in VTools can behave as Primary Delegate prior authorization issued by the Regional Director, Jenifer Castillo. Under special circumstances other representatives may be approved.

7. What expenses does Region 9 cover?

- Shared room (2 delegates per room), Welcome Dinner on Thursday, Host Program on Friday, Closing and Awards Dinner on Saturday, coffee breaks, breakfast, and lunch during your authorized meeting days.
- **The air tickets are based on the maximum fare authorized by the Treasurer.** The list with the maximum fares that will be covered by Region 9 has been provided to the members of the Regional Committee, Section Chairs and Council Chairs. If you paid the expenses with your own credit card the reimbursement will be via concur. Find in the follow link: https://drive.google.com/file/d/1lvZX6zTgu1KEBjzjMRIE0TZGnuefEMvB/view?usp=drive_link

If you have additional questions about air tickets, please contact Vanessa Batista [R9 Treasurer] email: vanessaschramm@ieee.org

8. How to buy the air tickets?

The primary delegate to the “RM2025” buys the air ticket selecting the most economical fare available. The R9 Treasurer will reimburse the cost of the air ticket based on the maximum fare provided via email. 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/her Section. IEEE R9 will only cover Economy Class Base fare tickets. Business Class tickets will not be reimbursed.

9. How to get from Airport to Hotel venue?

Participants can take a Taxi/Uber for an approximate cost of \$6 to \$7. The transfer time from the Airport to the Hotel is 15 minutes.

<https://www.rome2rio.com/es/s/Aeropuerto-Brasilia-BSB/Windsor-Brasilia-Hotel>

10. What expense must be covered by my Section / Region 9?

Position: ExCom, Section Chairs, Council Chairs, R9 Committees Chairs	
My Section	Region 9
Ground home to airport transportation	Ticket airfare (My country – Brasilia – My Country)
Ground airport to hotel transportation	Welcome dinner (Thursday 6 th)
Meals not covered by the RM2025 registration	Breakfasts (Thursday 6 th – Sunday 9 th)
	Lunches (Thursday 7 th – Saturday 8 th)
	Coffee breaks and social events
	Closing and awards presentation dinner (Saturday 8 th)

11. What do primary delegates have to comply with in advance?

Before February 25th, must submit the Actions Plan for 2025 of

- **Sections and Councils**, in the follow link: <https://forms.gle/KsZRRZJsbytxMq2a9>
- **Committees**, in the follow link: <https://forms.gle/uimGPYts9V7qT6Go7>

Additionally, **all Section chairs and Council Chairs** must comply with the following reports to MGA

- **2024 Meeting Activity Report.** (<http://meetings.vtools.ieee.org/>) before March 1, 2025.
- **2024 Financial Annual Reporting**, before the last day of February 2025.
- **2025 Current Officers Report.** (<http://officers.vtools.ieee.org/>) before February 16th, 2025.
- **2025 Conflict of interest form.** You should have received an email from Ops Audit. Please check your email, and verify the due date, in some cases the requested date was for January 15, 2025.

Note: All newly elected Section and Council Chairs must have been elected in accordance with IEEE regulations.

12. Do I need Visa to enter Brazil?

You may need a visa to enter Brazil depending on your nationality and the length of your stay. To check if you need a visa, please visit:

<https://www.gov.br/mre/pt-br/consulado-atlanta/english/visas/visa-requirements-by-country>

13. Do I need Vaccination?

For more information, visit: <https://www.passporthealthusa.com/destination-advice/brazil/>

14. What currency is used in Brazil?

What is the currency in Brazil? The currency of Brazil is the real (plural: reais), represented by the symbol R\$ and the currency code BRL. Reais are divided into centavos (1 real = 100 centavos)









For more information, visit:

<https://www.bcb.gov.br/en/financialstability/fxtravelbrazil>

15. How is the weather in Brasilia?

Typically, March in Brasilia includes high temperatures and heavy rainfall. The daytime often sees temperatures reaching 29°C, but nighttime brings a cool-down to 19°C.

Brasilia, monthly averages in March

 Min Temperature	19°C	 Rainy days	21 days
 Max Temperature	29°C	 Humidity	76%
 Chance of Rain	71%	 Sunshine	172 hours
 Precipitation	212 mm	 Percentage Sunshine	

16. Is Brasilia a safe city?

Brasilia is one of the safest "cities" to walk around during the day, within the pilot plan and in all its functional divisions, where many people of all kinds gather. Avoid passing through here at night and early in the morning if possible.

17. How to make a call?

To make a call to Brazil from abroad, you can dial the country code (+55), then the area code, and finally the local number.

18. Further Information?

If you have additional questions not answered in this FAQ, please contact Ronny Cabrera [R9 Secretary]. e-mail: rcabrera@ieee.org.

You will receive an answer as soon as possible.