



**International Amateur Radio Union Region 1
2008 Regional Conference – Cavtat, Croatia**

16th to 21st November 2008

FORMAL NOTICE AND CALL FOR PAPERS

Dear Colleagues,

It is my pleasure to invite you to take part in the next IARU Region 1 Conference, to be held in Cavtat, Croatia, on the above dates. The opening Plenary will take place on Sunday 16th November 2008, and the closing Plenary on Thursday November 20th 2008.

You can participate by sending a delegation to the Conference and/or by submitting papers for the Conference to consider.

If your society is unable to send a delegate, you may like to consider giving your **proxy** to another Member Society of Region 1, to represent your views at the Conference. See below for details of how to do this.

What to do if you plan to attend

Member Societies planning to attend the Conference must notify the organising society (HRS) of this. HRS must receive this information by **1st February 2008** as we need to confirm numbers to the hotel.

Please complete and return the attached pro-forma ("Notice of Intention to Send a Delegation"). Send it by e-mail to hqs-hq@hamradio.hr or fax to +385 1 48 48 763

Cavtat is located on the Adriatic Coast of Croatia, about 15 Km South of Dubrovnik, and very close to Dubrovnik airport. Coaches will be organised to transport delegates from the airport to the Conference Hotel.

The Conference will take place in a high quality hotel with a purpose-built Conference Centre. Details of how to obtain the special IARU Conference rate will be sent to participating societies.

What to do if you do not plan to attend

Please complete and return the attached pro-forma ("Notice of Intention to Send a Delegation"), **even if you do not plan to attend the conference**. Send it by e-mail to hqs-hq@hamradio.hr or fax to +385 1 48 48 763

Also, please consider whether you wish to appoint a proxy to represent you at the conference. For details on this, see later in this note.

Conference Format

The 2008 Conference will follow the format of the successful Davos Conference of 2005, to allow for a shorter Conference and reduced costs for delegates. As usual, there will be an opening ceremony followed by working group meetings on Sunday 16th November. Delegates should therefore plan to **arrive on Saturday 15th November**. Conference sessions will take place Monday – Thursday. The closing Gala Dinner (for which an extra charge is made) will be on the Thursday evening (20th November). There will be an optional day tour on Friday 21st November, again at extra cost.

Visas

Attached is a note concerning visas. **Please read it carefully if you intend to attend the Conference.** If there is no Croatian Embassy or Consulate in your country, you **MUST** provide the visa information to HRS by the date specified, for you to be able to obtain a visa on entry to Croatia. If there is a Croatia Embassy or Consulate in your country, you will need to apply there for a visa (if you need one)

Conference Papers

You are invited to submit papers for consideration by the Conference. **Papers must be submitted by e-mail to the Conference Secretary at iaru_region1@btinternet.com by 1st April 2008.** Papers may be submitted by Member Societies, the Executive Committee, the IARU Region 1 Specialised Bodies, the Administrative Council, the International Secretariat and other IARU Regions. **Please ensure that papers reach the Secretary by this date. Late papers may not be accepted.**

A guide note is attached on preparation of papers. **Please make sure that all papers are prepared in this format.** Papers will be available for download from the IARU Region 1 Web from 1st May 2008. Member Societies are responsible for distributing papers to their delegates.

The business of the Conference will be conducted in English.

Support for Attendance

A Member Society, which for financial reasons is unable to send a delegate to the General Conference, may apply for financial assistance from IARU Region 1 funds. The application for such assistance must reach the Executive Committee at least seven months before the scheduled date of the General Conference, **i.e. no later than 15th April 2008**, and must provide a detailed explanation of why such assistance is being requested.

Applications for assistance received after this date shall only be considered in a case of emergency and at the discretion of the Executive Committee. The financial assistance (if any) given from IARU Region 1 funds shall be limited in each case to one single delegate from a Member Society. The amount shall depend on available financial resources and the total number of applications received and shall be at the discretion of the Executive Committee. In general it will not be possible to cover the full costs of attendance for one delegate, and normally assistance may be given with hotel and living costs in Cavtat only.

Attendees

Delegates, observers and proxies are accredited provisionally until their credentials have been examined by the Credentials and Finance Committee and approved by the Plenary Meeting at the Conference. All requirements for accreditation as well as other requirements for the IARU Region 1 General Conference may be found in the IARU Region 1 Constitution and Bye-laws as can be found on the Region 1 web (www.iaru-r1.org/Constitution.htm).

Partners and observers will be welcome. Member societies may wish to consider whether to extend an invitation to their national administrations to send an observer.

Applications from those wishing to be given observer status must be received by the Conference Secretary at least six weeks before the Conference start date.

Proxies

Member Societies may allocate their Proxy to another Member Society of IARU Region 1 together, if they wish, with instructions on how to vote on each paper. A form will be included in your Conference papers to enable you to do this. That form must be completed, and sent to the Head of Delegation of the society to which you are allocating your proxy. That Head of Delegation must bring the original of the form to the Conference. **Note that each member society may hold one proxy only.**

Regional Conferences are a great way to meet and discuss the important issues facing amateur radio today. I hope you will decide to send a delegation. Remember, a "delegation" can be just one person !

Sincerely,

A handwritten signature in cursive script that reads "Ole Garpestad".

**Ole Garpestad,
President IARU Region 1**



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Visa Information

The Conference organisers have been advised that nationals of the following countries do **NOT** require visas in advance to enter Croatia. However in these uncertain times, you should check this information with your local Croatian Embassy or Consulate or the website listed below.

The countries whose nationals are believed not to need a visa in advance are:

Principality of Andorra, Argentine Republic, Australia, Republic of Austria, Kingdom of Belgium, Republic of Bolivia, Bosnia and Herzegovina, Federative Republic of Brazil, Brunei Darussalam, Republic of Bulgaria, Canada, Republic of Chile, Republic of Costa Rica, Republic of Cyprus, Czech Republic, Kingdom of Denmark, Republic of Estonia, Republic of Finland, French Republic, Federal Republic of Germany, Republic of Guatemala, Hellenic Republic, Republic of Honduras, Republic of Hungary, Republic of Iceland, Ireland, State of Israel, Italian Republic, Japan, Republic of Korea, Republic of Latvia, Principality of Liechtenstein, Republic of Lithuania, Grand Duchy of Luxembourg, Republic of Macedonia, Malaysia, Republic of Malta, United Mexican States, Principality of Monaco, Republic of Nicaragua, Kingdom of the Netherlands, New Zealand, Kingdom of Norway, Republic of Panama, Republic of Paraguay, Republic of Poland, Portuguese Republic, Romania, Republic of El Salvador, Republic of San Marino, Republic of Singapore, Slovak Republic, Republic of Slovenia, Kingdom of Spain, Kingdom of Sweden, Swiss Confederation, Republic of Turkey, United Kingdom of Great Britain and Northern Ireland, Eastern Republic of Uruguay, United States of America, Vatican City State, Bolivarian Republic of Venezuela.

Exemption from visa requirements shall also apply to the holders of valid travel documents issued in the Hong Kong Special Administrative Region of the People's Republic of China and the Macao Special Administrative Region of the People's Republic of China.

Nationals of the following countries **WILL REQUIRE VISAS**:

Islamic Republic of Afghanistan, Republic of Albania, People's Democratic Republic of Algeria, Republic of Angola, Antigua and Barbuda, Republic of Armenia, Azerbaijani Republic, Commonwealth of the Bahamas, Kingdom of Bahrain, People's Republic of Bangladesh, Barbados, Republic of Belarus, Belize, Republic of Benin, Kingdom of Bhutan, Republic of Botswana, Burkina Faso, Republic of Burundi, Kingdom of Cambodia, Republic of Cameroon, Republic of Cape Verde, Central African Republic, Republic of Chad, People's Republic of China, Republic of Columbia, Union of the Comoros, Democratic Republic of the Congo, Republic of the Congo, Republic of Côte d'Ivoire, Republic of Cuba, Republic of Djibouti, Commonwealth of Dominica, Dominican Republic, Republic of Ecuador, Arab Republic of Egypt, Republic of Equatorial Guinea, Eritrea, Federal Democratic Republic of Ethiopia, Republic of Fiji, Gabonese Republic, Republic of the Gambia, Republic of Georgia, Republic of Ghana, Grenada, Republic of Guinea, Republic of Guinea-Bissau, Republic of Guyana, Republic of Haiti, Republic of India, Republic of Indonesia, Islamic Republic of Iran, Republic of Iraq, Jamaica, Hashemite Kingdom of Jordan, Republic of Kazakhstan, Republic of Kenya, Kiribati, Democratic People's Republic of Korea, State of Kuwait, Kyrgyz Republic, Lao People's Democratic Republic, Lebanese Republic, Republic of Liberia, Socialist People's Libyan Arab Jamahiriya, Kingdom of Lesotho, Republic of Madagascar, Republic of Malawi, Republic of Maldives, Republic of Mali, Republic of the Marshall

Islands, Islamic Republic of Mauritania, Republic of Mauritius, Federated States of Micronesia, Republic of Moldova, Mongolia, Kingdom of Morocco, Republic of Mozambique, Union of Myanmar, Republic of Namibia, Republic of Nauru, Kingdom of Nepal, Republic of the Niger, Federal Republic of Nigeria, Sultanate of Oman, Islamic Republic of Pakistan, Republic of Palau, Papua New Guinea, Republic of Peru, Republic of the Philippines, State of Qatar, Rwandese Republic, Russian Federation, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Independent State of Samoa, Democratic Republic of Sao Tome and Principe, Kingdom of Saudi Arabia, Republic of Senegal, Serbia and Montenegro, Republic of Seychelles, Republic of Sierra Leone, Solomon Islands, Somali Democratic Republic, Republic of South Africa, Democratic Socialist Republic of Sri Lanka, Republic of the Sudan, Republic of Suriname, Kingdom of Swaziland, Syrian Arab Republic, Republic of Tajikistan, United Republic of Tanzania, Kingdom of Thailand, Democratic Republic of Timor-Leste, Togolese Republic, Kingdom of Tonga, Republic of Trinidad and Tobago, Republic of Tunisia, Turkmenistan, Tuvalu, Republic of Uganda, Ukraine, United Arab Emirates, Republic of Uzbekistan, Republic of Vanuatu, Socialist Republic of Viet Nam, Republic of Zambia, Republic of Zimbabwe, Republic of Yemen.

If you require a visa, you can obtain a formal letter of invitation to the Conference, to support your visa application from hqs-hq@hamradio.hr

If there is no Croatian embassy or consulate in your country, HRS will be able to make a visa available on your entry to Croatia. Please write to hqs-hq@hamradio.hr **AT LEAST TWO MONTHS BEFORE YOU PLAN TO ARRIVE IN CROATIA** to make arrangements for the necessary paperwork to be prepared. You will need to provide:

Arrival flight time and flight number
Arrival airport
Passport number and date of issue and expiry
Full name (as in passport)
Date of birth

Full details of Croatian visa requirements are at <http://www.mvpei.hr/MVP.asp?pcpid=1615>



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NOTICE OF INTENTION TO SEND A DELEGATION

From: (Name of Society)

Completed by: (Name and callsign of person completing the form)
.....

Please complete the relevant section(s) below

My society intends to send a delegation to the 2008 Cavtat

IARU Region 1 Conference

Yes / No *

and

our delegation will comprisenumber of people (please complete)

If you have answered "No" to the above, then:

My Society will **not** be attending the 2008 Cavtat IARU Region 1

Conference, but intends to give its proxy to another society.

Yes / No *

* delete as appropriate

If you are sending a delegation, or giving your proxy to another society, please provide the address in your society (postal and e-mail) to which all Conference papers should be sent:

e-mail address:

If no e-mail, then full postal address:

Please return this form to: HRS Conference Organiser:

hqs-hq@hamradio.hr or Fax +385 1 48 48 763 by 1st February 2008

Registration forms for each delegate will be sent to you in early 2008



Document Disciplines

This paper contains important information to help Member Societies in the preparation of papers to be discussed at the 2008 Cavtat Regional Conference. Please read it carefully, and follow the guidelines set out. This will ensure that your paper is properly presented to, and considered by, the Conference.

- 1 All papers must be submitted to the Region 1 Secretary by 1st April 2008 by e-mail. Each paper must be accompanied by a cover sheet (see attached) showing:
 - The name of the National Society submitting the paper
 - The contact person on the Society responsible for the paper
 - The title of the paper
 - Whether the paper is for INFORMATION or DECISION
 - The Committee which should consider the paper. In this context, the Committees are:
 - i. C2 – Credentials and Finance Committee
 - ii. C3 – General Administrative and Organisational Committee
 - iii. C4 – Permanent HF Committee
 - iv. C5 – Permanent VHF/UHF/Microwaves Committee
- 2 Each paper shall be written in English
- 3 The style of the paper shall follow the format below:
 - Introduction: One or two sentences describing what the paper covers in general terms
 - Background: Relevant background to the paper, covering the history of the subject of the paper, references to previous papers and decisions that are relevant, and an explanation of why the paper is needed
 - Key points and proposal: here the main points of the paper should be laid out logically, and arguments presented in support of the decisions proposed
 - Recommendations: here the paper should state specifically the recommendation that the Final Plenary would be asked to endorse, in the words which would be used in that Plenary. The recommendation should be brief, specific, and free-standing (i.e., include all the necessary words to be capable of being understood **without** any of the background in supporting papers)
- 4 Papers should be submitted in MS-Word, using Arial font, 11pt. No IARU header should be included. The Regional Secretary will allocate a paper number, add the IARU Conference header, and convert the file to .pdf format. All documents will be circulated in .pdf format for security purposes. Should Committees want copies of any paper in .doc format at the Conference, the Secretary will have these available.
- 5 An initial set of all papers will be e-mailed to Member Societies in June 2008. The final set of Conference papers will be available on the web from mid-August 2008. It will be the responsibility of each Member Society to distribute the papers to its delegates and any other people who need to see the papers.



**International Amateur Radio Union
General Conference September 2008
Cavtat, Croatia
Cover sheet for Conference Paper**

(Please use a separate Cover Sheet for each paper you are submitting)

Name of Society Submitting paper:

Society contact person for this paper:

Title of Paper:

For consideration in Committee (select one):

C2 – Credentials and Finance Committee

C3 – General Administrative and Organisational Committee

C4 – Permanent HF Committee

C5 – Permanent VHF/UHF/Microwaves Committee

This paper is for (select one):

Decision

Information