

# **Policies & Procedures - 4.1.7 Regional & Global Chapter Chair Congresses**

- approved 03/01 -

Provided as a service to benefit ComSoc chapters, Regional Chapter Chair Congresses (RCCC) and Global Chapter Chair Congresses (GCCC) are (normally) organized on 4-year cycles by ComSoc Regional Directors, the Director - Membership Programs Development, and the Vice President - Membership Development.

In general, Congresses shall be held in accordance with the following format:

Year 1: GCCC - All chapter chairs (or representatives) are invited;

Year 2: No Congress will be scheduled;

Year 3: Up to 4 regional congresses will be scheduled (one per ComSoc Region);

Year 4: No Congress will be scheduled;

Year 5 (or year 1) Cycle repeats: GCCC - All chapter chairs (or representatives) are invited.

Final approval is the responsibility of the Vice President - Membership Development and the ComSoc Board of Governors (who must approve funding for a GCCC/RCCC in any given year). Funding will be in accordance with the following guidelines.

- Funding is provided to host a global congress (GCCC) every four years.
- Up to four congresses will be supported (one per Region) during year 3 in Asia/Pacific, Europe-Africa-Middle-East, Latin America, and North America. The Regional Director in each region plays a key role as facilitator.
- All arrangements must be made in advance with local hotels, collocating groups if applicable (such as ComSoc conferences or meetings), etc. A minimum of a four-to-six month "lead time" is recommended to enable chapters to make proper arrangements (including announcements, meeting agendas, travel, hotel accommodations, etc.).
- Funding is provided, as required, to cover a chapter chair's (or representative's) travel-and-living expenses. ComSoc will cover travel, lodging, and specified meals. All arrangements must be booked at economic rates acceptable for reasonable business travel.
- Lodging for an RCCC comprises a 2-3 nights stay. (RCCC's normally encompass two full days of meetings.)
- Lodging for the global congress will cover 4 nights. (Global congresses may commence

with an evening reception followed by 3 full days of meetings).

- Expenses must be submitted to ComSoc Headquarters in NYC (Carole Swaim) on an IEEE Expense form and be approved by the Director - Membership Programs Development. Air transportation may be direct billed through IEEE Travel. Receipts must be provided (in accordance with IEEE and Communications Society rules).

Direct Billing Information may be found at: <http://www.comsoc.org/about/MemberPrograms>

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