



IARU
Region 3



P. O. Box 73
Toshima
Tokyo 170-8691
JAPAN

Circular No. G/01/12T
18 January 2012

To:

Liaison Officers of all IARU Region 3 Member Societies
(ARANC/ARCOT/ARM/ARRL/ARSI/BARL/BDARA/
CORA/CRSA/CTARL/FARA/HARTS/JARL/KARL/
MARTS/NZART/ORARI/PARA/PARS/PIARA/ PNGARS/
RAST/RSGB/RSSL/SARC/SARTS/SIRS/VARC/VARS/WIA)

Directors of IARU Region 3
(VK3KI/JE1MUI/ZL2AZ/VU2GMN/HL1AQQ)
Special Advisor to the Directors of IARU Region 3 (JA1KAB)

Secretaries of IARU, IARU Region 1 and IARU Region 2
(K1ZZ, W6ROD, ZS4BS/XE1KK)

FORMAL INVITATION TO MEMBER SOCIETIES
TO THE 15H IARU REGION 3 CONFERENCE
Ho Chi Minh City, Viet Nam
5-9 November 2012

Dear Colleagues:

It is my great pleasure to formally invite your Society to participate in the 15th IARU Region 3 Conference to be held in Ho Chi Minh City, Viet Nam, from 5th to 9th November 2012.

This Conference is cordially hosted by the Viet Nam Amateur Radio Club (VARC).

Since the Conference is the supreme authority of the IARU Region 3, each Member Society should participate in it by all means possible, to decide our future policies for our administrative, operational and technical, and financial matters. As well we will elect our officers for the next three-year period.

1. DATE
5th November (Monday) at 09:00 local time to 9th November (Friday), 2009

2. VENUE
Kimdo-Royal City Hotel
133 Nguyen Hue Ave., Dist. 1, Ho Chi Minh City, Viet Nam
Phone: +848 (0)3 8225 5914
Fax: +848 (0)3 8225 5913
Email: hotel@kimdohotel.com

3. CONTACT PERSON in VARC
Mr. Nguyen Bac Ai, XV2A
Email: aivara@yahoo.com.vn

4. INITIAL AGENDA
The initial agenda of the Conference is attached for your consideration.
(Attachment 1).

If your Society has matters to raise that are not covered in it, please advise me of your proposed agenda items by return email or post.

Dead line date: **May 2, 2012**

5. CONFERENCE DOCUMENTS
Member Societies are cordially invited to submit proposals, information papers and reports, including those on the activities of your Society in the past three years.

Documents are preferably sent in electronic form (MS Word file) using the Conference document template available at the IARU Region 3 web-site, and are to be submitted to:

< secretary@iaru-r3.org >

When laying out the document format, please use A4 (29.7cm x 21cm) size paper with 3 cm or more margins on all four sides. For the first Title page, the Top

Margin should be 6 cm or more to allow for a Title Block. Please do not put page headers/footers.

Dead line date of your submission at the Secretariat ; **7 August 2012**

Dispatch date from the Secretariat to your Society ; **8 August 2012**

Please note that submission documents received will also be posted progressively on the IARU Region 3 web site, < www.iaru-r3.org >, in the lead up to the Conference, and in lieu of dispatching.

Some extra details and information about drafting your Society Report, and documents in general, are listed in “Section 11. NOTES” following.

6. DELEGATE TO CONFERENCE

Please advise me of the details of your delegation (Delegate and any Observer(s) as soon as your delegation is formed.

In forming a delegation and notifying it to the Secretary, the notification letter should be signed by TWO responsible officers in your Society. (Clauses 14 and 15 of the Constitution).

Also, may I remind you that each Member Society that has paid all its subscriptions then due shall have one vote at Plenary Meetings of the Conference. (Clause 14).

The expenses for all Society delegates and observers are to be met either by the Society concerned, or the delegates/observers, and cannot be met from the IARU Region 3 funds. (Clause 14).

7. DELEGATE MEETING

All Member Societies attending the Conference are requested to attend the Delegate Meeting (a meeting of Delegates) which is scheduled to meet at the venue at 19:00 local time on 4th November (Sunday evening before the Conference opening). (Paragraphs 5.3.1 to 5.3.2.5 of the General Regulations)

8. PROXY

It is recognized that it is not possible for all Member Societies to send a Delegate. In case your Society is unfortunately not able to send a delegation, you should consider allocating your vote by proxy to a Delegate from another Member Society that is attending the Conference. This allows your Society to be represented at the Conference, and for you to vote on any Conference recommendations and to take part in any election ballots.

If you wish to allocate your proxy according to Clause 15, 17A, B, C and 18 of the IARU Region 3 Constitution, then it is your responsibility to take the initiative with early action. You should contact and agree with the Delegate of the selected Member Society that he is willing to represent you. You must keep in mind that your proxy is valuable. It is best cast by a person in a Society that understands and is aware of your situation. This includes your priorities and problems, your views on IARU Region 3 affairs, and your economy and social issues. That Delegate (or other person) appointed as your proxy should hold full voting privileges in the selected Member Society.

Written directions for voting may be provided to the proxy holder on key conference agenda items and issues that are important to you.

The completed sample proxy form “Appointment of Proxy” (Attachment 2) should be sent to the Secretary IARU Region 3, with a copy sent to the Delegate of the Member Society selected to hold your Society’s proxy. The form must be signed by two responsible officers of your Society and clearly show their names, call signs and positions. The Secretary will confirm receipt of the Form. Please follow-up if no confirmation is received within a reasonable time.

If for any reason you **do** intend to send a delegate to the Conference at the last minute, please let the Secretary of IARU Region 3 know immediately and I will withdraw the “Appointment of Proxy”.

9. GUIDELINES FOR HOSTING THE NEXT CONFERENCE

In case your Society is intending to offer to host the next IARU Region 3 Conference, please read the attached “Guidelines for Hosting an IARU Region 3 Conference”, in which all the items and requirements are described for your consideration. (Attachment 3).

10. OTHER "GENERAL INFORMATION" FROM VARC

The following General Information (GI) will be provided soon, directly from VARC to all recipients of this Formal Invitation.

- a) Conference Registration Form
- b) Hotel room rates and reservation procedures
- c) Visa and entry requirements for Viet Nam
- d) Arrival, departure and transportation
- e) Local information (Climate, Currency and money exchange, Electricity, Internet Access, etc.)
- f) Partner's program
- g) Tourism information
- h) Conference special amateur station and visitor license
- i) Other items

11 NOTES

11-1. Society Triennial Report: When writing your Society's activity report, it is requested that the following topics be covered:

- a) Membership --- Number of transmitting/associate members, and statistics showing membership fluctuations in recent years;
- b) Relationship with your Administration, WRC-15 preparation and implementation, etc.;
- c) Major events worth special mention, 7 MHz band expansion, 135kHz allocation, etc.;
- d) Amateur bands use in your country including the band plans, and the (calling) frequencies for emergency communications, especially in the 15, 17, 20, 40 and 80 meter bands, adopted by your Society.

11-2. If your Society will allow direct communications with the author of a paper, please identify the author's name, call sign and contact information in that paper.

11-3. In submitting your papers, please note the following, to assist in understanding and smooth passage :

- a) The contents should be concise as far as possible;
- b) Please make clear the nature of the paper -- report, information, or proposal (amendment to the Constitution/General Regulations, recommendation or resolution);

- c) In the case of a recommendation or resolution, please make this in a clear and concise form, able to be voted on. It may consist of Considering (Noting) parts and Recommend or Resolve parts.

I am looking forward to hearing from your Society soon about your attendance, and sincerely hope to see you in Ho Chi Minh City.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ken Yamamoto". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Ken Yamamoto, JA1CJP
Secretary

HTML version can be seen at:
<http://www.iaru-r3.org/15r3c/15r3c.htm>