



International Amateur Radio Union Region 1

2014 General Conference – Varna-Albena, Bulgaria

21 – 27 September 2014

Document Disciplines

This paper contains important information to help Member Societies in the preparation of papers to be discussed at the 2014 Varna-Albena 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 1 May 2014 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:
 - C2 – Credentials and Finance Committee
 - C3 – General Administrative and Organisational Committee
 - C4 – Permanent HF Committee
 - 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 or OpenOffice, using Arial font, 12 pt. 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 The final set of Conference papers will be available on the web from 1 June 2014. 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.