

International Mathematical Union



February 10, 2018
IMU AO Circular Letter 4/2018

To: The Adhering Organizations of the International Mathematical Union (IMU)

From: Helge Holden, IMU Secretary

IMU General Assembly meeting São Paulo (No 1)

Dear colleagues,

This is the first announcement about the next IMU General Assembly (GA) meeting.

1. Time and Location

The next GA meeting of the IMU will take place on 29–30 July 2018 in São Paulo, Brazil. The venue of the GA meeting will be the Sheraton WTC Hotel in São Paulo. Delegates are expected to arrive on 28 July. The GA meeting ends in the evening of 30 July. On 31 July, the GA organizers offer to all registered GA participants and accompanying persons attending the ICM, a bus tour from São Paulo to Rio de Janeiro that will include a guided visit to Paraty.

2. The General Assembly (basic information)

The role of the GA is described in the IMU Statutes, in particular, in Articles 18–24, and 41.

3. Delegations

For each GA meeting, each IMU Member Adhering Organization (AO) shall appoint and certify to the Secretary of the Union a delegation, which shall have the number of votes corresponding to the Group in which it adheres, see Statutes Article 19 and IMU Member Countries for information about the Groups.

I would like to ask all AOs to start selecting their delegates for the IMU GA meeting in São Paulo and to nominate the delegations in an email to me at <secretary@mathunion.org>. This request applies to

- all IMU Members,
- all IMU Associate Members, and
- all IMU Affiliate Members.

Please note, however, that only the Delegates of IMU Members have voting rights at the GA. Affiliate and Associate Members have the right to participate in the GA by a representative without voting rights.

In my capacity as Secretary, I will maintain the list of Delegates (together with the nomination letters) so that there is proof of which persons have the right to vote at the GA.

A web registration procedure for the GA participants has been set up, see below for more information.

In case it turns out that a formally nominated Delegate will be unable to participate in the GA and the AO wishes to nominate a substitute, you are asked to contact me by email or phone in due course. We will try to handle the replacement as smoothly as possible.

Gender distribution at the GA

I would like to recall that it was noted at previous GA meetings that the gender distribution was not well-balanced. I urge the AOs to consider gender distribution as one criterion when they choose the Delegates for the GA meeting in São Paulo.

4. Other GA participants

The IMU Executive Committee (EC) will invite further persons to the GA meeting. Among these are

- IMU Officers (this group includes the IMU EC members, and Chairs/Presidents of IMU Commissions and Committees who will provide reports about their activities for IMU)
- Observers (this group includes possible representatives of countries that will apply for IMU (Associate) Membership and, moreover, representatives of ICSU, ICIAM, and possibly other IMU related organizations)
- Members of the local GA organization in São Paulo.

No person in any of the categories mentioned here has a voting right at the GA. Note that no person will be allowed to participate in the GA without a formal approval or invitation from me.

5. Accommodation and travel reimbursement

All registered GA Participants at the GA meeting will get their hotel accommodation at the Sheraton WTC Hotel, São Paulo, covered for the period 28–31 July (three nights, single room rate).

IMU will cover the accommodation for Delegates, Representatives of Associate and Affiliate Members, IMU EC Members, IMU Representatives (invited by the IMU President), Observers. The hotel rooms will be charged to IMU directly. Any additional expenses must be paid individually. This offer does not extend to other people, e.g., accompanying persons.

In addition, one Delegate or Representative from each IMU Member, i.e., full IMU Member, Associate Member and Affiliate Member, will receive travel support in order to attend the GA meeting in São Paulo. The conditions for the GA travel support are as follows:

- One (-1-) GA travel grant will be given per member of the IMU.
- In very special cases, an AO may request travel support for more than one delegate. Well-documented applications have to be sent to <secretary@mathunion.org> by 1 March 2018.
- It is the responsibility of the IMU member (AO) to nominate to the IMU Secretary who will be the recipient of the GA travel grant (name of the person selected).
- GA travel grant implies that IMU will reimburse travel expenses up to a maximum amount per grant, which depends on the geographical region of the member country. The maximum amounts per region and country are specified in the table below.
- Only round trips from the country of Delegate or Representative (country–São Paulo–country or country–São Paulo–Rio de Janeiro–country) are eligible for reimbursement.
- Eligible travel expenses are: Basic economy class airfare, reasonable expenses to travel from home to the airport and back.
- Reimbursement for travel expenses is subject to the presentation of the following documents/receipts upon on-site registration in São Paulo:
 - Copy of passport

- Summary of the travel expenses which are claimed to be reimbursed (note that there is a maximum amount), including travel support received from any other source, if applicable
- Ticket, originals of boarding pass and any other receipts for travel expenses
- Estimate of travel expenses to travel home
- Travel insurance (if no coverage from other sources and only for the travel to the GA meeting)
- Bank information (printed), if not provided online at the time of registration. A form is available on the online registration.

Travel reimbursement will only take place when the required documents have been presented by the grant recipient in São Paulo and will only be by bank transfer. In exceptional cases, for instance if bank transfer to the country is not possible, reimbursement will be in cash (in EUR only). This requires a request in advance to the IMU Secretary and his approval.

If you are eligible for GA travel grant you will, during the online registration process, be asked to provide your bank information. A form will be offered where you can fill in your data. The form will be stored at a secure server. After the GA meeting the forms will be deleted. It is recommended to provide the information electronically, as this will facilitate the bank transfer.

If a Delegate or Representative selected for GA travel grant gets travel support from any other source, this will be counted against the GA travel grant.

If a Delegate or Representative selected for GA travel grant who has a valid ticket, but cannot attend the GA meeting because of disease or an act of force majeure, travel expenses (or part thereof) may be reimbursed if the disease or the act of force majeure is duly certified and the travel expenses (or part thereof) are not refundable from other sources.

It will be appreciated if IMU Members will cover the travel expenses of all of their Delegates or Representatives to the GA meeting from own sources.

Maximum amounts of GA travel grants per region and country of the AO
(see [Member Countries by Continent](#)):

Region A: Africa

Maximum amount granted for reimbursement of travel expenses: **1,150 EUR**

Algeria, Cameroon, Egypt, Gabon, Ivory Coast, Kenya, Madagascar, Nigeria, Senegal, South Africa, Tunisia, AMU.

Region B: America

Maximum amount granted for reimbursement of travel expenses: **650 EUR**

Argentina, Brazil, Canada, Chile, Colombia, Cuba, Ecuador, Mexico, Paraguay, Peru, United States of America, Uruguay, Venezuela, MCoFA, UMALCA.

Region C: Asia, Australia&Oceania

Maximum amount granted for reimbursement of travel expenses: **1,400 EUR**

Armenia, Australia, Bangladesh, Cambodia, China, Georgia, Hong Kong, India, Indonesia, Iran, Israel, Japan, Kazakhstan, Korea, Malaysia, Nepal, New Zealand, Oman, Pakistan, Papua New Guinea, Philippines, Saudi Arabia, Singapore, Thailand, Vietnam, SEAMS.

Region D: Europe

Maximum amount granted for reimbursement of travel expenses: **900 EUR**

Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, EMS.

6. Web server, formal registration process, hotel booking

The local organizing committee in São Paulo has set up a Web server with information about the GA:

<http://www.icm2018.org/portal/en/imu-assembly>.

This server contains the online registration form, travel and visa information, maps, and many further details. It will be updated regularly and will be employed to keep all GA Participants informed.

Details of the online registration process for the IMU GA in São Paulo

After the nomination of the delegations by the AOs in a letter to me, the approved persons will receive from me a GA Registration Code that has to be used for the registration. All GA Participants are required to register for the GA meeting on the website

<http://www.icm2018.org/portal/en/imu-assembly>.

In order to start the registration process, you will need the GA Registration Code. Once in the system, you have to provide your basic personal data (contact phone numbers, email, etc.), as well as information about any accompanying person, the arrival and departure from São Paulo, and your participation in the social events. In addition, you need to confirm that you have a valid travel insurance. If you have been selected for GA travel grant, you will need to include some bank information. Please also indicate whether you get additional travel support from any other source.

After the registration, you will receive a confirmation message from the organization. The GA Registration Code should be kept, as it may be used at some later time to update the registration data, if needed.

If you need assistance concerning the registration, please write to <imu_ga@icm2018.org>. The GA Participants are requested to submit their registration by **20 May 2018**.

7. Letter of invitation and visa issues

If you need a letter of invitation to attend the GA meeting, please go to the website <http://www.icm2018.org/portal/en/imu-assembly>. You can only apply for an invitation letter after you have registered for the GA.

Regarding visa issues, please consult the website

<http://www.icm2018.org/portal/en/imu-assembly>.

For further assistance in these matters, please send an email to <imu_ga@icm2018.org>.

8. Items for the Agenda

I would like to remind all Adhering Organizations of Articles 38, 39, and 42 of the By-Laws:

"...the Adhering Organizations, and the Commissions of the Union may propose business to be transacted at meetings of the General Assembly. Such proposals shall reach the Secretary at least four months before the meeting at which they are to be considered."

"The agenda for a meeting of the General Assembly shall be dispatched by the Executive Committee to the Adhering Organizations at least three months before the meeting at which they are to be considered. A question which has not been put upon the agenda may be discussed, but shall not be put to the vote unless a proposal to that effect be approved by a majority of the total number of votes assigned to the Members."

"The Executive Committee shall present an annual report on its activities and those of the Union to each Adhering Organization and shall also report on its activities and those of the Union at

each ordinary meeting of the General Assembly. The report to the General Assembly shall be dispatched by the Secretary to the Adhering Organizations at least two months before the meeting at which it is to be received.”

Summarizing:

- If you want to propose a topic for the GA agenda, please send your request to me by email to <secretary@mathunion.org> by **29 March 2018**.
- Expect to receive the GA agenda by **29 April 2018**.
- Expect to receive the EC report (IMU Bulletin 70) by **10 July 2018**.

9. Local contact in São Paulo

If you have any questions about the local arrangements for the GA meeting in São Paulo or need assistance, please contact <imu_ga@icm2018.org>.

I look forward to seeing you all in São Paulo!

Regards

Helge Holden
Secretary of the International Mathematical Union