



AITAA

AIT ALUMNI ASSOCIATION

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03 July 2017

Subject: 46th AITAA Governing Board Meeting

Dear National Chapter Presidents,

The AITAA Mother Chapter and the AITAA ROC Chapter are pleased to announce that the AITAA's 46th Governing Board Meeting is going to be held at Howard Civil Service International House in Taipei, Taiwan ROC from the 3rd to 6th of November 2017.

We are delighted to invite you and your delegates to attend our annual meeting to discuss and plan for yearly operation and activities relating to AITAA and AIT. Your valued opinions and suggestions are very crucial for the future development of our Association and Institute.

Taiwan is a beautiful island with a great variety of natural ecological environments and other interesting attractions. Taipei, located in the northern Taiwan, is the capital city of the Republic of China and now being considered as one of the leading Global Technical Centers, especially for the achievement of her Smart City construction. Therefore we would also organize an International Workshop on recent advances for Smart Cities in Taiwan, thus, an introductory update briefing will be given before discussion.

For your necessary preparations, the 2017 GBM program and Itinerary has been drafted, please kindly note in the followings:

I. Arrival of Delegates (3rd NOV, Friday):

- All arrived delegates/non-official delegates will be picked upon airport for 24 hours.
- Registration and Hotel check-in service at Howard Civil Service International House, HCSIH (<http://intl-house.howard-hotels.com>).

Notes 1 :

- a. The three-night complimentary room for the delegates of each National Chapter will be accommodated by host Chapter at Hotel HCSIH. **For those alumni who are not the delegates but intend to come and join the meeting are considered as non-official delegates and are requested to fill in the registration form and pay their own hotel bill.**
- b. Delegates need to advise if there are any earlier arriving and/or late departure than the

scheduled period of time.

c. Free breakfast will be provided daily from 07:00-10:00.

- **19:30-21:00 :**

- **Welcome Party** will be held at HCSIH.

II. Governing Board Meeting, City Tour and Gala Dinner(4th NOV, Saturday):

- **09:00-16:00**

- **The 46th AITAA Annual Meeting of Governing Board at Howard Civil Service International House.**

Notes 2 :

a. **Chapter/Annual Report** – The reports for the GBM is requested to be emailed in *Microsoft Word* format to news@aitaa.asia, aittaa@ait.asia. AITAA HQ will be compiling the documents for the 46th GBM based on the attached Annual Report Format. **The submission deadline is 30th September 2017.**

b. **Distinguished Alumna/Alumni, his/her CV, ID photo and other information** – The number of Distinguished Alumni depends on the Constitution. The Distinguished Alumni Nomination form and criteria is attached. **The submission deadline is 16th September 2017.**

c. **Honorary Member/s, his/her ID photo, other information** – The number of Honorary Member/s depends on the Constitution. The Honorary Member Nomination form is attached. **The submission deadline is 16th September 2017.**

- **09:30-16:00**

- **One-day city tour program will be arranged for all spouses and those delegates who will not attend the GBM.**

- **18:30-21:00:**

- **Gala Dinner** at Taipei Grand Hotel, all delegates and spouses will be invited.

Notes 3 :

a. Individual Delegates should advise his diet preference if any.

b. **Culture Show Program:** please prepare one culture show for each country to perform at Gala Dinner for a few minutes and please notice if any.

III. International workshop, Field trip and Farewell Party(5th NOV, Sunday):

- **09:00-12:00:**

- **International workshop** on Recent Advances on Smart Cities in Taiwan

- **13:00-18:00:**

- **Field Trip** to Yilan County visiting Lanyang Museum

(http://www.lym.gov.tw/eng/index_en.asp) and National Center for Traditional Arts

(<http://en.ncfta.gov.tw/>)

- **18:00-20:30:**

- **Farewell Party** at Shangrila Boutique Hotel, Yilan County.

IV. Departure of Delegates (6th NOV, Monday):

- All-day: Departure of delegates, hotel check-out and airport drop-off.

Due to the need for earlier logistic management, each individual delegate has to provide their personal information of detail. Those including travel plan, city from where visa will be applied for

and diet preference etc., attached here with a Delegate Information Form, please fill in and send back by mail no later than 31st August 2017, your earlier reply will be highly appreciated.

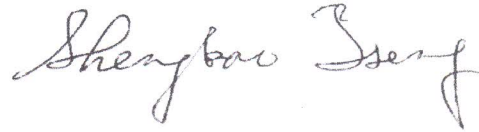
Thank you very much for your continued support to AIT Alumni Association.

Sincerely yours,



Dr. Somchet Thinaphong
President
AITAA Headquarters

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Distribution List

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