

Electronic Submission of IGC Proposals

Updated 28 December 2018

This document should be used in conjunction with the MS Word Proposal Forms that you downloaded from the Forms section of the IGC website.

Please submit the electronic proposal with a file name made up from the following elements and in the order illustrated:

File name = AAA xxxxx ZZZ oo

where AAA = Sporting Code volume

where xxxx = the number of the paragraph of the rule

where ZZZ = the Olympic 3-character abbreviation for the NAC country (as listed in Annex B.2 of Volume ABR) or the abbreviated version of a Sub-committee

where oooo = the year of the Plenary meeting at which the proposal is to be considered

where YY = type of the proposal (Year-1 / Year-2 / Other)

Some example **file names**:

SC3A 4.1.1 FRA 2019 Y1

Year-1 proposal for Annex A to Section 3 – Gliding, specific paragraph rule 4.1.1 – Sailplanes and equipment, submitted by France for Plenary 2019.

SC3 6.5.2.1 SUI 2019 Y2

Year-2 proposal for Section 3 – Gliding, specific paragraph rule 5.3 - Time period for class changes, submitted by Switzerland for Plenary 2019.

SC3D 5.4 GBR 2019 Other

Other proposal for the Annex D to Section 3 – Gliding, specific paragraph rule 5.4 - Competition rating calculation, submitted by the United Kingdom for Plenary 2019.

Please note that this file naming protocol restricts each form to one proposal only.

The completed proposal form may only be submitted in MS-Word 97-2003 or Rich Text Format (RTF). Supporting documents to proposal could use following file types: gif jpg jpeg png txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods rar zip. Individual files must be less than 2 MB.

Completed proposal forms should be submitted:

- (i) by the NAC or the Sub-Committee Chairman to the FAI office until 31st December of the year immediately preceding the Plenary meeting at which the proposals are entitled to be on the agenda for consideration;
- (ii) through the automatic proposal submission process using the following web address copied into your web browser:

<https://www.fai.org/igc-documents/proposals>

IGC Secretary
December 2018