

# International Federation of Air Traffic Safety Electronics Associations



**IFATSEA**

*The Global Voice of  
Air Traffic Safety  
Electronics Personnel*

**August 07, 2025**

**Ref: EB/GA/0616/ALL**  
(By email)

**TO: ALL IFATSEA AFFILIATES**  
**SUBJECT: CALLING NOTICE UPDATE 2 - 53<sup>rd</sup> IFATSEA General Assembly  
Cape Town, South Africa, 9 – 14 November 2025**

Dear Affiliates,

This is the updated Calling Notice for the 53<sup>rd</sup> IFATSEA General Assembly to be hosted jointly by the South African Air Traffic Safety Electronics Personnel Association (SAATSEPA), IFATSEA affiliate, and the Air Traffic and Navigation Services state-owned company (ATNS SOC), IFATSEA Corporate Member.

The theme of the General Assembly is ***“Addressing cyber threats against CNS/ATM systems through collaboration, training, system thinking and data-driven decision-making.”***

The General Assembly will be held from **9 to 14 November 2025** at the **Cape Town Marriott Hotel Crystal Towers, Cape Town, South Africa.**

## **1) Assembly Credentials**

According to the IFATSEA Constitution, to attend the Assembly proceedings, each affiliate member Association must appoint delegates to represent it at the General Assembly. One of these delegates shall be identified as the **‘voting representative.’** In addition, Article IV, paragraph 2(d) permits affiliates to have in attendance other representatives as advisors or committee members.

All participants are required to send the credentials for the General Assembly 2025 to the IFATSEA Executive Board ([meaghan.olmstead@ifatsea.org](mailto:meaghan.olmstead@ifatsea.org) or [exec.sec@ifatsea.org](mailto:exec.sec@ifatsea.org)) at least 30 days before the opening day of the General Assembly 2025.

The registration will only be confirmed if the Form of Credentials (attached) is sent to the Executive Board. You may also download the credentials forms via the IFATSEA E-Library:



# International Federation of Air Traffic Safety Electronics Associations



**IFATSEA**

*The Global Voice of  
Air Traffic Safety  
Electronics Personnel*

## 2) Assembly Website

The General Assembly website is operational, and delegates are required to visit the website at: <https://ifatseaga53.org/#/> for registration, online payment, hotel registration and further information.

## 3) Hotel Registration and Fees

Registration forms <https://forms.office.com/r/QaKz4B64cb> are also available on the IFATSEA official website.

The **registration fee** for the Assembly is **USD 250 per delegate**, payable in cash upon arrival for the assembly or through an Electronic Funds Transfer (EFT). For the delegates who opt for EFT payment will receive an invoice with the banking details once successfully registered. The proof of payment will need to be forwarded to the email address appearing on the official invoice.

## 4) Hotel Reservation

Affiliates are encouraged to visit Cape Town Marriott Hotel Crystal Towers to secure their accommodation at a discounted rate of **R5000.00** South African rands per night from 8 to 15 November 2025. The link for the accommodation is <https://www.marriott.com/event-reservations/reservation-link.mi?id=1750403690420&key=GRP&app=resvlink>.

Other recommended accommodation venues are listed in **Annexure A** of this Calling Notice.

## 5) Passport and visa Requirements

Delegates are advised to check visa requirements well in advance with the South African High Commission or Embassy in their respective countries. Visas are typically issued upon presentation of documentation confirming the purpose of the visit, accommodation, return flight tickets, invitation letter, etc.

It is important to note that visas are generally **not issued** upon arrival. Please refer to the South African Department of Home Affairs website for detailed information: <http://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa>.

Information on countries exempt from visa requirements can be found at



# International Federation of Air Traffic Safety Electronics Associations



**IFATSEA**

*The Global Voice of  
Air Traffic Safety  
Electronics Personnel*

<https://www.dha.gov.za/index.php/immigration-services/exempt-countries>.

Additionally, delegates can visit the website <https://dirco.gov.za/south-african-representation-abroad/> to find their Embassy for further information.

## **6) Vaccination requirements**

Delegates are responsible for ensuring they have adequate travel insurance (including health coverage) for the duration of their stay in South Africa.

Vaccination: Requirements for yellow fever certificates at the point of entry may apply to traveler's arriving from certain countries. It is recommended to check the latest health regulations and requirements prior to travel.

## **7) Transportation and Shuttle services**

The host will endeavour to offer shuttle services to and from the venue to the recommended hotels only, which would not be within a radius of 10 km from the General Assembly venue. Further arrangements are being made to offer shuttle services from the airport to the recommended hotels only. More communication will be shared once these arrangements are confirmed and finalised.

## **8) Agenda and presentations**

The draft agenda for the General Assembly, regional meetings and subcommittees will be published and updated on the General Assembly website at least 30 days before the opening of the General Assembly. The Final Agenda will be published during the first week of November 2025.

Affiliates who wish to give presentations or partake in panel discussions during the General Assembly should contact the Executive Board at least 30 days before the Assembly starts.

## **9) Amendment to the Constitution**

According to the IFATSEA constitution, this year is only for the special election of the



# International Federation of Air Traffic Safety Electronics Associations



**IFATSEA**

*The Global Voice of  
Air Traffic Safety  
Electronics Personnel*

Vice President and no other elections or constitutional amendments. However, given the rapid changes to our operating environment, there could be motions raised that warrant constitutional amendments.

In line with the IFATSEA constitution, amendment proposals should be notified in writing to the Executive Secretary. The deadline for submission of constitutional change proposals shall **not be later than 60 days before** the first day of opening the General Assembly. Proposals to be submitted must be signed by the Principal Officer of the Affiliate Association and sent to IFATSEA by e-mail to the Executive Secretary ([meaghan.olmstead@ifatsea.org](mailto:meaghan.olmstead@ifatsea.org) or [exec.sec@ifatsea.org](mailto:exec.sec@ifatsea.org)).

## 10) Elections

As per the IFATSEA constitution, in the event of the resignation, retirement, or death of an Elective Officer during his term of office, the vacancy shall be filled by the Executive Board until the next general assembly. During such time, a special election will be held for the vacant position and shall be filled for the remainder of the term by a new election in accordance with the IFATSEA Constitution and By-Laws. The Officer up for election this year, due to a resignation, is:

### i. Vice President

All nominations must be signed by the Principal Officer of the appropriate association and shall be forwarded to the Executive Secretary **not later than 60 days before** the first day of opening the General Assembly. The Affiliate member must be in good standing with IFATSEA.

Thank you for your cooperation, and we are looking forward to meeting you in Cape Town, South Africa.

**Ing Frank Kofi Apeageyi**  
**IFATSEA President**



**Meaghan Olmstead**  
**Executive Secretary**



## International Federation of Air Traffic Safety Electronics Associations



**IFATSEA**

*The Global Voice of Air Traffic Safety Electronics Personnel*

### Annexure A

Accommodation Name	Distance from the Conference Venue	Hotel Star Grading	Room Type	Approximate Bed and Breakfast Rates (ZAR)	Accommodation Link
Marriott Hotel Crystal Towers	0 km	5 Star Hotel	Standard Room	R5000.00	Use link provided
Colosseum Hotel	200 m	4 Star Hotel	Standard Room	R2400.00	<a href="https://colosseum.co.za/">https://colosseum.co.za/</a>
			Executive Room	R2785.00	
Century City Hotel, Bridgewater, or Urban Square Hotel	650 m	4 Star Hotel	Superior Canal Facing	R2900.00	<a href="https://cchotels.co.za/">https://cchotels.co.za/</a>
			Studio Apartment	R2150.00	
The Residence at Crystal Towers	110 m	4 Star Hotel	Studio Apartment	R6825.00	<a href="https://www.theresidencescapetown.com/">https://www.theresidencescapetown.com/</a>
Stay Easy Hotel Century City	600 m	3 Star Hotel	Standard Room	R2200.00	<a href="https://www.southernsun.com/stayeasy-century-city">https://www.southernsun.com/stayeasy-century-city</a>
Island Club Hotel and Apartments	210 m	Apartment, Single Occupancy	Deluxe Room	R2000.00	<a href="https://islandclubhotel.co.za/accommodation/1-bedroom-apartment/">https://islandclubhotel.co.za/accommodation/1-bedroom-apartment/</a>
			Superior Deluxe	R2204.00	
Majorca Apartments by BON Hotels	400 m	4 Star Hotel	One Bedroom Apartment	R1265.00	<a href="https://bonhotels.com/hotel/majorca-apartments-by-bon-hotels/">https://bonhotels.com/hotel/majorca-apartments-by-bon-hotels/</a>
City Lodge GrandWest Casino	10 km	3 Star Hotel	Standard Room	R1650.00	<a href="https://citylodgehotels.com/our-hotels/City%20Lodge%20Hotel/76">https://citylodgehotels.com/our-hotels/City%20Lodge%20Hotel/76</a>
Lagoon Beach Hotel & Spa	10 km	4 Star Hotel	Standard Room	R1350.00	
City Lodge Waterfront	10 km	3 Star Hotel	Standard Room	R2450.00	<a href="https://citylodgehotels.com/our-hotels/City%20Lodge%20Hotel/86">https://citylodgehotels.com/our-hotels/City%20Lodge%20Hotel/86</a>

ZAR – South African Currency (Rand)

Rooms and rates are subject to availability, change, and currency fluctuations.