

International Virtual Aviation Organisation Special Operations Instruction No 5

International Special Operations Events

Revision 1.0 - 17th December 2020



Special Operations Department
International Virtual Aviation Organisation

Amendments

Revision	Modifications	Effective Date	Amendments By
1.0	N/A	**	SOAD - 419127

* All changes or additions will be highlighted in yellow.

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Introduction

International Special Operations Events are events that have been submitted and approved by SO-HQ, These events can be attended by any user of IVAO and attendance will earn the user point towards the fighter jet or the Special Operations Controller award.

Participation

As a user, you will be able to find a list of all upcoming International events on the [IVAO Special Operations Department](#) website. All events will have a master plan, and this document will detail all information needed to participate in the event. Majority of events require registration for the event, and this can be done via the SO portal, please note that if you do not register before the event, your participation is not secure.

Reserving Dates

To ensure that all events have higher attendance, SO-HQ currently only allows for one International Event per day. It is possible to reserve a date via the SO portal before submitting the event. This system works on a token system to ensure that the system is used fairly.

Creating an Event

For an event to get its HQ approval, the event must be submitted via the SO portal no later than 4 weeks before the event. Many this are to be considered when creating an event and bellow is a list of some the primary points to consider:

1. Disruption of non-participating traffic
 - a. What disruption may be created to traffic not involved?
 - b. Do you need to establish restricted airspace? How will this affect traffic?
 - c. Do you have enough ATC services for the event? Do you require civil ATC?
2. Difficulty of the Event
 - a. What level of pilot/ATC is this event designed for? Will this limit participation?
 - b. Is there enough guidance/documentation to allow a pilot to participate?
 - c. How easy is it to understand the brief/plan? Is it too confusing?
3. Event length and size
 - a. Are there enough slots for high-levels participation?
 - b. How long do you think the event will be? Too long? Too short?
 - c. Have you tested the flights to ensure reasonable timing?
4. Documentation
 - a. Are there suitable airfield charts available? Do you need to create your own?
5. Scenery and Aircrafts
 - a. Are you providing scenery for the event? Is it needed?
 - b. Have you provided scenery for XP11, FSX and P3d?

- c. Are you limiting the type of aircraft or equipment? Do you need to?

Event Application

Below is all the information that is required in the application, when applying for HQ approval via the Special Operations Portal.

SO events shall not also be registered as a civil event.

Event Type

- Single-date Event
 - Most Events are of this type and award the user 2 points towards awards
- Multiple-Day event (create New one)
 - This will be the first date of an event that will be held over multiple days. These events usually are smaller and easier than single-day events, such as training and awards one point towards the SO awards pre-day attended.
- Multiple-date event (select from previous)
 - This type is used to add another day to multiple day events.

Event Title

This will be the unique title for the event; this should not include things such as "Event" and "SO".

Event Type(s)

This should include keywords and phrases describing the event type. This should be specific and not use general words such as "exercise"/" Operations.

Event Date

This is where you select the date for the event. It is not possible to select any dates that are within 4 weeks or that have been booked in the reservation system by another party.

Event Starting time (UTC)

The time in UTC of the start time of the event, please ensure that you do not plan to do a verbal brief before this time.

Event duration (in minutes)

The estimated duration of the event in minutes.

FIR(s) within which the event will take place

You will be able to list all FIR's the event will take place in, and this also includes any FIR's outside your division.

Suppose you select FIR's outside your division. In that case, it is expected that prior coordination and approval has been received. Still, the division('s: will also be required to confirm their approval as well.

Participants registration mode

You can select whether you require prior registration for users to partake in the event. SO-HQ strongly recommends that you use Mandatory participants registration as this will assist in completing the event report at the end of the event.

Please note that only registration through the SO portal is allowed and no other registration system may be used.

Participant's registration closing time

This allows you to close registration up to 72 hours before the start of the event.

We strongly encourage you to leave registration as close as possible to the begging of the event.

Participants Registration Object (PRO)

This allows you to create a custom registration, to obtain the information you require. Below is a list of all tools you can use.

To create separate roles, a new line should be created; each line shall consist of many elements (Only first element is required), an exclamation mark will separate each element "!". Other than text, only round brackets "()", Forwards slash "/", and dot "." may be used, No other characters shall be used.

Element 1

Name of the role/slot.

Element 2

The maximum number of participants for this slot, if there is no limit 0 shall be used. You can also pre-register roles to this slot by adding them in a bracketed list after the slot number for example,

10(419127,288437)

Element 3+

These elements allow you to create field to be filled in by the user, to do this each field shall consist of 3 pieces of information listed below **1=23**,

- 1.The title of the field
- 2.If the field is optional, represented by "R" = required , "O" = optional.
- 3.Type of question
"S" = Short Text answer (<200 characters)

"P"=Long text answer (Paragraph, <5000 characters)

"C"= Multiple choice (One answer)

"Z" = Checkboxes (Multiple answers possible)

To set the answers for type "Z" and "C", a list of answers must be added after the letter in round brackets.

Example:

Flying in from another base =RC(Yes, No)

If yes, which. airfield=OS

Aircraft type=RS

Below is an example of a completed PRO;

Pilot squadron 1!10

Pilot squadron 2!5

Pilot squadron 3!5!STOL capability=RS

ATC

AEWC aircraft!2(927834)!Add on used=RS!Past experience as AEWC=RP

Event description

The event description shall provide a quick overview of the event/mission and also any background behind the event/mission. This shall not include lots of detail or a briefing. Only plain text and the text editors available should be used, and please do not use things such as HTML.

Event Master Plan

This shall be a PDF document containing the below information

1. General scenario and background story of the SO Event;
2. General geographical location or area of operations;
3. General timeline or sequence of operations;
4. Participants' roles and their general responsibilities and objectives, allowed kinds of airframes;
5. Reference (URL) or include (text) Basis of Procedures;
6. Event-specific rules, if any;
7. Alternative communication means if any;
8. Briefing Information;
9. Airspace restrictions (in textual and graphical forms), if any;
10. Resources to be used (URL links).

Event Banner Image

This shall be an image that relates to the event, also containing information such as date, title and time. This image will be used in all advertisements for the event, including adding to the IVAO event calendar.

During the Event

During the event, there shall be a person who is designated as the event tactical coordinator. This person usually takes the role of ATC but not in all-cause. They are responsible for the smooth running of the event and shall ensure that SO regulations are upheld.

Post Event

After the event, it is the responsibility of the event organiser to provide a list of all participants of the event, and this is done via the SO portal.

When you go to the report, it will be pre-filled with any participants that have pre-registered. You are to go through this list and check every participant's attendance and assign them as either a pilot or ATC (For the awards). Any users that did not partake in the event, their vids should be removed, and the line left blank or used for another VID. Any users that are not on the list may be added to an empty line but there is no requirement to add them as per SO regulation 5.6.

Please ensure that you check the list and do not just submit, you can do this by taking an attendance list during the event or staff may use IVAO flight tracker or Exam tracker.

Once the event registration report has been submitted to SO HQ, they will do their own checks and give any awards to participants that have met the minimum requirements.