



Education International
Internationale de l'Éducation
Internacional de la Educación
Bildungsinternationale

Head Office

5, Bd du Roi Albert II
1210 Brussels, Belgium
Tel +32 2 224 06 11
Fax +32 2 224 06 06
headoffice@ei-ie.org
http://www.ei-ie.org

President

Susan Hopgood

General Secretary

Fred van Leeuwen

TO ALL MEMBER ORGANISATIONS

Attn: President and/or General Secretary

TO THE EXECUTIVE BOARD TO THE REGIONAL OFFICES

Brussels, 29 September 2010

Re: Opening of registrations for 6th World Congress, Cape Town, 22-26 July 2011

Dear Colleagues,

The time has come for all EI affiliates to start planning for their participation in the 6th World Congress, which will be held in Cape Town, South Africa, next July on the theme 'Building the Future through Quality Education'. Below is detailed information on how to register your delegates and other participants.

To how many delegates is your organisation entitled?

In accordance with Article 9(e) of the Constitution, each member organisation is entitled to at least one delegate at the World Congress. Provided that membership fees have been paid in full prior to the Congress, member organisations are entitled to additional delegates according to the following scale:

- up to 10 000 members: ONE (1) additional delegate;
- more than 10 000 members: ONE (1) additional delegate for every 10,000 members or part thereof, with a maximum of FIFTY (50) for any one organisation.

For example, an EI member organisation which has paid membership dues for 12,500 members, based on an average of the dues it has paid in the four years before Congress, will be entitled to three (3) delegates – one by default, plus one for the first 10,000 members for which dues were paid, plus one for the part of the next 10,000 members.

Provisional entitlements of delegates

You will find appended hereto a table listing the provisional entitlements of delegates and votes for all member organisations, based on the membership dues paid to EI in 2008, 2009 and 2010 as at 22 September 2010 (see Annex 1). Please note that the final entitlement, as will apply at the Congress in July 2011, will also take into account dues paid in 2011. Revised entitlements lists will be published on the Congress website from time to time.

Can your organisation also send observers?

Pursuant to By-Law 4(b), 'a member organisation may designate a reasonable number of observers among its membership or staff.'

EI Executive Board at the World Congress

According to Article 9(d) of the Constitution, 'the Congress shall be composed of delegates representing member organisations and of the Executive Board.' In other words, EI Executive Board members need not register as representatives of their national organisation. The Secretariat will be responsible for their registration.

Can your organisation receive financial assistance to attend the EI Congress?

Up to three member organisations in countries whose GNI per capita is below USD 14,000 may, under certain conditions, receive financial assistance for one delegate to attend the



World Congress. You will find enclosed herewith (see Annex 2) a slightly revised version of the Congress assistance document that was issued by email and by surface mail to all member organisations on 17 February, together with the first Congress mailing. The revisions concern only the deadline by which member organisations must notify the Secretariat that they accept EI's offer of financial assistance.

What are the conditions?

Please refer to Annex 2 for the full terms and conditions.

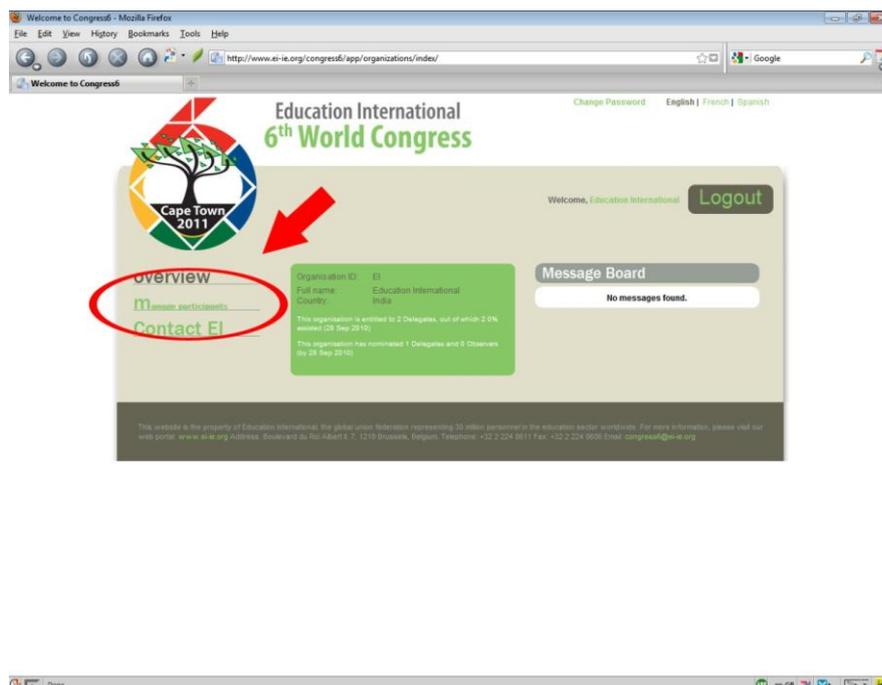
I draw your attention to the fact that a maximum of three member organisations per country may receive financial assistance for one delegate each. Financial assistance will be provided only to member organisations whose dues payments to EI are up-to-date. In countries where EI has more than three member organisations, financial assistance will therefore be provided to the three organisations having paid for the largest membership over the period between 2008 and 2010.

IMPORTANT – If your organisation is unable to register for Congress through the EI website because of difficulties with the local IT infrastructure, please feel free to fax the forms to head office. The Secretariat will be happy to assist you.

How to register?

In early August, the EI head office issued a letter to your organisation which contained the CongressID and password which will enable you to register your delegation for Congress. In principle, the only way to register for the Congress is through the members-only section of the EI website, which you will find at <http://www.ei-ie.org/congress6/en/participants.php>. If your organisation has no access to the internet, please contact your regional office as soon as possible.

After entering your CongressID and password, you will access a web page summarising your organisation's entitlements for Congress. Click on 'Manage participants' in the menu on the left, as shown below.

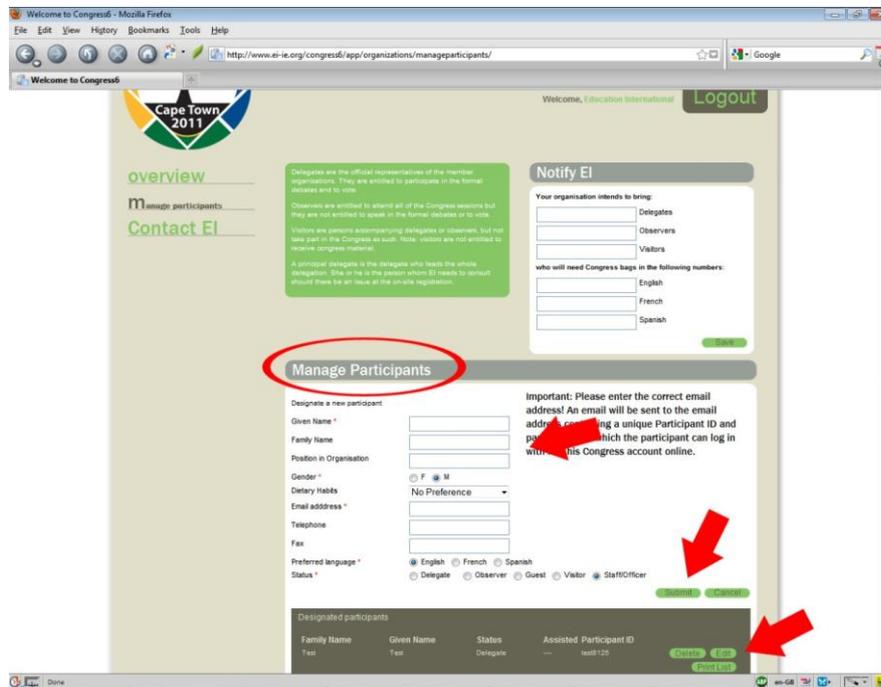


On the next page, in the 'Notify EI' window, you may indicate the number of participants your organisation intends to send to the EI Congress next year. You will not be able to

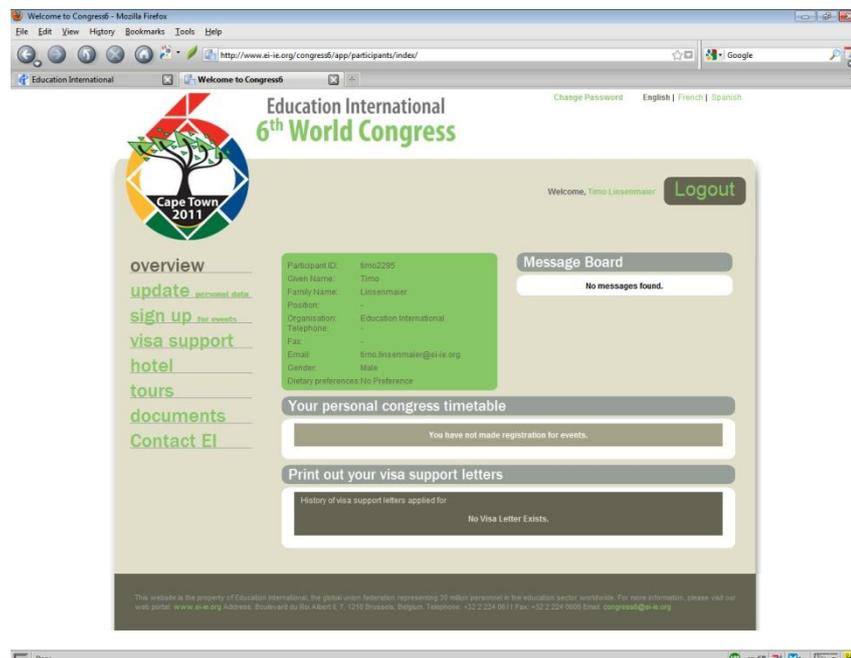


register more delegates than the number to which your organisation is entitled. Other participants may be registered either as observers or visitors (e.g. spouses or children accompanying delegates or observers).

After indicating the numbers of participants under each category, you may register their names in the 'Manage Participants' window.



Please note that you will have to indicate an email address for each participant you register. The union email address may be used to register all your participants if you wish to manage your registrations centrally. The system will generate individual ParticipantIDs and passwords, which will be sent to the email addresses of all your participants. With their individual login information, your participants will then be able to log into the system directly through the same interface, at <http://www.ei-ie.org/congress6/en/participants.php>, where they can manage their preferences, work out their Congress schedules and book their hotel accommodation.





Accommodation

Through its South African partner Winners Ltd, EI has negotiated preferential rates for all Congress participants at a number of fine hotels in Cape Town. By clicking on 'Hotel' in the menu on the left of your screen, you will access the Winners website, where you will find a detailed description of each hotel. After each description is a link enabling you to book hotel rooms for the duration of your stay in Cape Town.

Please note that EI will be responsible for booking accommodation for all delegates receiving financial assistance.

For all queries about the Congress, please feel free to send an email to congress6@ei-ie.org.

Yours sincerely,

Fred van Leeuwen
General Secretary

Annexes –

Annex 1 – Provisional list of entitlements in votes and delegates based on EI membership dues paid in 2008, 2009 and 2010.

Annex 2 – Financial Assistance for Congress (amended)

Annex 3 – Statutory and non-statutory deadlines for Congress (amended)

