**Brussels, July 2012**

**To : - all Member Organisations of EI in Europe**

* **the members of the ETUCE Committee**

**Invitation to the ETUCE Conference**

**Budapest, 26-28 November 2012**

**Dear Colleagues,**

It is our pleasure to confirm that the first ETUCE Conference, as the Regional Conference for Education International in Europe under the new structure, will take place in **Budapest** from Monday, 26 November, 2 p.m. to 28 November 2012 (ending at 12 a.m.).

A Higher Education Caucus and a Women’s Caucus will be held on November 26 from 9.30 AM to 12.00 AM prior to the Conference. The exact meeting rooms will be advised later. The Higher Education Caucus will be conducted in English only. Interpretation in French and English will be provided at the Women’s Caucus.

**Conference Timetable** :

**Monday, 26 November 2012**

08.00 – 14.00 Registration for the Conference

08.30 – 09.30 Bureau meeting

09.30 – 12.00 Higher Education Caucus

09.30 – 12.00 Women’s Caucus

11.00 – 12.00 Meeting of the credentials’ committee

12.00 – 13.00 Meeting of the elections’ committee

14.00 – 17.30 ETUCE Conference

**Tuesday, 27 November 2012**

09.00 – 17.30 ETUCE Conference

19.00 - ……. Festive dinner

**Wednesday, 28 November 2012**

09.00 – 12.00 ETUCE Conference

12.00 – 12.30 ETUCE Committee

12.30 -… Lunch

All relevant documents and practical information for the Conference will be published on the Conference website: <http://conference2012.csee-etuce.org>

**Venue** : DÜRER EVENT HALL

 Ajtósi Dürer sor 19-21.

 Budapest 1146

 Hungary

Notification of delegates and observers must be made on-line. The on-line registration system can be accessed from the Conference webpage. Nominations of delegates and observers by member organisations will be accepted **up to 25th October(\*)[[1]](#endnote-1).** However, please be advised that rates and availability of hotel rooms cannot be guaranteed beyond **25th September**. The registration system will provide you with access to the hotel booking forms for the various hotels with which the secretariat has negotiated preferential rates.

**Attendance:** ***Delegates:*** In accordance with the By-Laws, the Conference shall be composed of delegates representing member organisations and the members of the ETUCE Committee. Each member organisation shall be entitled to one delegate and one additional delegate for every 20,000 members or a part thereof up to a maximum of 25 delegates for any one organisation. A simulation on the basis of dues received in 2010, 2011 and 2012 is taken into account in the on-line registration procedures. The figures will be updated in accordance with dues payments, as they are received. A complete list of accredited delegates will be available on the conference webpage. The list will be updated regularly.

 ***Observers:*** Organisations may send observers to the Conference. The number of observers may not, in any event, exceed the number of accredited delegates of the organisation.

**Assistance**: Financial Assistance will be provided to members of the ETUCE Committee and delegates from organisations in eligible countries under the ETUCE rules for reimbursement. Each organisation from an eligible country will be entitled to receive assistance for one delegate only.

The financial assistance will consist of the payment of:

* + - the full airfare up to the maximum specified in the list of authorised airfares;
		- the payment directly to the hotel of the cost of bed and breakfast;
		- the cost of the festive dinner on 27th November, as well as dinners served in the respective hotels on 25th and 26th November. The secretariat will also cover the cost of dinner on 28th November for those who have no flight connections on the final day of the conference. Dinner will be automatically provided in the respective hotels for all assisted participants, unless the contrary was advised by colleagues concerned;
		- lunch on 26th, 27th and 28th November at the Conference venue.

Details of the assistance scheme, the specified airfares and an **application form**, which must be completed and submitted, **by 7th October at the latest**, on behalf of the eligible member organisation, are on the website. Rules for reimbursement and an application form for reimbursement to be completed by each Committee member and each individual assisted delegate are also on the website.

**Conference fee:** Due to the lack of cafes and restaurants in the immediate vicinity of the Conference venue, lunches will be organised for all participants in the Conference venue. In order to balance expenditure, a conference fee of €85, covering lunches on 26th, 27th and 28th November and transportation to and from the airport, must be paid for each non-assisted participant nominated to attend the Conference, by 25th October.

**Account details for payment of fees:**

ETUCE

ING Bank

Rue du Champs de Mars 23

1050 Brussels

IBAN : : BE78 3101 6585 0686

SWIFT : BBRUBEBB

It is essential to refer to: (i) ETUCE Conference fees, (ii) the number of delegates and (iii) the acronym of your organisation, when submitting payments.

**Festive dinner fee:** A festive dinner has been organised on 27th November. Participation in this event, the cost of which is €40 per person, is optional. During the on-line registration process, each person registering will be invited to accept or decline the invitation to attend. As indicated above, the assistance package covers participation in this event. Other delegates and observers who wish to attend this event are kindly asked to transfer payment for the dinner to the bank account stated above with the references : (i) ETUCE Conference festive dinner , (ii) Number of tickets required, (iii) names of those for whom they are required and (iv) the acronym of your organisation, **by 25th October**.

**Principal Delegate:** The person who will be appointed as Principal Delegate by a member organisation will be called upon to:

* + - pick-up roll-call cards for his/her organisation at on-site registration;
		- collect pre-paid dinner tickets for all representatives of his/her organisation at registration;
		- collect ballot papers for elections, when appropriate.

**Notifications:** **Notification of Delegates and Observers** must be undertaken on-line by 25th October. (Note: hotel bookings should be made by 25th September). Access codes will be sent to member organisations for that purpose. Member Organisations are also asked to indicate on-line

* + - which of their delegates is their Principal Delegate (for the purposes of collection of voting and ballot papers);
		- where applicable, identify any member of the ETUCE Committee in their delegation by ticking the relevant box.

**Registration:** **All** delegates, including members of the ETUCE Committee, and observers, **must register** for the conference online at:

<http://conference2012.csee-etuce.org/system/>

The on-line registration system is expected to be running by the end of August at the latest.

**Languages**: Interpretation :

Interpretation is being provided, courtesy of the European Commission, into English, French, German, Spanish, Russian, and Hungarian (active languages).

Documents :

Most documents will be available in English, French, German, Spanish and Russian.

**Agenda**: A Draft Agenda is published on the website. The final Agenda will be prepared by the ETUCE Committee in October.

**Elections:** Election Procedures are described in a document which is on the website. Nomination Forms for President, Vice-Presidents and Country Seats on the ETUCE Committee are also on the website.

**Lunches/**

**refreshments:** As part of the agreed arrangements with the conference venue, all participants will receive lunches and other refreshments during the conference without charge. The cost of these facilities is included in the conference fee. Other expenses, including dinners, must be covered by participants/member organisations.

**Visa:**

**applications:** Visas to enter Hungary are required for citizens from the following countries : Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Turkey and Ukraine. Please contact the secretariat for assistance (ETUCEConference@csee-etuce.org ).

**Accommodation:** The secretariat has reserved sufficient rooms at various hotels for all delegates and observers.***All delegates and observers, other than those in receipt of assistance and member of the ETUCE Committee must make their own bookings with the hotels through the website.***Please note that the reservation option on the hotel rooms, which have been block booked for the conference by the secretariat, **is scheduled to end on 25th September.** Neither the availability of rooms, nor the agreed rates, are guaranteed after that date.

All assisted and non-assisted delegates, members of the Committee and observers are personally liable for the cost of ‘no shows’ or late changes to hotel bookings.

Committee members and assisted delegates

The cost of bed and breakfast accommodation for ETUCE Committee members and assisted delegates will be covered by the secretariat which will also book their rooms. A hotel booking form which should be returned to the secretariat will be sent by e-mail to Committee members and the assisted delegates concerned on confirmation of the financial assistance.

Non-assisted participants

Other delegates and observers must make their bookings directly with the hotels, as indicated on the website. Booking forms for the various hotels will be available for download from the on-line registration system.

Room rates include breakfast and taxes:

**Novotel Budapest Centrum**

Standard room single occupancy € 75,-/room/night⁭

Standard room double occupancy € 85,-/room/night⁭

Executive room surcharge + € 22,-/room/night

**Lion’s Garden Hotel**

Double for single use € 60,-/room/night

Double or twin room € 70,-/room/night

**Ibis Budapest Heroes Square**

Standard room single occupancy € 56,-/room/night

Standard room double occupancy € 64,-/room/night

**Hotel Benczúr**

Superior room single occupancy € 52,-/room/night

Superior room double occupancy € 56,-/room/night

Standard Eco room single occupancy € 45,-/room/night

Standard Eco room double occupancy € 48,-/room/night

Standard Tourist room single occupancy € 40,-/room/night

Standard Tourist double occupancy € 44,-/room/night

**Any further questions concerning the conference should be addressed to the ETUCE Secretariat at:** **ETUCEconference@csee-etuce.org** **.**

Yours sincerely,

**Ronnie Smith,**

**ETUCE President**

1. (\*) **Women delegates for whom an application for special assistance as a women delegate** is submitted should be registered by 7th October 2012, as the ETUCE Committee, at its meeting on 8-9th October will appoint the four women to whom assistance will be granted. [↑](#endnote-ref-1)