



The Future of the Teaching profession

Brussels, July 2014

To : - All Member Organisations of ETUCE
- Members of the ETUCE Committee

INVITATION to the ETUCE Special conference

Vienna, 26-27 November 2014

Dear Colleagues,

It is our pleasure to invite you to the first ETUCE Special Conference under the new structure which takes place in Vienna, from 26 to 27 November, 2014. The Special Conference provides an opportunity for representatives of all ETUCE affiliates to meet and strengthen the bonds of solidarity between teachers and education staff. The special focus of the meeting will be on future challenges of the profession, in particular as concerns Funding and Public & Private Partnerships in Education, Innovation in Education and the European Social Model under Strain - Social Inequalities and the Teaching Profession. Side-events will be organised on 24 and 25 November 2014. A specific invitation to the Early Childhood Education Conference will be issued by EI Head-office. Additional information on the Central and Eastern European Network meeting will be issued in due time.

Conference Timetable:

PRE-EVENTS

Monday 24/11

14.00 – 17.30 Early Childhood Education (ECE) Conference (via specific invitation and registration)
Languages: EN-FR-DE-RU-ES
Participants: Early Childhood Education experts

Tuesday 25/11

09.00 – 12.00 Early Childhood Education (ECE) Conference (via specific invitation and registration)
Languages: EN-FR-DE-RU-ES
Participants: Early Childhood Education experts

10.00 -12.00 (t.b.c.) Central and Eastern European Network meeting (EN-RU)
Languages: EN-RU
Participants: Presidents/ General Secretaries of member organisations from Central and Eastern Europe

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CONFERENCE SIDE-EVENTS

Tuesday 25/11

- 14.00 – 17.00 Open exhibition: Quality in education - Exchange of good practises
- 13.30 – 15.00 ETUCE open Workshop on Crisis (EN-FR-DE-RU-ES)
- 15.00 – 16.30 ETUCE open Workshop on Higher Education and Research (HER) (EN only)
- 16.30 – 18.00 ETUCE open Workshop on Equal Opportunities (EN-FR-DE-RU-ES)
- 18.00 – 19.00 ETUCE Bureau meeting

SPECIAL CONFERENCE

Wednesday 26/11

- 9.30 – 17.30 ETUCE Special Conference
Languages: EN-FR-DE-RU-ES
- 17.30 – 18.30 ETUCE Bureau meeting
- 19.30 - ... Festive Dinner

Thursday 27/11

- 9.00 – 12.30 ETUCE Special Conference
- 12.30 - ... Lunch

All relevant documents and practical information for the Conference will be published on the Conference website: <http://ETUCEconference2014.org>

Venue: AUSTRIA CENTER VIENNA
Bruno- Kreisky-Platz 1
A -1220 Wien
Austria



Attendance: ***Delegates and Observers:*** In accordance with the By-laws, the Special Conference shall be composed of participants representing member organisations and the members of the ETUCE Committee. Each member organisation shall be entitled to a maximum **2 delegates and 2 observers (in addition to the members of the ETUCE Committee)**.



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Registration: Registration to the Special Conference consists of two steps and is to be processed **only online** via the Conference webpage: <http://ETUCEconference2014.org> by **24 October 2014 (*)**. However, please be advised that rates and availability of hotel rooms cannot be guaranteed beyond **15 October 2014**.

Step 1: Notification of delegation

ETUCE Secretariat sends access codes to Presidents/General Secretaries, who have to register their delegates and observers via the conference website. Please indicate the exact name, status, and email address of the members of your delegation. Member Organisations are also asked to indicate on-line:

- which of their delegates is their Principal Delegate;
- where applicable, identify any member of the ETUCE Committee in their delegation by ticking the relevant box.

Member organisations cannot tick the box for assistance, they need to send an [application form for assistance](#). The secretariat will update the information once assistance is granted.

Step 2: Individual registration of the delegates/observers

Based on the nomination of the Presidents/General Secretaries, each delegate and observer receives an automatic e-mail informing that they have been nominated by their organisation and they receive their own Login and Password. Once logged in, he/she can

- update his/her personal data
- register to pre-events and to side-events
- Access a hotel booking form (see hereunder: Accommodation)
- Download his/her personal timetable

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

Principal Delegate: The person who will be appointed as Principal Delegate 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.

(*) *Women delegates for whom an application for special assistance as a women delegate is submitted should be registered by 7 October 2014, because the ETUCE Committee, at its meeting on 13-14 October 2014, appoints the four women to whom assistance will be granted.*



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- Voting:** Although no elections will take place in Vienna, the By-Laws provide for the possibility to call for a roll call vote on any matter for decision. Such a vote requires that the votes of each organisation must be counted on the same basis as for the conduct of elections. To that effect, a complete list of provisional voting entitlements will be made available on the conference webpage. The list will be updated regularly.
- Assistance:** Assistance will be provided to eligible delegates and members of the ETUCE Committee under the ETUCE rules. Organisations from eligible countries will be entitled to receive assistance for one delegate only. The assistance will consist of the payment of the airfare up to the maximum specified in the list of authorised flight fares which will be published on the webpage, the payment directly to the hotel of the cost of bed and breakfast for 2 nights, and other meals foreseen in the programme.
- Details of the assistance scheme, the specified airfares and an [application form for financial assistance](#), which must be completed and submitted **by 1 October 2014** 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 financial constraints, each non-assisted participant has to pay a conference fee of **80 €** prior to the conference.
- Account details for payment of fees:**
ETUCE
ING Bank
Rue du Champs de Mars 23
1050 Brussels
IBAN : : BE78 3101 6585 0686
SWIFT : BBRUBEBB
- When submitting payments, it is essential to refer to:
(i) ETUCE Conference fees,
(ii) the number of delegates
(iii) the acronym of your organisation
- Lunches/
refreshments:** As part of the agreed arrangements with the conference venue, all participants will receive lunches and other refreshments during the conference. The cost of these



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facilities is included in the conference fee. Other expenses, including dinners, must be covered by participants/member organisations.

Festive dinner fee: A festive dinner has been organised on 26 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 **by 24 October 2014** with the references:

- (i) ETUCE Conference festive dinner
- (ii) number of tickets required
- (iii) names of those for whom they are required
- (iv) the acronym of your organisation

Languages: Interpretation :
Interpretation is being provided, courtesy of the European Commission, into English, French, German, Spanish, Russian (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.

Visa:
applications: Visas to enter Austria are required for citizens from the following countries : Albania, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Georgia, Macedonia, Moldova, Montenegro, Russia, Turkey and Ukraine. Please contact the secretariat for support letters (ETUCEConference2014@csee-etuce.org).

Accommodation: The registration system will provide you with access to the hotel booking form for the hotel with which the secretariat has negotiated a preferential rate. The secretariat has reserved sufficient rooms for all delegates and observers in a hotel nearby the conference venue. Rates and availability of hotel rooms cannot be guaranteed beyond **15 October 2014**.

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 ETUCE Secretariat which will also book their rooms. A hotel booking form which should be returned to the secretariat will



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be sent by e-mail to Committee members. Assisted delegates will receive such form by e-mail on confirmation of the financial assistance.

Non-assisted participants

Other delegates and observers are kindly requested to directly book their accommodation with the hotel suggested on the website, or any other hotel they may prefer. A booking form for the hotel with which the secretariat has negotiated special rates will be available for download from the on-line registration system.

Room rates include breakfast and taxes:

NH Danube City - Wagramer Strasse 21, 1220 Vienna

Standard room single occupancy € 124,-/room/night†

Standard room double occupancy €148,-/room/night†

Exhibition:

An exhibition on Quality in education will be set up on 25 November 2014 from 14.00 to 17.00, at the Austria Centre. The exhibition aims to take stock of one year of EI/ETUCE Unite for Quality Education campaign activities in Europe and to show the activities and results of ETUCE member organisation's campaign work.

The ETUCE Secretariat provides 10 basic exhibition stands (table, pin board and chair,) to display campaign material. The exhibition is located in the conference lobby, so that participants can visit the stands on entering the event and while enjoying a coffee, prompting fruitful exchanges and new ideas between member organisations.

If you wish to book a stand at the ETUCE conference and to share your member organisation's campaign activities with the other conference participants, please send an email to the ETUCE Secretariat (ETUCEconference2014@csee-etuce.org) by **30 September 2014**.

Should more than 10 member organisations wish to exhibit, the stands are distributed according to equitable geographical balance and based on the unions' work in the framework of the EI/ETUCE campaign/10 Key messages.

Any further questions concerning the conference should be addressed to the ETUCE Secretariat at: ETUCEconference2014@csee-etuce.org.

Yours sincerely,

**Christine Blower,
ETUCE President**



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Check list

- On receipt of the access codes sent to Presidents/General Secretaries, my organisation registered the members of our delegation: name, status, and email address prior to 24/10/2014
- My organisation appointed its principle delegate
- Each participant completed individual registration on receipt of his/her personal login and password
- Each participant signed up for pre-events and for side-events he/she wishes to attend, including the festive dinner
- Dietary requirements were specified (in on-line registration process)
- Application for financial assistance was sent (1 participant per eligible Member Organisation)
- Hotel booking was made (directly with hotel for non-assisted participants; by sending a form to the ETUCE secretariat for assisted participants and ETUCE Committee members)
- The conference fee was paid (for non-assisted participants only)
- The contribution for participation in the festive dinner was paid (for non-assisted participants who signed up for the dinner only)
- The ETUCE Secretariat was asked to provide Visa support letters (where required)