



On the Move for Equality

Education International's First World Women's Conference
20-23 January 2011 - Bangkok, Thailand

Registration Info Sheet

Please return the registration form before 29 October 2010

Participation

EI's World Women's Conference, ***On the Move for Equality***, will convene union leaders and officials responsible for gender issues within their organisation, equality officers, and chairs of women committees. It is open to both women and men, with a request that diversity be respected, and that young female trade unionists be encouraged to participate. We are aiming to achieve a balance of participants from all regions.

Two groups of participants can take part in this conference:

- **Representatives of EI regional and sub-regional women's networks:** Around 100 network representatives are expected to participate in the conference. For them, the conference already starts on 19 January in the evening, with EI regional women's networks meeting on 20 January. Registration of network representatives is administered directly by the EI regional offices.
- **Other representatives from EI member organisations:** Around 200 places are open for representatives from EI member organisations around the world. For these participants, the conference starts on 20 January in the evening.

EI may set limitations on the number of participants from any one member organization, depending on the overall response and the number of places available. Priority will be given to those who will participate actively in the entire conference.

Assistance

A conference assistance fund has been set up by EI in order to include representatives of all the regional EI women's networks and to secure regionally balanced participation.

All the available financial assistance has already been granted to representatives of regional EI women's networks. **Please note that EI will not provide any financial assistance to newly registered participants!**

If your organisation is able to finance the participation of a sister from another EI member organisation, please inform EI as soon as possible.



Registration Procedure

Confirmation of previously registered participants

Member organizations which have already registered participants are requested to confirm their registration for the conference. Those organizations were contacted individually by the EI secretariat on 17 May 2010. Organizations which have not yet reconfirmed, should inform the EI secretariat as soon as possible, by email (women2010@ei-ie.org) or by fax (+32-2-2240606). You should use the attached pre-registration form **only** in case of registration of **new participants** (see procedure below).

Registration of new participants

Member organizations wishing to register new participants should complete the attached form and return it to EI before **29 October 2010**. This form is only for pre-registration. You are not registered as a participant for the conference until you receive a letter of confirmation from the EI secretariat. **Please do not book your flight and hotel room before you have received the EI confirmation letter!**

We also remind you that **EI will not provide any financial assistance to newly registered participants!**

Upon receipt of your letter of confirmation, you will be asked to provide additional information such as your dates of arrival and departure and your dietary requirements. If you require a nominal letter of invitation to facilitate your visa application, please let the secretariat know at your earliest convenience.

Visa

Please note that it is **your responsibility to obtain your visa** (and transit visa) and take the necessary steps to apply on time. If you need an invitation letter, please let us know through the **pre-registration** form and complete the box with **"visa information"**.

All participants are advised to:

- Be in possession of a passport valid at least six months after the Conference.
- Consult with the Royal Thai Embassy or Consulate General in your country, or the Royal Thai Embassy which has jurisdiction over your country, regarding the visa requirements and visa application timeline.
- Consult with your travel agency if you require a transit visa to travel through another country on your journey to/from Bangkok.

Information can be found on:

- The website of Thai Ministry of Foreign Affairs: www.mfa.go.th/web/2637.php
- List of Thai Embassies and Consulates: www.thaiembassy.org
- Countries and Territories entitled for Visa Exemption and Visa on Arrival: www.mfa.go.th/internet/document/ChartVisa.pdf

Accommodation and Costs

The conference venue and accommodation will be in the Ambassador Hotel Bangkok (<http://www.amtel.co.th>). EI has pre-booked rooms at a fixed rate. We will send you further information on how to book your hotel room together with the confirmation of your registration.



In addition to flight costs, the following can be expected:

- Accommodation per night (the price for single and double is the same; breakfast is included)
Standard room (Superior room) EUR 40 (EUR 50)
- Lunches: The lunch is part of the conference package. Participants are requested to contribute to the conference cost with a meal subsidy. EUR 45
(Participants from Europe: please transfer the amount to EI. Other participants: please pay upon your registration in Bangkok)
- Dinners: EI will invite all Conference participants to a banquet dinner on 22 January. All other dinners are self-organised and covered by the participants.
Average price for a dinner in local restaurants: EUR 8 - 12
- Local transport between the airport and the Ambassador Hotel EUR 3 - 7

Interpretation

Simultaneous interpretation will be provided in English, French and Spanish during the plenary sessions as well as for the main workshops. Most of the workshops will be organised in language-specific groups.

Please consult the EI conference website www.ei-ie.org/women2011 for additional information.

If you have any further questions, please send an e-mail to women2011@ei-ie.org.