

1. EVENT INFORMATION

Event	Annual Members Conference (AMC)/General Assembly 2015
Location	Bucharest, Romania
Host Organisation	ACCEPT Association, Romania
Arrivals*	Thursday 12 th Nov (08:00 - 17:00)
Departures	Sun 15 th Nov (19:00 onwards)/ Mon 16 th
Participation Fee	€45
Working Language	English
Funded By	European Commission, EYF, Dutch Government & ACCEPT

*If you plan to attend the pre-event, LGBTQI Activism in Eastern Europe , you should arrive before 17:00 on Wed 11 November.

2. IMPORTANT DEADLINES

Deadline	Item
09 October 2015	<ul style="list-style-type: none"> Submitting Agenda Changes & Member Motions Submit Visa Letter Template if applicable
15 October 2015	<ul style="list-style-type: none"> Submitting Board, FCC & AMC16/AMC17 Host Applications Delegate Registration, Proxy Nomination
16 October 2015	<ul style="list-style-type: none"> AMC15 Final Mailing to Delegates
07 December 2015	<ul style="list-style-type: none"> Reimbursement form & receipts sent to IGLYO office

3. DELEGATE NOMINATION

Organisations who are members of IGLYO can nominate **one** delegate to the Annual Members' Conference. Please complete the online registration form on our Members' Portal.

Log into your member profile at <https://iglyo.wildapricot.org/Sys/Profile>
 Don't know your password? Reset it here <https://iglyo.wildapricot.org/Sys/ResetPasswordRequest>

IGLYO is a youth organisation, therefore we encourage participation of young people in all our events, including the Annual Members Conference. In accordance with our statutes, the majority of the delegates of the AMC and nominees for Board should not be older than 30 years of age on the last day of the AMC. IGLYO also strongly encourages member organisations to think about the diversity of the LGBTQI community when selecting a delegate. We particularly encourage delegates who identify as women, transgender, and/or individuals from a racial/ethnic minority.

It is important that member organisations delegate the person who will be able to represent the sending organisation in discussions, vote and election procedures. Delegates must also attend a minimum of 80% of the event to claim reimbursement of costs.

A/ Additional Delegates

Due to financial reasons, IGLYO cannot support extra delegates to participate in the AMC. If, however, you choose to send an additional delegate, you will be asked to pay an additional fee of €150 (€45 participation fee, €105 for accommodation/meals). Travel cost of additional delegates will not be covered by IGLYO.



Government of the Netherlands

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B/Delegation by Proxy

If your organisation is unable to send a person to take part in the Annual Members Conference, we strongly encourage you to pass the delegation to another IGLYO member. Please submit your [Proxy Nomination Form](#) until 15 October 2015.

As stated in the statutes article 15:

“Should one Member be absent, they may choose to give their vote to a proxy. Proxies must be Members. Any Member may only hold two proxies, expiring at the end of the General Assembly for which the proxies were given”.

4. PARTICIPATION COSTS

To contribute a small amount to the event costs, IGLYO has set a **participation fee of €45**.

You can either transfer the participation fee in advance via PayPal or bank transfer, or pay in cash during registration. If transfer fees make these options costly, you can pay the participation fee in cash. Please make sure you have the money on you upon registration in the venue. On receipt of the fee, IGLYO will issue an invoice to the delegate. If, for any reason, this fee prevents your organisation from participating in the meeting, please email us at services@iglyo.com to discuss.

To further shape our network of solidarity, IGLYO has implemented a **Participation Fund**. If your organisation can afford it, we would be delighted if you could pay the participation fee for one or more delegates who otherwise might not be able to attend. Informations can be found in the Registration Form on our Member Portal. If you have any questions about the Participation Fund, please get in touch.

A/Accommodation and Meals

Accommodation will be provided from Thu 12 (or Wed 11 for pre-conference delegates) – Sun 15 November. If you are unable to travel home after 19:00 on Sun 15, we will provide an additional night's accommodation. Further nights can be requested, but are subject to availability and will be charged at full price.

Please keep in mind, that accommodation will be provided in a [hostel](#), meaning you will share your room with up to 11 persons. However, the rooms with more beds are spacious and with natural light.

All meals will be provided from dinner on Wednesday 11 to dinner on Sunday 15 November. Unfortunately due to funding restrictions, IGLYO will be unable to reimburse any additional meal costs.

5. TRAVEL AND VISA INFORMATION

A/Travel

Once participants have registered, they should book their own travel as soon as possible, ideally even before filling in the registration form. This should be a reasonable compromise between the lowest price and convenience. For budget airlines, a small bag may be added.



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You can explore cheap flight options through:

www.tarom.ro/en/
www.skyscanner.net
www.momondo.com
www.edreams.net

B/Visas

You can check if you require a visa to travel to Romania [here](#). If you do require a visa please let us know and provide the necessary details via the [Visa Letter Template](#) until no later than the 9 October 2015.

6. REIMBURSEMENTS

*****IMPORTANT*****

Before posting Reimbursement Forms and receipts/boarding passes, please send a scanned copy or photos of all documents, including the Reimbursement Form to receipts@iglyo.com IGLYO still needs the original paper copies too, so they should be posted to:

IGLYO
Mundo J (6th Floor)
Rue de l'Industrie 10
Brussels 1000
Belgium

Please make sure that original paper copies arrive **no later than 07 December 2015** in the IGLYO office.

All accommodation and meals are provided as part of the conference. IGLYO expects all participants to book their own travel, but can assist with this in special circumstances. Flights or other travel which costs over €300 must be approved by IGLYO before you book. Once participants have booked their travel, they should complete the registration form to confirm their travel.

A/ Tickets & Receipts

Even if your travel was paid for by IGLYO it is essential that you keep all tickets and receipts. Boarding passes are especially important, so even if you check in online, please save a PDF copy of all tickets. Failure to supply tickets or receipts will result in you being asked to pay back the amount in full.

Whenever possible, you should check in online prior to departure and save the copy of electronic boarding passes to send with your completed reimbursement form and any other receipts to receipts@iglyo.com. This ensures that the boarding passes will not be lost. Furthermore it is required to check in online by some of the budget airlines to avoid additional charges.

Reimbursement Forms and receipts should arrive in the IGLYO office within 3 weeks of the event. Reimbursements arriving after this date may not be processed.



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Participants should aim to keep expenses low by:

- Booking travel in advance
- Researching different options to find a reasonable compromise between price and convenience

Eligible claims are:

- Travel to/from the bus station/train station/airport in your home country and destination country which exceeds €5 per journey
- Travel from your home country to destination country

Claims shall not include:

- Taxi fares (unless public transport is not available)
- First class or business travel
- Parking/speeding fines
- Travel insurance

All claims made must be recorded on the IGLYO Reimbursement Form, signed and dated by the claimant and accompanied by receipts, which must be numbered and attached to sheets of A4, stapled behind the Reimbursement Form. All receipts must be arranged so they are fully visible.

Delegates have to participate at least in 80% of the AMC in order to get their travel costs reimbursed.

7. MEMBERSHIP FEES

Organisations who still haven't paid membership fees for the year 2015 or previous years may still register for the Annual Members Conference. If the outstanding fees are not received before the beginning of AMC, it will be requested in cash at the registration of the event. An invoice will be provided as a receipt. Payment of these fees is necessary to have full voting rights.

For 2015 membership fees are:

Annual Income	Membership Level	Annual Membership Fee
€0 - €2.000	Red	€15
€2.001 - €5.000	Orange	€25
€5.001 - €10.000	Yellow	€50
€10.001 - €50.000	Green	€100
€50.001 - €100.00	Blue	€150
€100.001 - €200.000	Purple	€200
€200.001 - €300.000	Bronze	€250
€300.000+	Silver	€300



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8. MEMBER RIGHTS

Any Member Organisation can and should actively participate in the Annual Members Conference. This not only includes the delegate at the Conference itself, but also all organisations in run-up to the AMC. You can share your input, knowledge and resources in four different ways:

A/ Submit motions and/or changes to the agenda

Do you think IGLYO is missing a topic that members should talk or know about? Do you think the statutes need an update? Do you have the perfect idea to optimize IGLYO's organisation? Do you think the agenda needs to be changed, topics need to be added or taken out?

You can submit both motions and agenda changes through the [Motion Submission Form](#).

Please note that only concrete proposals with a clear explanation shall be submitted. Incomplete proposals without sufficient information may lead the motion/agenda change not to be considered.

B/ Board Applications

Every AMC gets to decide on the next generation of Board Members, on the persons who will shape IGLYO for the following two years. If your organisation wants to delegate a person to run for IGLYO's Board, you can do so via the [Board Application Form](#). IGLYO encourages member organisations to think about diversity when nominating candidates.

C/ Financial Control Committee

Every two years the AMC gets to decide who will form the Financial Control Committee, that is responsible for independent assessment of IGLYOs books and reports back to the AMC. If your organisation wants to delegate a person to run for the FCC, you can do so via the [FCC Application Form](#).

D/ Host Organisations for AMC16 & AMC17

IGLYO invites every member organisation to apply for hosting the AMC the following year. This year, we have decided to extend the time leading up to the AMC a member organization is applying for to two years. This means, that at the AMC 2015 member organisations can apply for hosting the AMC either in 2016 or in 2017. You can also decide, if your applications should stand for the vote on the host of AMC17 should your application not be successful in the vote on the host of AMC16. For more details on what we expect from and support a AMC host organization with, have a look at the [Host Application Form](#).

Should you have any further questions about the registration, travel, fees, preparations for the Annual Members Conference or application processes, please do not hesitate to contact us via services@iglyo.com.

We are looking forward to seeing you in Bucharest in November!

Yours,
IGLYO's Board & Secretariat



P.S. Check out what gave IGLYO a [#changeofheart](#)



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