



## Technical note

## GA2012-02

In this document:

1. Delegate nomination
2. Participation costs
3. Travel and visa information
4. Reimbursement and membership fees

Delegates are expected to **arrive on the 6th** of December and **depart on the 9th December 2012**.

If you are also attending **Capacity Building Workshop** (please see GA2012-08 document for more info), you are expected to arrive prior the GA on **4<sup>th</sup> December 2012**.

General Assembly and Workshop prior to GA will be **conducted in English**.

### 1. Delegate nomination

---

#### Nominating your delegate

Member organisations that are full members of IGLYO can nominate one delegate to the General Assembly. Please complete the [online registration form](https://docs.google.com/a/iglyo.com/spreadsheet/viewform?formkey=dHVlcnUzaDk2OHZ4TidlVHNaRmdabnc6MQ).  
<https://docs.google.com/a/iglyo.com/spreadsheet/viewform?formkey=dHVlcnUzaDk2OHZ4TidlVHNaRmdabnc6MQ>

IGLYO is a youth organisation, therefore we encourage participation of the young people and, in accordance with our statutes, the majority of the delegates to GA and nominees for Board should not be older than 30 years of age on the last day of the GA (i.e. 8th of December 2012).

*It is important that member organisations delegate the person who will be able to represent sending organisation in the discussions, vote and election procedures.*

#### Additional delegates

Due to financial reasons, IGLYO cannot support extra delegates to participate in the GA. However if you choose to send an additional delegate, the registration fee of 200 EUR will be requested, travel cost of additional delegates will not be covered by IGLYO.

## Delegation by proxy

If your organisation is not able to send a person to take part in the GA2012, you are welcome to pass the delegation to another IGLYO member.

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”.

We encourage members to use proxies to ensure that GA2012 has a required quorum. Please submit your proxy forms (GA2012-07) before **6<sup>th</sup> December 2012**.

## 2. Participation costs

---

Due to high travel costs and difficulties in obtaining the necessary co-funding for the GA 2012, we will require sending organisations to contribute with **100 EUR registration fee**. The fee should be either paid prior to the GA or it will be deducted from the travel reimbursement of the delegate. This fee will cover delegate's accommodation, meals and meeting facilities.

*The country of residence and capacities of delegate's organisation will be taken into account when settling the registration fee amount.*

We understand that this fee may prevent some of you from attending the meeting. Please get in touch with us and we will see what can be done in this respect.

### **Accommodation and meals**

Accommodation will be provided from the 6th to 9th of December 2012 (unless you will be taking part in the pre-GA Workshop; in this case, the hotel will be available for the duration of the workshop).

Beginning with the dinner on the 6th of December (or prior to this date for Workshop participants) and ending with the lunch on the 9th of December, all meals will be provided.



Delegates that need extra nights of accommodation to obtain cheaper flights are urged to contact us as soon as possible, but no later than November 6<sup>th</sup>, please email to [ga2012@iglyo.com](mailto:ga2012@iglyo.com)

### **3. Travel and visa information**

---

#### **Travelling to Nikolaev**

Participants living <500km to Nikolaev are expected to travel by train or bus. Participants living >500km can travel by plane. In order to travel to Nikolaev, you should book your tickets with destination to **Odessa International Airport**. We will arrange transfers from Odessa airport to Nikolaev.

You should book your travel as soon as possible (no later than the 6th of November), looking for the cheapest available flight, train or bus. In case your travel costs are **higher than 300 EUR**, please contact us at [ga2012@iglyo.com](mailto:ga2012@iglyo.com) before booking tickets.

#### **Visas to Ukraine**

For most of the Council of Europe countries passport holders when travelling to Ukraine visas **are not required** for a stay up to 90 days within a 180 day period. For citizens of Turkey visa not required for a stay up to 30 days.

Citizens of Albania **need to obtain visa** to enter Ukraine.

To check visa regime for your country please visit website of the Ministry of the Foreign Affairs of Ukraine: <http://www.mfa.gov.ua/mfa/en/509.htm>

### **4. Reimbursement and membership fees**

---

**Reimbursement** of travel costs will take place after the event only by bank transfer to the account provided in the reimbursement form. The reimbursement will happen after IGLYO Secretariat will receive the necessary documentation (original boarding cards, invoice, copy of the ticket, etc.).



Delegates have to participate at least in 80% of the GA (or GA and Workshop) in order to get their travel costs reimbursed.

Otherwise please book your tickets as soon as possible (unless you wish to attend the Workshop prior to GA for which we will confirm the dates in upcoming week) and register your attendance online.

We encourage delegates to explore cheap flight options through [www.skyscanner.net](http://www.skyscanner.net), [www.expedia.com](http://www.expedia.com), [www.kayak.com](http://www.kayak.com), [www.wizzair.com](http://www.wizzair.com)

*Due to financial struggles in organising this General Assembly, we kindly ask member organisations to consider covering their delegates' (fully or partially) travel costs. This will help us immensely!*

## **5. Membership fees**

Organisations who still haven't paid membership fees for the year 2012 or previous years may take part in the meeting, but the amount of unpaid membership fees shall be deducted from their delegate travel reimbursement.

Annual membership fee amount is 80 €.

Please contact office@iglyo.com if you would like to pay your membership fees now (by international bank transfer or PayPal).

---

*Should you have any further questions about the registration, travel, fees, preparations for the GA 2012, please do not hesitate to contact us via [ga2012@iglyo.com](mailto:ga2012@iglyo.com).*