

1. EVENT INFORMATION

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| Event | Annual Members Conference (AMC) 2019 |
| Location | Helsinki, Finland |
| Host Organisation | Seta |
| Arrivals | 03/10/2019 |
| AMC | 04/10/2019 – 06/10/2019 |
| Departures | 07/10/2019 (or 06/10/2019 after 18:00) |
| Working Language | English |
| Funded By | European Commission, European Youth Foundation, Dutch Government, Seta |

- Accommodation will be provided in [Omena Hotel](#)

Address: Lönnrotinkatu 13 – 00120 - Helsinki

Accessibility: 3 people will be sharing a room. Each room has its own bathroom. There are some wheelchair accessible rooms available in the hotel, but they do not specifically include them in any booking. Please let us know as soon as possible if you or your delegate requires one of those rooms so we can make the necessary arrangements.

- Venue: To be confirmed

Accessibility: We will make sure that all accessibility requirements are met. Please let us know about any requirements for you or your delegate.

TRAVEL INFORMATION

Travel by public transport into the city centre from Helsinki Airport is possible 24/7. Please find more information on the [Airport Website](#).

DEADLINES

| ITEM | OPENS | CLOSES |
|--------------------------|------------|------------|
| Registration Opens | 03/06/2019 | |
| Early Bird Registration* | 03/06/2019 | 30/06/2019 |
| Standard Registration* | 03/06/2019 | 31/07/2019 |
| Member Motions | 26/07/2019 | 23/08/2019 |
| AMC 21 Host Applications | 26/07/2019 | 31/08/2019 |
| Board Member Application | 26/07/2019 | 31/08/2019 |
| Proxy Nomination | 03/06/2019 | 31/08/2019 |

*Travel should be booked in advance of registering.

2. PARTICIPATION COSTS

| | |
|-------------------------|---|
| Early Bird Registration | €50 |
| Standard Registration | €75 |
| Additional Delegate | €250 + travel (for members sending 2 delegates) |

You can transfer the organisational contribution in advance using one of the methods below. Bank transfer

- Beneficiary: IGLYO
- IBAN: BE11 7360 1983 4948
- BIC (SWIFT): KREDBEBB
- Paypal (directly in the database): services@iglyo.com
- In cash at the event: You should inform about it in advance and make sure to have the exact amount in Euro.

If, for any reason, the organisational contribution prevents your organisation from participating in the meeting, please email us at services@iglyo.com to discuss a solution.

To help cover the costs of organisations who could otherwise not afford to attend, IGLYO has set up the possibility to choose a higher organisational contribution towards the event. Organisations are encouraged to choose a contribution amount that reflects their financial capabilities.

3. WHAT IS INCLUDED

Accommodation will be provided from Thursday 03 October (check-in) – Monday 07 October (check-out). Please, keep in mind that accommodation will be provided in a share room.

All meals will be provided from dinner on Thursday 03 October to breakfast on Monday 07 October. Unfortunately, due to funding restrictions, IGLYO will be unable to reimburse any additional meal costs.

4. 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 [here](#). Don't know your password? Reset it [here](#)

If you have any problems accessing your organisation's profile, please get in contact with us through services@iglyo.com.

Additional Delegates

Member organisations are welcome to send one additional delegate to the AMC for a cost of €250 (€75 organisational contribution, €175 for accommodation/meals). Please note that travel costs of additional delegates **will not** be reimbursed by IGLYO.

Delegation by Proxy

If your organisation is unable to send a representative to take part in the Annual Members' Conference, we strongly encourage you to nominate an organisation who can vote on your behalf. This can be done by completing the [Proxy Nomination Form](#).

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 Annual Members’ Conference for which the proxies were given”.

For information on which organisations can be nominated to cast your proxy vote, please send a message to services@iglyo.com.

5. TRAVEL INFORMATION

IGLYO will reimburse travel costs for up to €300 for **one** delegate from each member organisation. Travel should be booked before completing the registration form, as you will be required to add your arrival/departure dates and times. If your travel exceeds €300, please contact our Finance Officer Karo at karo@iglyo.com in advance to discuss a solution. All travel booked should be a reasonable compromise between the lowest price and convenience. In case no contact was made in advance IGLYO will not reimburse any travel above €300. For budget airlines, a small bag may be added.

You can explore cheap flight options through:

www.skyscanner.net

www.kiwi.com

<http://www.goeuro.com/>

6. VISAS

You can check if you require a visa to travel to Finland [here](#) or at the Finish embassy/consulate in your country. If you do require a visa, please let us know and provide the necessary details via the Registration form until no later than 30 June 2019. We will send you a visa request letter for your application. visa fees are covered by IGLYO through reimbursement after the event.

7. REIMBURSEMENTS

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

Chaussée de Boondael 6

1050 Brussels

Belgium

Please make sure that original paper copies arrive no later than 06 November 2019 in the IGLYO office.

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.

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.
- Travel from your home country to destination country
- Visa costs

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, taped behind the Reimbursement Form. All receipts must be arranged so they are fully visible.

B/ Luggage

If luggage is not included in the ticket price, you are permitted to book one item of hold luggage (smallest available). If it is a short trip you are encouraged to only take hand luggage when possible. Any additional items of luggage or excess luggage costs will not be reimbursed by IGLYO unless agreed with IGLYO in advance.

C/Missed travel or failure to attend

Any expense related to the conference, which is missed or not attended will not be reimbursed or will need to be paid back to IGLYO in full unless there is a valid reason.

Legitimate reasons include:

- Serious illness (doctor's note may be required)
- Travel delays or cancellations without individual control

Non-legitimate reasons include:

- Lateness or poor time management in relation to travel
- Forgotten or lost passports/travel documents
- Getting lost or lack of travel planning
- Failure to check in online in advance

Reimbursements will only be processed when accompanied by receipts, tickets and boarding passes. Failure to provide these will mean your reimbursement cannot be paid.

D/ Attendance

The participants should be present for the entire session. Participants attending less than 80% of the total duration of the session will not be reimbursed.

8. MEMBER RIGHTS

All IGLYO Member Organisations should actively participate in the Annual Members Conference. By attending you will be able to:

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? You can submit both motions and agenda changes through the Motion Submission Form by the deadline above.

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

B/ Board Applications

Every AMC involves voting for new IGLYO Board Members. If your organisation would like to be more actively involved in running IGLYO you can submit a Board Application Form by the deadline above. IGLYO encourages member organisations to think about the diversity of the LGBTIQ community when nominating candidates.

C/ Host an upcoming event

Please get in touch with us if your organisation is interested in hosting any of IGLYOs future events. We are specifically looking for organisations to host the Activist Academy in 2020 and the Annual Members' Conference in 2021. You can submit the Annual Members' Conference 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 office@iglyo.com.

9. MEMBERSHIP FEES

Organisations who have not yet paid membership fees for the year 2019 or previous years may still register for the Annual Members Conference. If the outstanding fees are not received before the beginning of AMC, they 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.

| Annual Income | Membership Level | Annual Membership Fee |
|---------------------|------------------|-----------------------|
| €0 - €500 | Red | €5 |
| €501 - €2.000 | Orange | €15 |
| €2.001 - €5.000 | Yellow | €25 |
| €5.001 - €10.000 | Green | €60 |
| €10.001 - €50.000 | Blue | €120 |
| €50.001 - €100.00 | Indigo | €175 |
| €100.001 - €300.000 | Purple | €250 |
| €300.001+ | Glitter | €350 |