



# Invitation Letter | The Academy 2016

Larnaca | Cyprus

1 - 6 November 2016

## What is The Academy?

The Academy is a unique Scout and Guide event designed to provide participants with high quality training and networking opportunities around the core priorities of WAGGGS and WOSM European Regions.

## Who should attend The Academy?

The event is open to everyone holding a position at National Level in any of our Associations, from members of particular working groups to Chief Commissioners.

Most associations will send participants that hold positions in specific areas of work. Previous Academies show that most are active in the field of Governance (as Commissioners, development team or board members), in the field of Educational Methods/Education (as trainers or those responsible for programme/education) or in the field of Representation (in communications or advocacy, for example). The Academy 2016 offers a broad range of sessions addressing matters of interest to all these different groups of participants.

Local leaders that are not expected to have a role at National Level in the current year are not the target group of this event and are therefore not encouraged to register.

## What are the topics at The Academy?

During the event, participants will be able to choose from a variety of sessions per day, composing their own training plan to match their position and particular needs. A broad range of sessions dealing with different areas of work will be offered simultaneously, with enough on offer to make the event interesting for everyone.

A detailed description of each session, providing goals, objectives and expected outcomes, will be published on the website of The Academy in due course.

In addition to the sessions, the host team will organise various social activities. The participation fee excludes the cost of social activities outside of the Academy “educational” Programme. There will be a number of low-cost or free options.

## How to register for The Academy?

Check out the information available and register online on The Academy website ([www.thesgacademy.eu](http://www.thesgacademy.eu)) **BEFORE 15 September 2016**. After registration, the list of participants will be sent to International Commissioners for their approval.

The participation fee is **EUR 500** and includes accommodation, meals and tea/coffee breaks, free access to the venue’s facilities, as well as session materials for the full event. See the registration page for more information about the 5 DAYS, 4 DAYS, 3 DAYS, 2 DAYS and 1 DAY (no overnight stay) options.

Participant accommodation will be provided on the following basis: shared rooms, full board, two coffee breaks (per day), use of conference rooms, and free internet access. Special requests such as single rooms will be assessed upon availability and at an extra cost.

All participants will be staying at the venue, Palm Beach Hotel, where all sessions will take place. For more information about the venue, please visit <http://www.palmbeachhotel.com>

Due to a very restrictive cancellations policy applied by the venue, we are urging all associations to ensure their participants are registered on time.



### Follow the Academy!

Follow the Academy on Facebook: [facebook.com/ScoutGuideAcademy](https://www.facebook.com/ScoutGuideAcademy) and on Twitter: @thesgacademy

### Travel arrangements

Once participants have been selected and approved they will receive acceptance letters. **All participants should then make their own travel arrangements and, if necessary, obtain a visa.** If you require an official invitation letter to obtain a visa please complete all information in the application form. Please be aware that it may take a significant amount of time to obtain a visa so please apply early enough.

Participants wishing to attend the full event will be expected to arrive on Tuesday 1st November to start the programme at 20:30 (after provided dinner), and departure is at any time on Sunday 6 November 2016.

Information on travel to Cyprus, through Larnaca and Paphos International Airports, will be available on the official Academy website.

### **These airports are the only official entry points to Cyprus.**

A list of countries requiring a visa to enter Cyprus will be available on the official Academy website.

### Funding to support participation

The Erasmus+ application submitted by CSA has been rejected. We asked for a re-evaluation of the project. If the resolution is satisfactory, participants supported by this project will benefit from a reduction on the participation fee of EUR 100 and some support with travel costs. Associations which are partners to the project will be directly advised on the final result of the application.

Other applications for funding have been submitted. If any is granted, associations benefitting from this support will be contacted directly to give them further information on the support.

Participants who have difficulties with the fee and travelling costs should contact in confidence their Regional Director to request information on the possibility of financial assistance from the Region.

### Language

The event will be held in **English**. All participants are requested to be able to effectively communicate in this language.

### Additional information

All additional information can be found at the **official Academy website** [www.thesgacademy.eu](http://www.thesgacademy.eu)

If you need any further information, please do not hesitate to contact Raül Molina from the Europe Support Centre, Geneva of WOSM at [raulm@scout.org](mailto:raulm@scout.org) and, for any logistical questions, the hosting team at [academycyprus@gmail.com](mailto:academycyprus@gmail.com)

### Insurance

The European Scout Region and the Europe Region WAGGGS do not cover the participants for insurance neither during the event nor during the travel to or from the venue. Please note that it is the exclusive responsibility of the Associations to check and make sure that participants are covered by insurance (illness, accident, repatriation).

### Cancellation

If participants wish to cancel within one month of the event, the European Scout Region will invoice any non-refundable cancellation fees that may apply.

