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To: Chief Executives, National Directors, Secretaries General, Senior Staff members of National Scout Organisations of WOSM and WAGGGS Member Organisations

From: Alphonsine Kabagabo, Head of Member Relations, WAGGGS World Bureau
David McKee, Regional Director, World Scout Bureau - European Regional Office

Subject: Meeting for Chief Executives (or equivalent)

10 February 2017

Dear Friends

We are pleased to provide initial information on the next meeting for Chief Executives (or equivalent). This will be the eleventh time that this meeting has been held. We apologise that pressure of work prevented the meeting being held at the traditional time towards the end of the year.

We are delighted to confirm that the meeting will be held in Bratislava, Slovakia. Arrivals are anticipated during Tuesday 2 May in the evening for start with dinner and a brief introduction. The programme will continue on Wednesday with a full day programme including dinner outside the hotel and will conclude with lunch on Thursday 4 May 2017.

As before, the aim of the meeting is to provide an opportunity for senior staff in Associations to come together and share experiences, challenges, best practices and questions. It is not a training event. The target audience is the senior professional leadership of Associations at the level of Chief Executive or equivalent and their immediate deputies.

Very importantly - please complete the programme section of the registration form to give us an initial indication of your particular interests and to indicate sessions or topics that you would like to offer. Please remember that the programme is dependent on all our active participation.

Practical Details

The venue will be Hotel Tatra*** (see www.hoteltrata.sk/en); specific travel details will be provided in the joining instructions which will be sent to all registered participants, one month before the event.

The participation fee is EUR 210 in a single room, and EUR 160 in a shared room. If you require additional night stays in the accommodation we can investigate the rate.

The participation fee will include:

- 2 May - welcome dinner, overnight accommodation
- 3 May - breakfast, lunch, dinner, 2 breaks, overnight accommodation
- 4 May - breakfast, lunch and break

The meeting will begin at 19:00 (7pm) on Tuesday 2 May and end at 14:00 on Thursday 4 May 2017.

Bratislava can be reached by direct airline service or by travelling through Vienna and taking the regular bus

World Association of Girl Guides and Girl Scouts
Association Mondiale des Guides et Eclaireuses



World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout

transfer service. Fuller details on these connections will be provided as well as the transfers from Bratislava airport, to those who register for the event.

Please note that participants are responsible for their own international travel. No travel grants are currently available for this event but you may contact your appropriate Regional Office or contact person to discuss possibilities.

If you require a visa support letter from the hosts of the events, Slovensky Skauting, please ensure that you request this immediately, and no later than 1 April.

The meeting will be conducted in English. At past events participants have facilitated support for other languages. The facilitators of the meeting will consider how to organise the meeting to allow for participants to talk in smaller groups.

How to apply

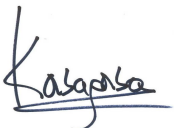
Please complete the attached application form and return it no later than Wednesday **1 March 2017** to the European Scout Office – europa@scout.org. **The meeting will go ahead if there are at least 12 participants and the tentative booking we have will need to be confirmed on 1 March.**

Please do not book travel until you have received confirmation that the event will proceed.

The registration form has space to identify ways that participants can be involved in the programme of the event. Please complete this section carefully as well.

We are looking forward to welcoming you to Bratislava and to a productive and reflective time together.

With best wishes,



Alphonsine Kabagabo,
Head, Member Relations,
WAGGGS Bureau



David McKee,
Regional Director
European Scout Region of WOSM

