GENERAL ASSEMBLY

22-24 NOVEMBER 2018 - NOVI SAD, SERBIA

Technical Information

With this document we aim to help you with your attendance to the General Assembly (GA) next November.

Remember we are here to help you! HELP US!
For health security reasons, the hotel, plenary, meeting rooms and all the spaces of the event will be

NUT FREE AREAS

Please, don’t bring with you any kind of nuts. We strongly request your help on this point!

1 ARE YOU A NEW DELEGATE?

First of all

WELCOME

Please don’t hesitate to approach the Secretariat during the GA if you have questions.

Before the GA, follow this document, for all questions you might have, check who can help you under point 2.

On Wednesday 21 November we will have a session for new delegates. Pencil it in your agenda.

ARE YOU ONE OF OUR FELLOW DELEGATES?

So nice to welcome you again to a GA. Please read this document carefully.

Don’t hesitate to contact us if you need more information.

2 ISSUES/QUESTIONS?

DON’T HESITATE TO CONTACT US:

Statutory questions

governance@youthforum.org

Operational-Logistic questions

estefania.asorey@youthforum.org

Financial questions

finances@youthforum.org

Membership questions

ivana.davidovska@youthforum.org

The GA website is also useful.

https://www.youthforum.org/

Novi-Sad-2018

NEWSLETTER

Every week, we will update the GA Newsletter, please take a weekly look on the updates.

3 Venues

Registration and Hotel

Plenary meeting

Social evening

Park Hotel

Wednesday event

European Youth Capital 2021

award ceremony at the National Serbian Theatre

Saturday event

Giardino’s

Reimbursement procedure

Deadline: Thursday 20 December 2018 (23:59 CET)

Note: NO second call to submit documents.

Important recommendations:

- ROAMING CHARGES: If you are leaving the EU to travel to Novi Sad, in order to avoid unpleasant surprises with your mobile invoices, please check beforehand the roaming charges from your mobile company.

- SAFE BOX. There is a safe box at each hotel room, please make use of them for your money and personal belongings.
TIMINGS AND GENDER BALANCE

TIMINGS FOR DELEGATES

Arrival of participants is foreseen for Wednesday 21 November. Please bear in mind that in order to attend the European Youth Capital award ceremony, delegates would need to arrive in the afternoon at the latest. Departure of participants is foreseen for Sunday 25 November.

Please note that only participants who attend 80% of the meeting are entitled to reimbursement of their expenses. When the delegate is staying until the end of the meeting, the latest arrival time and date in order to participate the 80% is Thursday 22 November at 14:00h. Earliest departure time if the delegate was present at the start of the meeting is 15:00h on Saturday 24 November.

REGISTRATION DESK. OPENING HOURS

Wednesday 21 November at the lobby of the Park Hotel from 13:30h to 22:00h.

Thursday 22 November in front of the plenary room at the Park Hotel from 08:00h to 10:00h.

GENDER BALANCE

In line with the European Youth Forum Internal Gender Guidelines, we kindly ask Member Organisations to make all efforts to ensure a gender-balanced delegation to the GA.

SPECIAL NEEDS

Participants with special dietary requirements, disability or other requirements in relation to rooms, etc., should contact the Secretariat no later than the registration deadline.

“Please note that only participants who attend 80% of the meeting are entitled to reimbursement of their expenses.”

BADGES AND VOTING CARDS – PLEASE RETURN THEM AT THE END OF THE MEETING

At the registration desk, each delegate will receive a badge and a sticker where they will write down their name.

• Yellow, official delegate. They will receive a numbered voting card (red for NYCs, green for INGYOS)
• Green, extra delegate.
• Orange, Secretariat.
• Purple, candidate Member.
• Blue, observer Member.
• White, Board.

You will be asked to return the badge and the voting card at the end of the event.

We aim to be green, please help us and bring back the badge in order to re-use it for the next statutory
LANGUAGES, DOCUMENTS, INSURANCE, CHILDCARE AND SPECIAL NEEDS

WORKING LANGUAGES

The working languages will be English and French. Participants must be able to understand and speak one of these languages. There will be interpretation from English to French and from French to English, as well as International Sign interpretation.

DOCUMENTS

All documentation for the meeting will be available on the Assembly Manager as it becomes available, from 24 October.

If you do not receive your access code to the Assembly Manager by 25 October – please contact governance@youthforum.org

INSURANCE

The European Youth Forum has no travel or liability insurance covering the participants or their possessions during their travel to the meeting or at the venue.

“For environmental reasons, participants are kindly requested to bring all the GA documents with them in order to avoid extra printing.”

CHILDCARE FACILITIES

The European Youth Forum, at the discretion of the Secretary General, may make provision for potential participants who have a genuine problem with arranging child-care facilities. As the form of such facilities provided will be agreed on a case-by-case basis, participants wishing to avail themselves of this should contact the Secretariat as soon as possible, at the latest 3 weeks before the meeting.

SIMULTANEOUS INTERPRETATION DEVICES

At the end of each GA we miss one or two devices that we have to pay for. Please, help us and return the device at the end of the meeting. THANK YOU!

BOTTLES, WATER FOUNTAINS, VEGETARIAN LUNCH ON SATURDAY

Upon your registration you will receive a goodie, a lovely mug!

We aim to avoid the use of plastic glasses or too many glasses in general, which is why we kindly ask you that during coffee breaks you try to use only one cup.

On Saturday we will all enjoy a vegetarian lunch.

If you have proposals on how to improve the green side of the GA, please send an email to estefania.asorey@youthforum.org
REIMBURSEMENT PROCEDURES

In accordance with the European Youth Forum Internal Financial Guidelines:

YOU WILL ONLY BE REIMBURSED IF:

YOU SEND YOUR reimbursement form to the European Youth Forum Secretariat by Thursday 20 December 2018 (23:59 CET);

YOU ATTEND 80% OF THE MEETING;

YOU fill in all the required FIELDS with a pen and IN CAPITAL LETTERS;

YOU personally DATE AND SIGN THE REIMBURSEMENT FORM;

YOU ATTACH all YOUR ORIGINAL BOARDING PASSes;

YOU ATTACH ALL original and readable TICKETS and receipts / invoices (no SCAN! NO copies!) that clearly mention the dates and prices;

YOUR Member Organisation is clearly mentioned; and

YOUR full bank account details are attached, if you are not from a Member Organisation.

Can only be claimed AS AN EXPENSE:

Travel costs from your permanent residence to the meeting venue.

Travel costs WITHIN AGREED REFERENCE PRICE.

Plane tickets (2nd class) for distance above 500 km.

Train tickets (2nd class) for distance less than 500 km.

Local public transport (tram, bus, metro, train). Taxis are not counted as local public transport.

Car costs according to the cost of a 2nd class train only if a proof of the corresponding train fare is attached.

Visa costs justified with a receipt and copy of the visa stamp on the passport stating the price paid.

Visa - travel-related costs required to get the visa (only if approved by the Administrative & Financial Director).
REIMBURSEMENT RULES

YOU have UNTIL THURSDAY 20 DECEMBER 2018 (23:59 CET) to submit YOUR reimbursement form. In case you do not wish to send it by post, and prefer to come to our offices, please respect office hours.

Once the deadline has passed, no reimbursement will be done. NO EXCEPTION WILL BE MADE.

IF THE DOCUMENTS RECEIVED ARE INCOMPLETE YOU WILL NOT BE REIMBURSED.

If the price of the travel is higher than the reference price, only the amount of the reference price will be reimbursed.

We always reimburse the Member Organisation, never directly the delegate(s).

Public transport tickets have to be purchased separately (one trip at a time). We need the original tickets PLUS the receipts proving the payment.

“You have UNTIL THURSDAY 20 DECEMBER 2018 (23:59 CET) to submit YOUR reimbursement form.”

Staple or tape all original receipts on A4 paper and attach them to the reimbursement form.

Number all the receipts according to the reimbursement form.

“NO EXCEPTION WILL BE MADE”

Do not calculate the exchange rate yourself, the Secretariat will use the rate on the day of processing the reimbursement.

NO CASH reimbursement is made at the venue of the meeting.

“IF THE DOCUMENTS RECEIVED ARE INCOMPLETE YOU WILL NOT BE REIMBURSED.”

FINANCE DEPARTMENT

The European Youth Forum will charge Member Organisations with a **penalty fee of 250 EUR** in case of:
- No show without prior notification;
- In the case of unexpected arrivals (no application sent to the European Youth Forum). In this case, there will be no travel reimbursement either.

If the delegate was **not** nominated by their Organisation, they **CANNOT** attend the meeting.

If you have questions, don’t hesitate to contact the Finances department on the email **finances@youthforum.org**.

REMEMBER 20 December DEADLINE!!!
EXTRA

EXTRA NIGHTS AT THE HOTEL

Accommodation before and after the event, in case of force majeure, must have been approved by the Secretariat at least 3 weeks prior to the activity. The European Youth Forum covers accommodation costs, but meals will be at the participant’s or Member Organisation’s own expenses.

EXTRA-DELEGATE FEES

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<thead>
<tr>
<th></th>
<th>Arrival on 21/11</th>
<th>Arrival on 22/11</th>
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</thead>
<tbody>
<tr>
<td>1. Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Extra-delegates</td>
<td>150</td>
<td>125</td>
</tr>
<tr>
<td>2. Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dinner 21/11</td>
<td>20</td>
<td>-</td>
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<tr>
<td>b. Breakfasts 22-23-24-25/11</td>
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<td>c. Lunches 22-23-24/11</td>
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<tr>
<td>d. Dinners 22-23-24/11</td>
<td>20</td>
<td>20</td>
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<tr>
<td>3. Meeting Venue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Meeting venue 22-23-24-25/11/2018</td>
<td>100</td>
<td>100</td>
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<tr>
<td>(Incl. Rent of meeting venue, equipment, etc.)</td>
<td></td>
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<tr>
<td>Charge</td>
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<tr>
<td>Charge for Full Attendance</td>
<td>290</td>
<td></td>
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<tr>
<td>Total Charge for Full Attendance (if arrival on 21/11)</td>
<td>290</td>
<td>245</td>
</tr>
<tr>
<td>Extra delegate not staying at hotel at all</td>
<td>140</td>
<td>120</td>
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TRAVEL AND LOCAL TRANSPORTATION

How to get from the airport to the hotel

OPENS 2019 will provide with buses from Belgrade International Airport (Nikola Tesla) to the Park Hotel. It is CRUCIAL for us that you indicate your flight details on the database.

“It is crucial for us that you indicate your flight details on the database.”