To: National YWCA Presidents and General Secretaries and YWCA Members  
Re: Call to pre-registration for voting delegates

20 March 2019

Dear friends and colleagues in the YWCA,

I am pleased to inform you that registrations for the 29th World Council will begin with a pre-registration process for member associations which will open on 25 March and close on 15 May 2019. To pre-register, you will need to send us basic information and contact details of your delegates. Having these information will be important as the registration form will be sent directly to your delegates. In addition, it will give us an indication of whether or not we will have a quorum to hold the World Council with the required number delegates, and the required quota of young women delegates as provided in the Constitution. Needless to say, it is our hope that all Member Associations are able to send at least one delegate so they can effectively exercise their rights on behalf of your association, take part in decision-making and help to determine the policies and priorities that would guide the next four years of the life of the world movement.

For the registration process itself, we will be working closely with Phambili African Events, a conference management company based in Johannesburg, South Africa. They will be sending the registration forms and the official invitations which will help your visa application process, if you need a visa to South Africa or any transit visas on the way to South Africa. The Registration Forms will be sent directly to your delegates’ email contact that you will have indicated in the pre-registration form starting the first week of April 2019 so the sooner we hear from you, the sooner we can start registrations. Registrations for World Council close on 15 September 2019.

Please note that the World Council registration and participation fee has not changed from the previous World Council. The fee remains at CHF950 and will cover the conference package (which includes lunch and two coffee and tea breaks and the rent of the conference space) as well as specific costs related to programme and logistics.

In order to give member associations and delegates time to raise funds, the deadline for payment of the registration fee is 15 September 2019. However, we kindly urge those that are able to pay, to do so as soon as possible. Early payments would greatly ease our funding situation for World Council.

Note also that Member Associations are required to be up-to-date in their payment of affiliation fees up to 2019. For 2019, affiliation fee payments should normally be made two months after receipt of the invoice and not later than 30 June 2019. If you are behind in your affiliation fee payment or
require further information on this issue please get in touch with us by sending an email to: affiliationfee@worldywca.org.

Payment of registration and affiliation fees shall be made by bank transfer to the World YWCA account as follows:

**Account holder:** World YWCA  
**Address:** 16 Ancienne Route,  
CH-1218 Grand Saconnex  
**Name of Bank:** UBS SA  
**Address:** Rue des Noirettes 35  
CP 2600  
CH-1211 Geneva, Switzerland  
**IBAN:** CH45 0027 9279 C0797187 0 (CHF)  
**SWIFT:** UBSWCHZH12A

Lastly, a note to Member Associations that are sending observers as part of their delegation. Please send us the names of your observers and their email contact on or before 15 June 2019 to worldcouncil2019@worldywca.org. Registrations for observers will start 15 May 2019 or earlier once we have ascertained that we have a quorum and can proceed with organizing World Council. The World Council registration and participation fee of CHF950 also applies to observers and payments shall be made by bank transfer (see bank details above) on or before 15 September 2019.

We look forward to hearing from you and welcoming you to the 29th World Council in Johannesburg, South Africa.

With best wishes,

Casey Harden  
General Secretary  
World YWCA