



*Utrecht, the Netherlands
October 2000*

To presenters and co-presenters of the World Conference Volunteers 2001,,

Dear Sir, Madam,

Recently you have received the message confirming your contribution to the World Volunteer Conference in Amsterdam as a **workshop leader, a poster presenter or member of one of the panel discussions**. You might have noticed that this confirmation was sent rather late. We apologise for that. The high number of quality applications that we have received, made the selection procedure more difficult. Of course we would like to catch up on the time we lost and we kindly ask you to help us in doing so. We still have three months to go until the conference and that should be enough to prepare things in such a way that your contribution to the seminar is as optimal as possible. In other words, we would like to start or continue the communication about your contribution, to be sure that misunderstandings will be minimalized and your expectations as well as ours will be fulfilled as much as possible. Therefore we need some information from you.

Confirmation

First of all we would like you to confirm your participation as soon as possible. Maybe you already did so, but if not please do it as soon as possible. You can use the form we sent you with the brochure and fax it to: NOV, A. Hijink, 00 31 30 234 3896.

Workshop time

One hour and fifteen minutes (see round 1 - 8 on the provisional agenda in the brochure)

Description of your workshop

At the conference we would like to hand out a short written version of the content of the workshops to the participants. It gives the participants the opportunity to take your input home. A summary on A4 paper (about 400 words) should do. Also copies of sheets or Powerpoint presentations are useful to create this handout. We will take care of designing the handouts and making copies. Don't worry about 'bad English', we will correct the text. Some of you have already sent us a lot of information on your workshop. Please check if this is the information you want to be put in the hand out.

Please send this information **before the first of December**.

Names and dates

Could you please let me know, in case you have not done this yet, as soon as possible:

- the exact names and (e-mail) addresses possible co-presenters
- any dates (between 14 and 18 January) you will not be able to present or take part in a panel

Form of the workshop

Please send us information about how you want to present your workshop. Are you going to split the group in small working groups, are you using any games/exercises, do you need support for chairing the meeting etc.? (Please be aware of the fact that most of the participants have to communicate in their second or third language. Use flipcharts, overhead or PowerPoint when possible)

Please also send us this information **before the first of December**.

Recently we have send to you the information brochure and a letter of confirmation concerning your presentation for the XVIth IAVE World Volunteer Conference from 14 to 18 January in Amsterdam, the Netherlands.

In view of some of the questions we receive, we would like to inform you about some issues regarding the attendance to the conference

You need to register yourself as participant

Coming only for one day (the day your workshop is being presented) you don't have to register as participants but if you would like to join the full conference, or more than one day, we like you to register yourself and pay the required fee. If you cannot pay and state such on your form, please see below for more explanation.

Attendance to lectures, workshops, panel discussions and partner meetings

Upon receipt of your full payment and participant registration form, we will send you (from November on); just like all participants, a programme with the exact content of all (around 130) workshops. You can then make your choice of workshop. Either on paper or via our website www.volunteer.nl. Of course, we will send you a programme in due time also if you 'just stay for the day'.

Participant fees

The full fee to participate at the conference is 300 Euro. As a selected presenter, you will receive a discount of 25 Euro.

This fee does not include hotel- or travel reservations!

Hotel reservations

We have contracted the very best hotels in Amsterdam for you to book your accommodation with. Your information brochure contains a summary of the contracted hotels and a hotel booking form. These hotels will offer you a reduced rate. Be aware of the fact that the reduced rate will only be applicable upon availability and only if your booking form has been received before November 1. After November 1 other rates might be used! For Presenters and co-presenters applying for financial support for their accommodation we will make a group reservation in hotels not listed. Keep in mind that the sooner you can book a hotel room the better it is. We therefore recommend that you send off your registration form and full payment as soon as possible.

Visa and Financial Support

In case you need a letter of invitation to apply for a visa, you can mention this on the Participant Registration and Payment Form or directly to your contact person.

You will be personally informed about the process of attaining a visa.

Our main task on this moment is to find financial aid for all speakers/presenters who applied for it. We will not be able to find support for all and advise everyone to search for own funds.

However, some financial aid is possible but noticing the overwhelming request for support, it has no use to ask us about the status of *your* request for financial support. We will inform *you* if you are one of the lucky ones! We will do this in the month October and the beginning of November. Our priority in 'scholarships' is as follows: 1. Speakers & presenters. 2. Board members IAVE. 3. Youth and National Representatives. Depending on country and the restriction of the funds, we will be able to answer questions for financial support. Please indicate for what purpose you need financial support. Is it for travel costs, is it for hotel costs, is it for the conference registration fee or maybe for all of these costs. Let us know also the exact amount of the support you need. Please also do this **as soon as possible**.

So please, Confirm your participation as presenter or co-presenter as soon as possible.

NOV National Volunteer Center

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