



CALL FOR DELEGATES AND GUESTS

Dear Member, Partner and Observer Organisations,

We would like to announce the 9th General Assembly of Cooperation and Development Network Eastern Europe AISBL that will take place from 21-25 February 2018 in Belgrade, Serbia.

CDN Executive Committee invites you to nominate delegates to this meeting, which is the highest decision-making body of CDN.

Every Member Organisation has a right to nominate **two delegates** to the General Assembly and every Partner and Observer Organisation has a right to nominate **one delegate** to the General Assembly. Other representatives of Member, Partner and Observer organisations besides the nominated delegates are invited as Guests.

FINANCIAL CONDITIONS

Member Organizations:

First delegates: CDN will cover costs of accommodation, meals during the General Assembly as well as travel and visa costs.

Second delegates: CDN will cover costs of accommodation and meals during the General Assembly.

Partner Organizations:

Delegate: CDN will cover costs of accommodation and meals during the General Assembly. Our financial conditions do not allow us for covering travel costs of the partner Organisations' delegates.

Observer Organizations:

CDN will not be able to cover any costs of Observer Organizations' delegates. There is no participation fee for OO delegates.



Guests:

CDN will not be able to cover any costs of the guests of the General Assembly. The **participation fee** for the guests is **20 EUR** and is to be paid via bank transfer prior to or in cash during the GA. CDN can arrange food and accommodation for guests together with the delegates for 20 EUR per person per day. Guests are expected to get in touch with office@cdnee.org **by 31 January** in order to ensure this offer. After this date, we cannot guarantee availability of this option.

GENERAL INFORMATION

We would kindly ask you to **nominate** and **register** delegates of your MO, PO, or OO or register as a Guest by filling in **[THIS FORM](#)**:

1. in case a delegate needs to obtain visa to enter Serbia, **by 15 January 2018**
2. in case a delegate does not need visa to enter Serbia, by 25 January 2018
3. guests can register until one week before the GA

In order for CDN to be able to provide financial support for the delegates' travel and visa costs and timely prepare visa documentation, above proposed deadlines shall apply. If the deadlines do not suit you, do not hesitate to write us at office@cdnee.org and inform us about the possible time of a decision in your organisation related to the delegate(s).

NOTE: Registration form is not enough to register as a delegate! Delegates of MOs, POs and OOs need to be **confirmed** by their organisation. Therefore, an official email from your organisation's email account should be sent to office@cdnee.org confirming the name(s) of your delegate(s).

The delegates are expected to arrive to the venue in Belgrade on 21 February before 17.00 (CET) and depart on 25 February. Delegates should arrange their travel in the most environmentally friendly and economic manner possible. We kindly ask you to send us your travel route and price before booking the tickets and **consult CDN Secretariat before arranging your trip**. Otherwise, the travel expenses will be reimbursed only up to the limit foreseen for the travel costs.

For any additional information regarding the financial arrangements, please get in touch with the Secretariat (office@cdnee.org).

Looking forward to seeing you all in Belgrade in February!

CDN Secretariat