



COOPERATION AND DEVELOPMENT NETWORK EASTERN EUROPE

CALL FOR DELEGATES AND GUESTS

Dear Member, Partner and Observer Organizations,

We would like to announce the **10th General Assembly of Cooperation and Development Network Eastern Europe**; which will take place between **7-10 March 2019 in Istanbul, Turkey**.

CDN Executive Committee invites you to **nominate delegates to the General Assembly**, 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 (MO):

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. Travel and visa costs of the second delegates will not be covered. According to CDN IRP's second delegates of Member Organizations have to pay participation fee of 10 EUR, unless delegates are younger than 25.

Partner Organizations (PO):

Delegates:

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. According to CDN IRP's, second delegates of Partner Organizations have to pay participation fee of 10 EUR, unless delegates are younger than 25.

Observer Organizations (OO):

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

Guests:



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CDN will not be able to cover any costs of the guests of the General Assembly. The participation fee for the guests is 25 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 25 EUR per person per day. Guests are expected to get in touch with office@cdnee.org by 31 January 2019 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](#) by **4 February 2019, midnight CET**.

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 Istanbul on 07 March 2019 before 17.00 (Istanbul Time, CET+2) and depart on 10 March 2019. 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 Istanbul in March!
CDN Secretariat