

i) BACKGROUND

The May/June GA will be very a complex event to organise and carry out because IEEF will:

- a) Organise a public high profile event (World Meeting of NFP Operators) most probably in Santa Maria Nascente conference centre, on the evening of Friday June 1st. This will also include a Poster Session with contributions from all the organisations coming to the meeting.
- b) Hold the annual GA in the Hotel in Gorgonzola on Saturday
- c) Attend the Meeting with the Pope (in the Bresso Parco Nord) on Saturday evening (transfer by bus)
- d) Attend the Holy Mass with the Pope (in the Bresso Parco Nord) on Sunday morning (transfer by bus)

In addition to this IEEF will also carry out other activities, i.e. the Booth at the exhibition and the FEDRA workshop. These will only involve some IEEF members and will not be covered in this document.

ii) BASIC ASSUMPTIONS

We assume that most of the IEEF members will not attend the Congress (it is expensive) but come just for IEEF business (i.e. the IEEF Public Event, the IEEF GA) and for the meetings with the Pope (Saturday evening and Sunday morning).

To plan and calculate costs, we need to have the following information from the Associates

- The preliminary info by **February 29th**
- The complete info by **April 30th**

A) Program

THURSDAY May 31st

Evening: arrive and Check-in for members participating in the FEDRA Workshop

FRIDAY June 1st

In order to participate in the World NFP Operators Meeting, IEEF members will have to arrive on Friday, go to the Hotel Senator in Gorgonzola and check in before 17:00 because they should be in S. Maria Nascente at 19:00 (1 h transfer from Gorgonzola by metro 2 Green line, change at Cadorna to metro 1 Red line, exit at QT8 Station please see on google maps). The venue is just outside the metro station below the S. Maria Nascente church.

Dinner and a Poster Session for IEEF members will be arranged in the conference centre.

The public Meeting will start at 20.30 and close at 22.30. The Agenda could be the following:

09:00 FEDRA Workshop

13:00 Lunch

14:00 FEDRA Workshop

17:00 Arrival and check-in for members not coming to the FEDRA workshop

19:00 Arrive at S. Maria Nascente and Dinner

20.30 **Public meeting**

1. Opening - IEEF President
2. Experiences (Kirghizstan (NFP experience in a Muslim environment), Italian Experience (CIC RNF), African Experience, Latin American Experience
3. Projects (FEDRA / IEEF - IEEF Task Force), Serenità (S. Del Zoppo), Master (IGP2))
4. Conclusions and close

22:30 Close of the Public meeting

The IEEF members will then go back to Gorgonzola by metro.

Transportation and dinner costs will have to be paid separately at the registration.

SATURDAY June 2nd

08.30 - 13.30 IEEF GA Session 1

- Opening
- Treasurer's Report
- Acceptance of new members
 - Presentation of New Members
 - Formal acceptance
- TTC Accreditation Procedure
- Projects
 - FEDRA Project
 - S. Benedetto Project
 - Master's Program

13.30 Lunch (catering)

14.30 - 16.00 (indicative) IEEF GA Session 2

- Presentations from Partners (if possible)
- Keynote speech (if possible)

In the afternoon (possibly around 17.30) we should move to Bresso Site for the Meeting with the Pope with the bus. According with the departure time a catering dinner will be organised in the Hotel or a dinner pack to be eaten on the bus will be provided.

After the event we will return to the Hotel with our bus.

SUNDAY June 3rd

Those leaving on Sunday will have to check out in the morning.

After the breakfast we should move with the buses to Bresso for the Holy Mass celebrated by the Pope and then come back to Gorgonzola for lunch. If necessary we will arrange a lunch pack for eating in the bus.

Once in Gorgonzola, IEEF delegates will collect their luggage and leave.

B) ACCOMODATION

We have reserved a complete hotel in Gorgonzola with 114 beds in single, double and triple rooms (see below). Treatment will be Bed & Breakfast and prices are cheap for Milano standards. Higher prices will be applied for the other days.

The Hotel is close to 2 Metro Green line stations (Gorgonzola and Villa Pompea) and a shuttle can be booked in advance.

Hotel Details and Prices

Hotel Senator (4 stars <http://www.hotelsenator.it> via Milano, 33, 20064 Gorgonzola Milano tel. +3902 9530 3872) close to MM2 Gorgonzola & Villa Pompea (about 25 minutes metro from the Duomo and 45 from the Exhibition site).

Availability and special IEEF prices:

- Total Availability: 36 double + 6 triple + 8 triple in residence (next building). Total 114 beds (i.e. 65€ per person in a single room, 32.5€ per person in a double and 33.5€ per person in a triple room).
- Availability: Fri-Sun (June 1-3): 50 rooms @ 65€ per night per room
- Availability: Sun-Mon (June 3-4): 40 rooms @ 65€ per night per room (mainly double & triple)
- Availability: Mon-Fri (May 28-June 1): 15 rooms @ 100€ per night per room (mainly double & triple).

The Hotel has an equipped conference room where the GA and FEDRA Workshop will take place. If more rooms are required, there are some other Hotels nearby (prices will be higher and transfer by shuttle will be required).

Please note that for Milano in that period the prices are very moderate also considering that the use of the Conference room is included.

Transportation and meal costs (only breakfast is included) will have to be paid separately.

The special prices will be available only to those registering on time and through us/referring to our agreement with them. Please see below the detailed instructions to register and guarantee the reservation with the hotel.

C) MEETING WITH THE POPE & HOLY MASS

The entrance to the Bresso site on Saturday and Sunday for the events with the Pope will be free of charge but a Pass will be needed and we should then register.

Since we will move as a group, it appears convenient that LBO will register the IEEF party collectively and will collect the passes for all the participants. Registration is already possible through the Word Meeting of Families 2012 site and we will start to register IEEF people in the IEEF Party as soon as you provide the required information.

Please see the information below required to register those who intend to participate in these events.

Please be informed that those who will not provide the required information and register as a group, may register individually through the Word Meeting of Families 2012 site and then to go to collect their passes at the Family 2012 Info points that will be established in town.

Transportation and associated costs will have to be paid separately.

iii) DETAILED INSTRUCTIONS

1. Travel Plan

We will need the following information for every participant:

a) the detailed travel plan (full names, tel. & e-mail coordinates, flights numbers, arrival and departure dates, times and airports (please note that Bergamo is the most convenient **airport**, Linate is also acceptable but Malpensa is to be avoided as much as possible) so that we can organise as much shuttle transportation as possible to pick up groups of people at Bergamo and Linate airports.

b) the events you plan to attend namely:

- World NFP Operators Meeting (Friday evening)
- IEEF GA (Saturday morning and early afternoon)
- Meeting with the Pope (Saturday evening)
- Holy Mass with the Pope (Sunday Morning)

c) if you will also attend the FERDRA workshop and /or the IEEF Booth

2. Hotel Reservation and guarantee

To obtain special rates the reservations should be done individually by the participants or through the National Associations by contacting the Hotel Senator Reservation Desk **before February 29**:

- Tel. : +3902 9530 3872
- e-mail: : info@hotelsenator.it

To obtain the special rates (see point B above) please

- refer to "IEEF Group" and
- copy the mail to Pietro Polese at: pietro.polese@libero.it

The booking confirmation and guarantee by credit should be done later on according with the type of room and the period chosen (single and double rooms during the week should be fixed earlier).

3. IEEF Event – World NFP Operators Meeting

Those who plan to participate in the dinner and the event should inform us through the Travel Plan.

The catering will be made available on the basis of the info collected. Only those who have informed us in advance will be able to be served.

Every National Association should provide the preliminary list of the people that plan to participate in the event by **February 29th**. The names will then have to be confirmed by **April 30th** so that we can book the catering and, if appropriate, arrange for the transfer by bus.

Transportation and associated costs will have to be paid separately at the registration on Friday evening.

4. Meeting & Holy Mass with the Pope (Saturday evening & Sunday morning))

Those who plan to participate in one or both the events should inform us through the Travel Plan and provide us the required info (see below) for each person that will participate. Information is the same for the 2 events but you should specify in which event each one will participate.

We will then proceed to insert the names in the IEEF Group through the Word Meeting of Families 2012 web site and collect the relevant passes.

Every National Association should provide the preliminary list of the people that plan to participate in the 2 events by **February 29th**.

The names will then have to be confirmed and the full info (see here below) provided for each participant by **April 30th** so that we can complete the registration and order the passes.

Transfer will be done by bus.

Transportation and associated costs will have to be paid separately at the registration Friday evening.

INFORMATION REQUIRED FOR THE EVENTS WITH THE POPE

1. NAME
2. LAST NAME
3. SECOND LAST NAME (only for people from countries where it is used)
4. DATE OF BIRTH*
5. PLACE OF BIRTH
6. COUNTRY OF BIRTH
7. EMAIL ADDRESS (Use your normal email address))
8. NATIONALITY
9. SEX
10. ID DOCUMENT TYPE: PASSPORT/ID CARD
11. ID DOCUMENT NUMBER
12. PRESENCE OF DISABILITIES (SPECIFY TYPE OF DISABILITY)
13. IS WHEELCHAIR NEEDED
14. TELEPHONE (FIXED AND MOBILE)
15. ADDRESS
16. TOWN
17. POSTAL CODE
18. STATE

19. Acceptance of the PRIVACY STATEMENT ON THE PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH DECREE LAW 196/2003.