

Seville, 21/12/2009

REGISTRATION GUIDELINES FOR THE CONGRESS

Dear friends,

Greetings from the Organising Committee. We continue our planning so that we will have a successful Congress. We are happy that we now have the web page ready; this will enable you to register and to pay the registration fee. We are sending you some guidelines that will hopefully ease this process.

1. Instructions for Registration:

- a) The web page for registration is as follows:
<http://www.escuelasalesianaeuropa.eu> Here you will be able to register, pay for the Congress and also find some other general interesting information.
- b) In the box marked "Iscrizioni" you can register. You are asked to register immediately so that the Organising Committee has all the information needed for organisation for example the dates of arrivals and departures. It is essential that all the boxes are filled in such a way that the organisers have all the necessary detail for the planning.
- c) Registration to be completed by Monday 18 January 2010.

2. Registration payment and participation:

Registration Payment can be made in two ways::

- a) Payment by Credit Card. Immediately after registering you can make an individual secure payment using a credit card. You only need the usual information that you would use in this type of transaction. The payment is made individually and we would like to emphasise that the system is totally secure..
- b) Payment through Credit transfer. The payment for the cost of the participants could be sent through a transfer to the account number at the end of the registration. This type of payment may be more suited for a group. In this instance the payment is made in the name of the province or the country.
Also send an email to economia.congreso@pjs.es with the information and the number of participants for whom the payment is being made. The bank charges involved are the responsibility of the participants of the Congress.
- c) Other means of payment. On principle we do not accept payment in cash on arrival at the Congress for organisational reasons. We feel that the means of payment offered pre-Congress are sufficient. The only cash payment that we will accept will be the accomodation payments for those who arrive a day early or depart a day after the Congress, this was mentioned in an earlier letter.

3. Other information on the web site:

In the website we have included also the following information:

- a) *Location: how to arrive at the Conference location from the airport and railway stations.*
- b) *Tourism: some interesting sightseeing in Seville.*
- c) *Documents: We have gathered here some documents and information that would be of interest to the participants.*

4. Some final items:

- a) Welcome Single and double rooms will be assigned according to availability, and on the basis of the information given in the registration form. The Organising Committee asks that the person responsible in each country or province indicates the number of rooms required by the group and a list of how the group will be divided, so that the Organisers can make a list of who is in each room.
- b) Group Work During the Congress we encourage sharing of the diversity of experiences that will be present. For this reason it is important that the participants are able to communicate in one or two of the three official languages of the Congress- Spanish, Italian and English.
- c) Other information After the holidays we will send more detailed information. Please ensure that we have the email addresses for each participant so that we can begin to send all the information personally.

That's all for now, hoping that this information is useful. The Organising Committee is available to give any information or clarifications that may be needed. We can be contacted at the following email address: info.congreso@pjs.es

We continue to work so that the Congress will help us towards a continual deeper awareness and fidelity to the Salesian charism in Europe today, Happy Christmas!!

Bye for now,
Yours sincerely,

The Organising Committee