



**30<sup>th</sup> European Conference of the International Lesbian and Gay Association  
12<sup>th</sup> ILGA-Europe conference**

**Vienna, Austria, 30 October – 2 November  
Organised in association with HOSI Wien**

First Mailing - Notification  
23rd June 2008

Dear friends,

We hereby have the pleasure of inviting our members to our annual conference which will take place in Vienna from 30 October till 2 November 2008 under the theme "*Think globally, act locally*". This will reflect the work of ILGA-Europe and its members on advocating for international human rights standards and practices and their implementation at the local level. Among the keynote speakers will be Thomas Hammarberg, Council of Europe's Commissioner for Human Rights.

The conference is more than the annual general assembly of the organisation where stock will be taken of last year's activities and a new Executive Board and the two representatives on the World Board elected. It is also an exciting forum to meet and network with activists from all over Europe. You can attend panel sessions with high-level speakers and a wide-ranging series of workshops in which policy and constitutional issues are discussed and the good practices are exchanged. The host organisation Hosi Wien will also surprise us with an exciting social program and Halloween falls during the conference.

This first mailing outlines the deadlines for submitting proposals and the second and third mailings and a document "Guidelines for proposals" outline how to make a proposal to the constitution.

As something new, there is an Election Preparation Committee this year which has outlined the guidelines for nominating candidates; this information can be found in a file "Guidelines for nominations". The work of the Election Preparation Committee will be evaluated during the conference which will also vote on whether to keep it or not.

We look forward to meeting you on October 30<sup>th</sup> in Vienna, and hope to see you in great numbers.

Yours sincerely,

Deborah Lambillotte and Martin K.I. Christensen  
ILGA-Europe co-chairs

*ILGA-Europe's annual conference is also our annual general meeting in which the Executive Board and the two representatives on the World Board are elected, and in which policy and constitutional issues are discussed that will inform the work of ILGA-Europe for the following years.*

**Elections at the conference**

This will be the first time we will elect a board of 10 people of whom 5 will have a two year term of office according to the rules approved in Vilnius conference.

We are now calling for nominations to be made according to the guidelines set out by the Election Preparation Committee (see file "Guidelines for Nominations").

## **Policy and constitutional debates**

Discussion of policy and constitutional issues is done by debating and voting on the proposals put forward by member organizations and the Board prior to the conference and the amendments to those proposals. Please remember that, by the rules, proposals cannot be submitted at the conference (with the only exceptions contained in Standing Order 10).

## **Conference mailing process**

The three mailings are sent out on **June 23<sup>rd</sup>**, **18<sup>th</sup> August** and **6<sup>th</sup> October** respectively. The relevant conference information is available at the ILGA-Europe website.

In accordance with the Constitution, the **detailed timetable and procedures** for making proposals and for full members to register their voting delegate(s) is set out:

### **23 June – First mailing**

**4 August** – Deadline for submission of proposals

**18 August – Second Mailing** with preliminary conference agenda, accounts for 2007

### **12 September –**

- **deadline** for nomination of candidates for the ILGA-Europe Executive Board and for regional representatives of the ILGA World Executive Board
- **deadline** for amendments to proposals;
- **deadline** for submission of proposals to host the 2009 conference
- **deadline for registration** of conference participants;
- **deadline for registration** of delegates for voting purposes;

**6 October – Third mailing** with final agenda, including amendments to proposals, names of candidates for the Executive Board and the regional representatives on the World Board, candidates for hosting the 2010 conference and the proposed budget for next financial year.

*For all procedural documents and the conference registration and scholarship application forms access [www.ilga-europe.org/conference](http://www.ilga-europe.org/conference)*

## **Briefly on procedural activities at the conference**

### **- Proposals**

The Conference determines the policies of ILGA-Europe and guides the work of the Executive Board within the framework of the Constitution. Formal proposals to the Conference can be submitted by full members in the Region and by the Board, and should address substantive policy or constitutional issues. **Please follow the instructions set out in Guidelines for Proposals.**

### **- Election to the ILGA-Europe Executive Board**

The election process has changed as from Vilnius conference. Under the constitution the Board consists of 10 individuals of whom 5 will be elected for a two year term of office. Of the 10 individuals at least 4 must be people who identify as women and at least 4 must be people who identify as men. Nomination must be made using the Nomination form. Please follow the instructions set out in **Guidelines for Nominations.**

### **- Elections to the ILGA World Executive Board**

The election process has changed as from Vilnius conference. The term of office of the European representatives in the ILGA World Executive Board is from the end of the regional conference at which they are elected until the end of the second regional conference after the election. Nomination must be made using the Nomination form. Please follow the instructions set out in **Guidelines for Nominations.**

- **Selection of future conference host**

This year's conference will decide on the host for the 2010 annual ILGA-Europe conference. Member organisations interested in hosting the 2010 conference must submit their proposal. Please see the **Guidelines for Member Organisations wishing to host the annual conference** file.

- **Registration of delegates for voting purposes**

Registration forms to notify which delegate(s) is (are) entitled to exercise a full member organisation's voting rights are attached to this mailing. They include information about voting and proxies and should be filled in for these purposes. Please see the **delegates registration and proxies notification** form.

- **Practical information about the conference**

Much practical information about the conference is published at the conference website, [www.ilga-europe.org/conference](http://www.ilga-europe.org/conference), including how to register.