



Invitation

11th European Guide & Scout Centre Manager's Conference

21st – 25th October 2009 at The Lochgoilhead National Scout Activity Centre, situated in Argyll, Scotland



Conference Theme

The theme of the 11th Centre Manager's Conference (CMC) is 'Connect, Inspire and Grow'.

Conference Aim

The aim of the Conference is to strengthen and develop co-operation among Guide/Scout Centres and to facilitate strong working relations between the staff of those Centres.

During the Conference, we also ask for active participation from all participants so that we can learn from each other. We also aim to be able to set-up and facilitate a network of interest groups to provide a forum for continued communication past the CMC.

Conference Content

'Corner Stone' sessions will be run on Health & Safety, Environmental Issues, Alternative Sources of Income, Programme, Reaching out to Young People, Marketing/PR, Management of Staff and Motivational Coaching. Participants will be able to attend two 'Corner Stone Sessions'. For the 'Corner Stone' sessions we are trying to get experts from inside and outside of Scouting and Guiding. More information will be available in the Participant Information.

A significant part of the Conference will be taken up with workshops that will give participants the opportunity to present and exchange experiences with other participants in smaller groups. Half a day will be spent experiencing activities away from the Centre.

Programme

A programme for this event will be distributed together with the participant confirmation letter.

Methods

Guiding and Scouting methods will be used during the Conference. This includes learning by doing, working in small groups, exercises, plenary and informal discussion.

We recognise the importance of developing personal contacts and as such there will be plenty of opportunities during the Conference to make contact with other participants in an informal setting.

Participants are expected to participate actively during the Conference and be able to exchange their experiences.



Participants profile

- Key Representatives from Guide / Scout Centres in Europe, and specially invited Centres outside Europe, with a strong relationship to their National Scout Association or Member Organisation and a desire to promote the international dimension.
- Have a significant role in management of the Centre and be involved in the policy making process.
- Be prepared to make an active contribution (e.g. running a workshop)
- Able to communicate well in English and/or French

Material necessary

- Uniform to be worn on special occasions, informal wear and good walking shoes.
- Typical examples of food and drink (no strong alcohol please) to share during the "My Centre, My Country" evening, as well as information regarding their Centre and their Country.
- Songs, texts, poems, music, etc. for morning meditations.

Workshop Details

Two workshop sessions, each 1.5 hours long, have been included into the programme.

In a similar way to past conferences, participants are requested to run a workshop covering a topic that would be of interest to others.

The aim is to share information on practical projects that you have taken part in or that you are running now so that other can benefit from your experience. Such as; Does your booking systems work? Do you have an environmental programme? Do you use solar power? How do you care for your camping area? Have you ideas for a centre website? How do you care for your customers? Does your centre have any plans to celebrate 100 years of Guiding and Scouting?

When offering a workshop, you must ensure that it will fill the complete 1.5 hours, but be aware that translations may be necessary and thus take up some time. Workshops should attempt to facilitate and encourage sharing ideas amongst participants.

Please indicate the title of the workshop that you are able to run, indicate the language in which it will run and provide aim, methods, description and maximum number of participants.

The number of times that you will have to run the workshop will depend upon how many participants are interested in taking part. Once the workshops on offer have been confirmed,

participants will have the opportunity to choose those they would like to take part in. Participants offering workshops will be contacted individually. Workshops are to be registered online http://cmc.scoutshub.org/index.php?option=com_chronocontact&chronoformnam

Languages

The Conference will be held in English. We cannot guarantee simultaneous translation into French, but we will make all efforts to arrange translation where needed. Assistance may be required from participants.

Venue

The Conference will take place at The Lochgoilhead Centre, Argyll, Scotland, which is one of three National Activity Centres operated by Scottish Scout Headquarters. It is reached by a winding, single track road and is set amongst magnificent west highland scenery. The Centre is within the Loch Lomond National Park and is just over 1 hour north of Glasgow and 2 hours from Edinburgh. More information on the Centre can be found by visiting the web site www.lochgoilhead.org.uk.

Dates

The seminar will be held from **21st to 25th October 2009**. Participants should arrive at the Centre before 18.00 (but preferably not before 15.00) on Wednesday 21st October and may leave after breakfast on Sunday 25th October 2009.

Participation Fee

The participation fee for the Conference is € 325. This fee covers all accommodation and meals from the evening of Wednesday 21st October until the morning of Sunday 25th October and transport to and from the airports.

Once the final selection of participants has been made in July 2009, the Conference fee will be due for payment before 31st August 2009. The Europe Office WAGGGS will send out invoices.

Travel and Visa

As soon as participants receive their letter of confirmation they will be responsible for organising their journey.

For more information on how to get to the centre please follow this link <http://www.lochgoilhead.org.uk/information-desk/location.asp>

Participants are also responsible for obtaining a visa if necessary. This may take up to eight



weeks and may require an official invitation from the Europe Office WAGGGS and the Host Committee. If you require a visa please complete the attached visa form and send together with your application form.

Insurance

The seminar does not cover the participants during the event, nor during travel and the cost of insurance is not reimbursed. It is the responsibility of the National Scout Association / Member Organisation to ensure that the participant is insured (illness, accidents, repatriation, etc.).

Partners of Participants

There will be no special programme for partners of participants. The reason for this is that the content of the conference and the associated work will demand the participants' full attention in order for the Conference to be a success.

After Conference Programme

For those who wish to see a bit more of Scotland there is the possibility to stay on for extra nights (as of 25th October). If you would like more information about this please contact the Centre Manager by e-mail: mike@lochgoilhead.org.uk

Please note that all fees relating to any 'after conference' activities must be paid directly. They are NOT included in the conference participation fee.

The Centre Staff can help anyone wishing to see a bit more of Scotland or take part in some of the centre's activities. There are some gentle forest walks, some mountains to climb or just magnificent scenery to be enjoyed. There is also Glasgow, Edinburgh and Oban within easy reach if you wish to visit some historic city venues. Whisky tasting and cruising on Loch Lomond are just a couple of possibilities.

Deadline for Applications

Applications should be submitted to the Europe Office WAGGGS by email at events@europe.wagggsworld.org or by post or fax before the deadline for receiving applications: **31st May 2009.**

All application forms are to be countersigned by the International Commissioner.

There will be a maximum limit of 80 participants and, in the event of over-registration, the planning team reserves the right to seek advice from the National Scout Associations / Member Organisations in selecting participants.

The final selection of participants will take place in the beginning of July 2009 and all participants will be informed shortly after the decision has been made.

In early September 2009, a full information pack will be sent out to all participants by email.

Organisation

A planning team is responsible for the organisation of the Conference and consists of:

- Grace Farrelly, WAGGGS - Pax Lodge (GB)
- Mark Knippenberg, WOSM - KISC (NL)
- Peter Meulendijks, Scouts & Gidsen Vlaanderen - De Brink (BE)
- Ingeborg van Agterberg, Scouting Nederland – Scouting Centre Buitenzorg (NL)
- Martin Steenstrup, Stevninghus (DK)
- Frances Hillman, WAGGGS, World Bureau (GB)

Annexes

Application/Visa form

