



CONVOCAATION

Montreal, May 28, 2007

Dear Colleague,

It is a real pleasure to invite you to CIFEJ's next General Assembly that will be held in Amsterdam, Holland, from October 15th to 19th 2007. Your hosts will be BosBros. Film-TV Productions, Lemming Film, Holland Film and Cinekid Festival. We hope that you will join us or be represented at this important meeting.

1. Registration form: The attached registration form should be completed, signed and returned to BosBros. Film-TV Productions by fax (+ 31 20 5244040) with copy to CIFEJ (+ 1 514 284 0168) as soon as possible, or for **August 10th at the latest**. Please also send (by e-mail if possible) a color photo of yourself for your accreditation at info@bosbros.nl. You will receive a confirmation letter by email. Do not forget to bring this letter with you for accreditation at the hotel.
2. Registration fees: CIFEJ members will have to pay a registration fee of 400 Euros (excluding credit card transaction costs - 5% of total amount). The €400 fee covers 4 hotel nights, most meals (breakfast, coffee breaks, 2 lunches & 2 dinners), local transportation and a lovely canal cruise. Non-active CIFEJ members and non-members willing to attend the General Assembly will have to pay extra 100 Euros.
3. Travel expenses: All delegates must pay their own travel expenses from their respective country to Amsterdam, Holland (the airport is Amsterdam Schiphol Airport, and the airport code is AMS). Your host will take care of travel from the airport to the Hotel.
4. Visa: Each member is responsible for checking with the Dutch Embassy in his/her country to know if a tourist visa is required, and if so, is responsible for getting his/her visa to enter the host country. Both the Secretariat and the host will provide you with personalized letters of invitation if needed, but please send your request to the CIFEJ Secretariat by e-mail as soon as possible.
5. Participation in the General Assembly: Only members whose dues are up-to-date for 2007 have the right to vote (see Statutes Article 7.2 and Bylaws Article II-2.3).
6. Proxies: Fully paid members who are unable to send a delegate to the General Assembly may give a proxy to another fully paid member to vote in their place. We will provide you with a list of fully paid members updated September 1st. This proxy must be made in writing to the Secretariat 10 days in advance of the meeting.

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7. Elections: At the beginning of September, we will send you a list of members that are running for election or re-election. From September 15, you will also be able to know them better by visiting our web site: www.cifej.com

8. Statutes and Bylaws: Two months before the GA, you will receive the old texts and new proposed modified texts, as per Article 11.3 of our Statutes and By-Laws.

9. Agenda: The first draft of the agenda will be sent to you the first week of June. Please remember that you have until 3 months (July 15) prior to the GA to include an item in the agenda, as written in our By-Law 2.2.2.

10. Program: In the framework of the General Assembly, many parallel activities are organized. Please find attached a preliminary program. More information will be available on the web site 3 months prior to the event.

If there are any difficulties or questions, if you have any suggestions for the agenda, or the program of activities, please contact the Secretariat in Montreal.

We are looking forward to greeting all CIFEJ members, old and new, and are thankful to our official Dutch hosts, for their help and generous support.

Athina Rikaki
President

René Malo
Secretary General

Jo-Anne Blouin
Executive Director

N. B : Please find CIFEJ Statutes and Bylaws on our web site www.cifej.com

Enc.: Timetable of activities and preliminary program
Registration Form

CIFEJ is a member of UNESCO-IFTC

