



**Annual Members' Conference 2018**

Edinburgh, Scotland

05 October - 07 October

Information Pack

## CONTENTS

1. Welcome
2. Contact Info
3. Preparations
4. Accommodation, Venue and Directions
5. Important Rules and Other Important Information
6. Reimbursements
7. Methodology

### 1. WELCOME TO IGLYO'S ANNUAL MEMBERS CONFERENCE 2018

Once again, the time has come for the IGLYO family to come together. We are excited and looking forward to welcoming you to our biggest event of the year: [The Annual Members' Conference \(AMC\)](#). The event takes place in the wonderful location of Edinburgh, Scotland thanks to the close cooperation with and financial support from the host organization [LGBT Youth Scotland](#). They have also put together a packed pre-conference day, [Connections: Spotlight on Scotland](#). The Annual Members' Conference is funded by the Rights Equality and Citizenship (REC) programme 2014-2020 of the European Union and the Dutch Ministry of Education Culture & Science.

This information pack contains everything you need to know about this year's AMC. Please, read it carefully and if you have any questions that are not answered below, feel free to get in touch with us. Also, do not forget to add yourself to the [#AMC2018 Facebook group](#) which will be active during the event to interact with us and among participants.

### 2. CONTACT INFO

If you have any questions regarding the program, travel or accommodation, please contact:

Name	Organisation	Email	Phone
Euan Platt	IGLYO	<a href="mailto:euan@iglyo.com">euan@iglyo.com</a>	+32 493 16 89 79
Karoline Börner	IGLYO	<a href="mailto:karo@iglyo.com">karo@iglyo.com</a>	+32 491 25 65 53

You should always be able to reach somebody during the conference. In case of any emergency during your stay in, dial 999

### 3. PREPARATIONS

Below, you will find a list of practicalities to ensure you are prepared for the meeting and time is used in the most efficient way. Please, read it carefully.

#### A) General

- Read carefully through this information pack
- Add conference contacts to your phone before travelling
- Read all the statutory [documents](#) regarding AMC 2018
- Read through the agenda and make notes on all relevant items

#### B) What to bring

- Suitable clothing. Please, be aware that there is no dress code but you should check the weather forecast for Edinburgh, Scotland before your departure. For your information the average temperature in October is 13°C / 6°C.
- Your European Health Insurance card, if applicable, and/or any other travel insurance documentation (please see below for information on IGLYO's policy about travel insurance for conference participants).
- A laptop or tablet, if you have one, as it might be useful for some of the sessions (Wi-Fi connection is ensured in the venue).



- Any medication you may need.
- All boarding passes for flights and any other travel tickets or receipts.
- Please note: the UK currency is the pound sterling (£).
- Be aware that the plug used in the UK is [type G](#).

### C) Networking time

As part of the programme we will have time for structured networking (Friday, 5 October 2018 – 11:45 – 13:15). The aim of this session is that you can speak with each other and share aspects of your work, good practices, things that are happening with your organisations which can be a good learning opportunity for other people, interesting or innovative projects, etc. We will try to organize a market and an exhibition during this networking time.

- Please bring with you any materials that can be shared and useful: pins, signs, prints (preferably in English).
- Please prepare a poster on a A0 sheet - a regular flipchart paper sheet, to show the other participants an interesting part of your work. It does not necessarily have to be a completed project; it can be a campaign, or an initiative that you have started, or an interesting development in your country.

You can bring this poster with you or you can prepare it at the conference (we will provide paper, glue, sticky tape, markers), but then make sure you bring materials (photos, visuals, etc) for the poster. The poster should represent with a little text and visuals an interesting part of your work and it could include the following sections:

- a) The name of the activity
- b) The objective of the activity: what it wants to achieve or what issue it wants to address
- c) The description of the activity: what actions you took; visuals, drawings, photos, etc
- d) The results of the activity: what happened at the end, how many people were reached, what were some expected/unexpected outcomes, etc.

We will put up all your posters and create an IGLYO Members Gallery Exhibition. Your work is important not only because you are changing the lives of people in your countries but also because together you form a strong international network and can learn many useful things from each other.

#### 4. ACCOMMODATION, VENUE AND DIRECTIONS

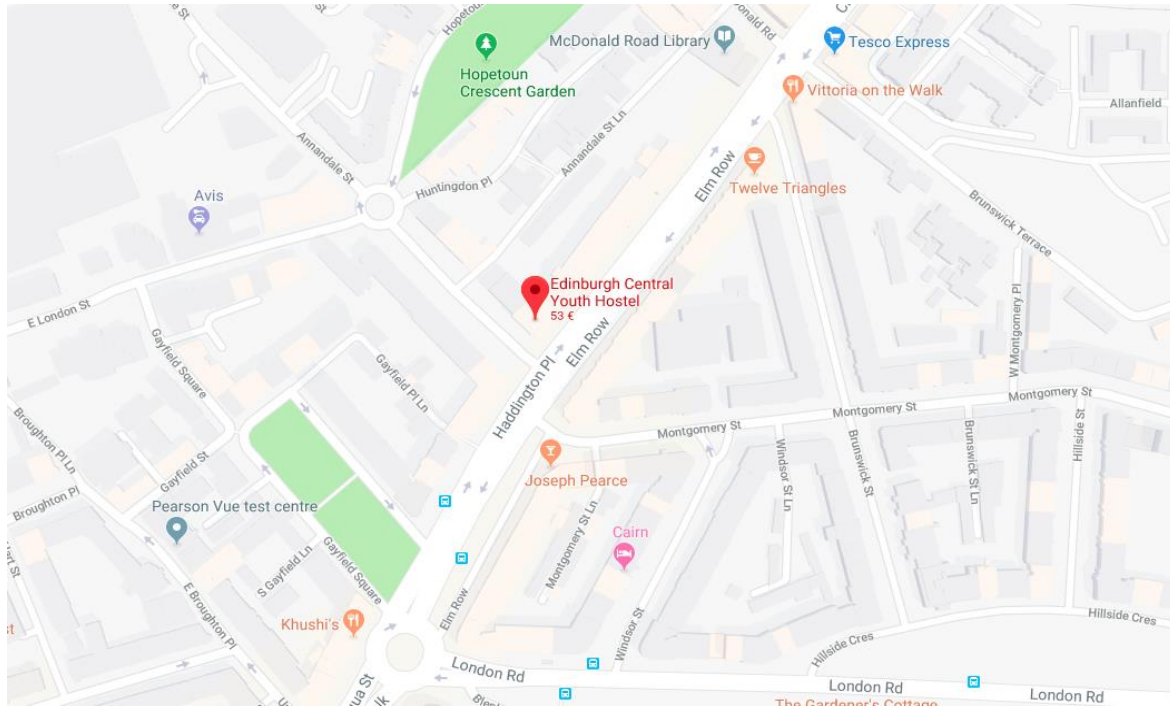
##### A) Hostel information

The accommodation for the whole duration of the event, including the pre-conference (if applicable) from 3 October (check-in ONLY for pre-conference arrivals) or 4 October (check-in for AMC arrivals) until the 8 October (check-out day for everyone) is provided in [Edinburgh Central Hostel](#).

**Address: 9 Haddington Pl, Edinburgh EH7 4AL, UK**

**Phone: +44 131 524 2090**

[Location](#)



##### Directions from the Airport:

Travel by public transport into the City Centre from Edinburgh Airport is possible 24/7. Please find more information on the [Airport Website](#). If you arrive at another airport within the UK, please check national train and bus services for transfers.

##### a) By Shuttle Bus (reimbursed by IGLYO after the event)

The Airlink bus service provides a fast and frequent service into the City Centre. Buses to Edinburgh stop on the terminal forecourt, outside the main entrance. The service operates 24 hours a day, 7 days a week with buses every 10 minutes during the day. Journey time to City Centre is approximately 30 minutes. You can book tickets on-line [here](#) and the ticket costs £4.50. [More about Edinburgh Airport buses](#)

##### b) By Tram (reimbursed by IGLYO after the event)

Edinburgh Trams run services from every 7 minutes to the City Centre with a journey time of just 30 minutes. Services to the City Centre operate between 06:18 – 22:48 hours and the ticket costs £6.00. [More about Edinburgh Airport tram](#)

##### c) By Taxi (NOT REIMBURSED BY IGLYO)

IMPORTANT! This option is NOT reimbursed by IGLYO as there is public transportation available 24 hours! There are two taxi options when you get to Edinburgh Airport:

- You can pre-book Edinburgh Airport's official private hire service using [the online taxi booking form](#), or by calling 0844 448 8576. The private hire rank is located on the ground floor of the multi-storey car park.
- You can pick up a black cab at the rank on the ground floor of the multi-storey car park.

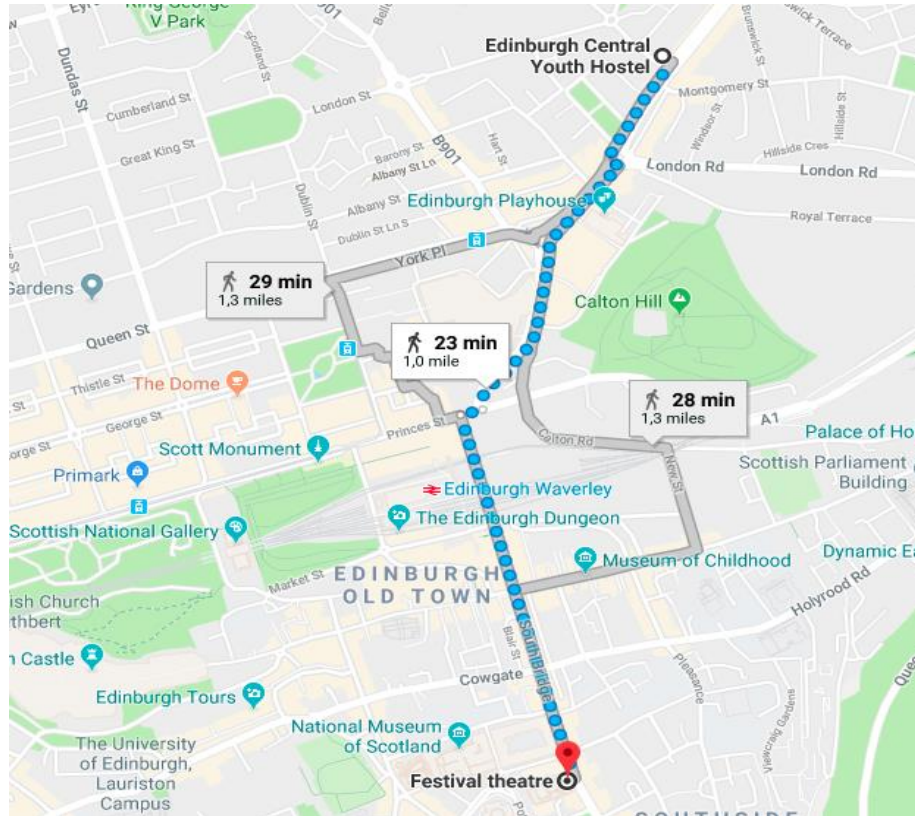
**B) Venue information**

Both, the pre-conference day [Connections: Spotlight on Scotland](#) on the 4 October and the [#AMC2018](#) from 5 to 7 October will be held at the [Festival Theatre Edinburgh](#). The venue is a 20 minute walk from the hostel and public transportation is also available in case you would prefer (buses 7, 14 and 49).

**Address: 13/29 Nicholson Street, Edinburgh EH8 9FT, UK**

**Phone: +44 131 662 1112**

[Location](#)



**C) Registration**

Please, be aware that check-in with the hostel and registration for the AMC are two different processes.

Hostel check-in: You should check-in at your arrival to the hostel directly at the reception. The hostel staff will give you the key to your room and deal with any administrative process needed.

Conference registration: Please, keep in mind that registration is needed before attending any of the conference events as you need to collect your badge and delegate pack. Please, check the registration times in the table below.

Registration times

Date	Time	Location
Wednesday, 3 October	15:30 – 18:30	Edinburgh Central Hostel
Thursday, 4 October	10:30 – 11:00	Festival Theatre Edinburgh
Thursday, 4 October	15:00 – 18:30	Edinburgh Central Hostel
Friday, 5 October	9:00 – 9:30	Festival Theatre Edinburgh
Sunday, 7 October	9:00 – 9:30	Festival Theatre Edinburgh

During the registration time, you will be provided with the descriptions of the parallel workshops and you will be able to sign up for the workshops you are interested in.

**Outstanding payments:** In case your organisation has outstanding payments (membership fees, organisational contribution or other) you will be asked to provide the outstanding amount in cash in Euro at the moment of registration. Please, bring Euros with you.

#### D) [LGBTQI Friendly Social Venues nearby the hostels](#)

There are several options for LGBTQI venues near the hostel. Please find some of them below:

a) [Planet](#)

Address: 6 Baxters Place, EH1 3AF, Edinburgh

Opening hours: 13:00 – 1:00

b) [CC Blooms](#)

Address: 23-24 Greenside Place EH1 3AA, Edinburgh

Opening hours: 13:00 – 1:00

c) [The Street](#)

Address: 2b Picardy Pl, EH1 3JT, Edinburgh

Opening hours: 12:00 – 1:00

d) GHQ

Address: 4 Picardy Pl, EH1 3JT, Edinburgh

Opening hours: 22:00 – 3:00

## 5. IMPORTANT RULES AND OTHER USEFUL INFORMATION

### A) IGLYO PARTICIPANT AGREEMENT

At IGLYO we try our best to conduct events that are just perfect for everyone attending. However, perfection is rarely possible. We put together a list of values and principles for all our events and we kindly ask to all participants to respect them.

- **Respect** — Give undivided attention to the person who has the floor (permission to speak). Share airtime. Even if we might feel inclined to interrupt sometimes, let us not. Take a note and address the issue later. Respect people's confidentiality. Do not reveal things/faces/names that are not intended to be revealed.
- **Right to pass**—It is always okay to pass. We can choose to not respond to a challenge or, simply, to not speak if we do not feel like having something to say at that moment.
- **Non-judgmental approach**—We can disagree with another person's point of view without putting that person down. Address the issue, not the person. Personal attacks and violence of any kind will not be tolerated.
- **Sensitivity to diversity**—People in the group are different in many ways. We will be careful and try to not make insensitive or careless remarks. Let us not make assumptions about people's identities, it is better to just ask. Ask for permission before touching or hugging someone you do not know well.
- **Being challenged** —Prepare to feel uncomfortable at times. It is okay to feel uncomfortable, it is part of the learning process. Our beliefs might not be the actual facts and many times we will be faced with other people's different beliefs. To learn, we need to be challenged. Inform the organisers beforehand if you are likely to be triggered by the content.
- **Controversy and politeness** — We will explore controversies and we will challenge each other's beliefs and comfort but we will not aggress each other. We will try to not avoid controversy and challenges, even if they make us feel uncomfortable. Avoidance does not solve much.
- **Sharing**: treat the event locations as if they were your own home, and you had to share it with many other owners.
- **Good intent** — We will call each other on the harmful things we say. We will assume everybody has a good intention but this does not mean there will not be negative impact. When we point to the negative impact, it does not mean that we attack the person behind it.
- **Have a good time**—It is okay to have a good time. Creating a safe space is about coming together as a community, being mutually supportive, and enjoying each other's qualities. Relax and be yourself.
- **Time** — We are all here to collectively achieve something. In order to be effective, we should use time well. Be on time. Do not allow yourself to be distracted and do not distract others. Respect facilitators' decisions about the management of the event but do not be afraid to make realistic and practical suggestions, if you have any.
- **A group** — We are collectively responsible for what we need to achieve. Listen, contribute, ask, and have no fear. A collaboration sometimes means letting go of some things, which, in turns, mean gaining other things.

#### What happens if these guidelines are broken?

Please let us know as soon as possible if you experience or witness anything that makes you feel very uncomfortable or which may be in breach of these guidelines. Even if you do not want anything done, please still let us know. Remember also that, many times, it is in your power to deal with things that you think challenge you.

Examples of things that we can do:

- listen to you in a private space
- talk to the others involved
- ask for an apology
- exclude people from the rest of the event
- exclude people from future events

We will deal with breaches of these guidelines the best way we think is appropriate, both for the event itself and for its participants

**B) ALCOHOL**

Please, be aware that the AMC is an alcohol free event. In this regard, consumption of alcohol is strictly forbidden during the AMC working hours. In case you would like to consume alcohol during the social and/or free time we kindly advise you to do so responsibly.

**C) VOLUNTEERS**

There will be about 2-3 volunteers from LGBT Youth Scotland with us all the time who will be assisting with the running of the event.

**D) TOILETS**

Gender neutral toilets will be available in the conference venue and each hostel room has its own toilet.

**6. REIMBURSEMENTS**

Before posting Reimbursement Forms and receipts/boarding passes, you should send a scanned copy or photos of all documents, including the Reimbursement Form to [receipts@iglyo.com](mailto:receipts@iglyo.com).

IGLYO still needs the original paper copies too, so they should be posted to:

**IGLYO**

**Chaussée de Boondael 6  
Brussels 1050  
Belgium**

Please make sure, that all originals arrive in IGLYO's office no later than 7 November 2018. If you fail to provide us with the originals in time, IGLYO may not be able to reimburse you due to funding restrictions. It should be in everyone's interest to avoid such a situation.

All accommodation and meals from dinner on 3 October (ONLY for pre-conference arrivals) or 4 October (for AMC arrivals) until breakfast on 08 October are provided as part of the conference. Please, keep in mind that IGLYO expects that all participants have booked their own travel well in advance to avoid extra costs. Remember that flights or other travel which costs over €300 should have been approved by IGLYO before booking in order to get access to the reimbursement.

**A) Tickets & Receipts**

Everyone, even if your travel was paid for by IGLYO, should ALWAYS keep all tickets and receipts. Boarding passes are especially important, so even if you check in online, please print a paper copy of all tickets. Failure to supply tickets or receipts will render the cost ineligible by our funder resulting in you being asked to pay back the amount in full. Whenever possible, you should check in online prior to departure and save the copy of electronic boarding passes to be sent to [receipts@iglyo.com](mailto:receipts@iglyo.com). This ensures that the boarding passes will not be lost. Furthermore, it is required to check in online by some of the budget airlines to avoid additional charges.

Reimbursement Forms and receipts should arrive in IGLYO's office within 1 month of the event. Reimbursements arriving after this date may not be processed.

For expenses claimed in currencies other than Euro, the conversion will be carried out on the basis of the official exchange rate of the Council of Europe on the date of settlement. For bank transfers, participants should clearly indicate the name and address of the bank, the IBAN, SWIFT code and name of the holder of the account.

Please note: Electronic tickets will only be considered as acceptable accompanied by a proof of payment (i.e. original invoice issued by a travel agency or airline company, copy of credit card slip, copy of bank statement showing the amount spent). You must provide an original invoice, showing the amount paid and the method of payment used. An itinerary receipt given by the airline company will not suffice, unless it is supported by a proof of payment (as indicated above).



Participants should aim to keep expenses low by:

- Booking travel in advance
- Researching different options to find a reasonable compromise between price and convenience

Claims shall not include:

- Taxi fares (unless public transport is not available)
- First class or business travel
- Parking/speeding fines
- Travel insurance

All claims made must be recorded on the IGLYO Reimbursement Form, signed and dated by the claimant and accompanied by receipts, which must be numbered and attached to sheets of A4, stapled behind the Reimbursement Form. All receipts must be arranged so they are fully visible.

#### B) Luggage

If luggage is not included in the ticket price, you are permitted to book up one item of hold luggage (smallest available). Any additional items of luggage or excess luggage costs will not be reimbursed by IGLYO unless agreed with IGLYO in advance.

#### C) Missed travel or failure to attend

Any expense related to the conference, which is missed or not attended will not be reimbursed or will need to be paid back to IGLYO in full unless there is a valid reason.

Legitimate reasons include:

- Serious illness (doctor's note may be required)
- Travel delays or cancellations without individual control

Non-legitimate reasons include:

- Lateness or poor time management in relation to travel
- Forgotten or lost passports/travel documents
- Getting lost or lack of travel planning
- Failure to check in online in advance

Reimbursements will only be processed when accompanied by receipts, tickets and boarding passes. Failure to provide these will mean your reimbursement cannot be paid.

#### D) Attendance

The participants should be present for the entire session. **Participants attending less than 80% of the total duration of the session will not be reimbursed.**

#### E) Unpaid organizational contribution

Unless you did submit a fee-waiver request and your request was accepted by IGLYO, or unless the fee has been paid in advance, the organizational contribution will be deducted from your reimbursement. If you would like to avoid that, be prepared to bring the amount in cash in Euro with you at the conference.

## 7. METHODOLOGY

This year's AMC programme is a diverse range of activities, from plenary discussions about everyone's role in the network, to smaller workshops on various topics or documents relevant to IGLYO's work, structured networking and peer learning opportunities, and times to relax and express ourselves through creative actions.

On 5 October, we will start with an introduction and roll call of IGLYO's member organisations. Then, you will be introduced to IGLYO's work during the last year and you will have the opportunity to take part to the discussion on board and members' motions, decide the direction of IGLYO's work in the next year, take part in consultations where you can express your vision about IGLYO and its work, and get to know the candidates for the Board Mandate 2018-2019.

To increase efficiency during the AMC, many of the discussions will be organised in parallel workshops. You will get the chance to contribute to the topics that you are most interested in.

We encourage everyone to invest themselves in the good functioning of the AMC by contributing your ideas, sharing your experience, discussing with others and networking. This is what strengthens us as a network.

## 8. IGLYO & LGBT YOUTH SCOTLAND

### IGLYO

IGLYO is a network of over 90 member organisations in 40+ Council of Europe countries. As a youth development organisation, IGLYO builds the confidence, skills and experience of LGBTQI young people to become leaders within the LGBTQI and human rights sectors. Through cross-cultural exchange and peer learning, IGLYO also creates a powerful collective of youth activists across Europe who can share strategies and visions, and foster values of international solidarity. Finally, IGLYO ensures the voices and experiences of LGBTQI young people are present and heard by decision-makers at European and international levels. IGLYO achieves these outcomes through international trainings and events, targeted capacity building programmes, inter-cultural exchanges and peer learning, online tools and resources, and digital story-telling and campaigning.

### LGBT Youth Scotland

LGBT Youth Scotland is the UK's biggest organisation supporting LGBTI young people. Our goal is to make Scotland the best place to grow up for LGBTI young people. We began as a volunteer-run organisation in 1989, registering as a national charity in 2003. We now have over 40 paid staff members and 90 volunteers across Scotland, working in roles as varied as running youth groups, research projects, working with other organisations and schools to make them more inclusive, tackling domestic abuse and contributing to the wider LGBTI and human rights agenda in Scotland. One of the themes throughout LGBT Youth Scotland's history is the provision of spaces for young people to explore who they are in a safe and affirming way.

Welcome to Edinburgh!  
Queerly yours,  
IGLYO, LGBT Youth Scotland

IGLYO	LGBT Youth Scotland
<a href="http://www.iglyo.com">www.iglyo.com</a>	<a href="http://www.lgbtyouth.org.uk/">www.lgbtyouth.org.uk/</a>
<a href="mailto:office@iglyo.com">office@iglyo.com</a>	<a href="mailto:info@lgbtyouth.org.uk">info@lgbtyouth.org.uk</a>
<a href="https://www.facebook.com/iglyo">www.facebook.com/iglyo</a>	<a href="https://www.facebook.com/lgbtys/">https://www.facebook.com/lgbtys/</a>
<a href="https://twitter.com/iglyo">www.twitter.com/iglyo</a>	<a href="https://twitter.com/LGBTYS">https://twitter.com/LGBTYS</a>
<a href="https://www.instagram.com/iglyo">www.instagram.com/iglyo</a>	<a href="https://www.instagram.com/lgbtys/">https://www.instagram.com/lgbtys/</a>

