

Welcome to Škofja Loka 45th General meeting

7 – 10 May 2020

1. Delegates

We are looking forward hosting you at the 45th General meeting of the European town twinning association DOUZELAGE. The Municipality of Škofja Loka will host **six** delegates per each town: two delegates for the General meeting, one delegate for the Education meeting and three delegates for the Youth meeting. In case that a delegation wouldn't have delegates in all three groups the maximal number is **four** delegates per town.

2. Service

The organizer of the event, Municipality Škofja Loka will cover costs for the **delegates**, the **board** of DOUZELAGE and special **guests** including:

- **accomodation** and breakfast from Thursday 7th of May till Sunday morning 10th of May in twin rooms (for youth more beds in one room);
- **dinner** with two drinks on Thursday, Friday and Saturday;
- **lunch** with refreshments on Friday and Saturday;
- **refreshments** during the meetings;
- **transport** from the airport and back;
- **local transport** for the guests in the hotels more than 2 km outside of Škofja Loka (Sveti Duh and Crngrob);
- **excursion** to Planica valley or Bohinj lake on Thursday, 7th of May (departure at 12.00).

The organizer will provide the same service for **non-delegates** for the price of 250 EUR for adults and 150 EUR for youth participants. After registration your will receive the invoice to the Douzelage towns, that should be paid before the end of April 2020.

The organizer will make the **booking** of the rooms for the participants wishing to come to Škofja Loka before Thursday, 7th of May or want to stay longer – after the 10th of May. The guests will pay those costs separately in the hotels.

3. Registration

We remind you to send the Registration form before the end of February 2020. We would like to ask you to fill in the enclosed Registration form with the required dates and options. Within 20 days after your registration we'll send you the confirmation of the registration and details of your accommodation and information about your transport from Ljubljana airport.

4. Preparatory work for the General Meeting, Youth and Education

During our event we'll organize an interesting program that you can see in the Appendix 1. The program for the workshops will be ready by the middle of February. End of February you'll receive Newsletter #3 with the tasks you should prepare for the meeting and the workshops.

5. Excursions

On Thursday the 7th of May we intend to organize two excursions to Planica valley and Bohinj lake. We would like to ask you to indicate which of them you want to attend. You should be in Škofja Loka at least before 11.30 to be able to join. Further information about the excursions follows in Newsletter #3.

6. Contact persons

If you have any enquires please contact:

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Looking forward to host you all in Škofja Loka.

Mag. Miha Ješe

Project manager

Tine Radinja

Mayor