

Mail von Jacques Marion

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To: National, UPF and WFWP Leaders

Warm greetings from Paris.

Thank you for your efforts in inviting participants to the World Summit 2020 in Korea, amidst many other responsibilities.

However, our registration process for the Summit is slow: we have until now only 38 registered participants – 28 guests and 10 staff - yet our goal is to bring 400 guests to Korea! We need to urgently process our invitations and registration.

**Most of our participants should be fully registered by December 8**, in order for us to plan well the various events of the Summit (ISCP, IAPP, IAPD, Academic, Media, Business, etc.).

Could you please accelerate the process, in connection with the UPF subregional coordinators: Konstantin - East Europe, David FH - Middle East, Steinar Murud - North Europe, Chantal Komagata - Central Europe, Gabriella Mieli – South Europe – Yvo Bruffaerts – West Europe.

Please see below some important points related to the invitation package and attached the main documents from the package.

Jacques Marion

## I. PARTICIPANTS AND QUOTAS

100 Current and Former HOS + entourage

300 VIPs (MPs, RLs, Media, Academics, Media, Business, Women Leaders, NGO leaders) divided by region as follows :

Balkans	60
East Europe	35
Central Europe	50
North Europe	40
South Europe	35
West Europe	28
Middle East	52

To be divided approximately between : 20% political leaders – 20% religious leaders – 12% Academic leaders – 12% Media leaders – 12% Business Leaders –

12% Women Leaders – 12% NGO/Other Leaders

## **II. INVITATION PACKAGE**

### **1/ Invitation letters**

There are 3 types of Invitation Letters

- One “General Invitation” for regular participants
- One “High Level ISCP Invitation” for former heads of state who are invited as “guests of honor” but not necessarily as “keynote speakers” – due to the lack of speaking slots
- One “HOS invitation” for current heads of state

**About Speakers:** Please do not promise any VIP or VVIP, including Former Heads of State, that they will speak at the Summit. Speaking positions will have to be discussed with and be approved by Dr Walsh.

### **2/ Types of Registration form**

There are 2 types of registration forms

- One for “High Level Participants” – that is, for current or former heads of state, or other high-level VIPs who are entitled to a single room.
- One for regular “Participants” – who are normally staying in a twin-bed room with another person.

**NOTE:** Please be careful not to give a High-Level Participant Form to regular participants – they will mistakenly believe that they are entitled to a single room.

### **4/ Concerning Spouses**

Current and Former Heads of State and Government are the only participants entitled to bring their spouse. For any other participant, please request approval from UPF Europe Office.

### **5/ Report and Approvals through Subregional Leader / UPF Subregional Coordinator**

Please get approval for participants, spouses, single rooms or any other issues through your Subregional leader or UPF subregional coordinator, who need to make sure the regional quotas are respected.

Proposals for participants may come not only from UPF, but also from WFWP, FFWPU; etc. However every application should be submitted through the UPF national representative and UPF subregional coordinator, so that we can keep track of invitations according to quotas.

### **6/ Plane tickets and Travel forms**

Tickets for participants to Korea need to be booked through Claus at Wonse Travel. The UPF national representative and UPF subregional coordinator should make sure that tickets are issued according to the proper Summit schedule.

Thank you for your support in making the World Summit 2020 a successful event.

Jacques Marion#