



World Scout **Bureau** Mondial du Scoutisme

Asia-Pacific Regional Office
Bureau Régional Asie-Pacifique

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Circular No. 5, series of 2006

To: Chief Commissioners
International Commissioners
Chief Scout Executives

11 April 2006

Dear Colleagues:

**APR Events Management Workshop
Jeju Island, Korea**

Greetings from Manila!

Organizing events of different nature (symposium, workshops, seminars, meetings, camporees, courses) and scale (large and small) is part and partial of Scout Organizations. Furthermore, expectations of our members with reference to the standard and quality of events have raised.

Today, events management has turned into a professional service.

Considering the importance to standardize Scouting events, we are pleased to inform you that the World Scout Bureau/ Asia- Pacific Region, is organizing for the first time a "Workshop on Events Management" that will be hosted by Korea Scout Association (KSA).

Together with the host organization, we extend our invitation to your National Scout Organization to nominate eligible participants to this workshop. Following is the information:

- Date** 12-15 October 2006
- participants are expected to arrive on 11 October and leave on 16 October 2006.
- Venue** Travellers Hotel (40 minutes drive from Jeju International airport)
- during the workshop, the participants will be accommodated at Travellers Hotel on twin sharing basis. All rooms have attached toilet and bath. Any participant coming before or staying after the workshop should make separate arrangements with KSA.
- Fee** US\$150.00 per participant
- the fee will cover inland transportation from Jeju International Airport to the venue and return, food and accommodation from the afternoon of 11 October to 16 October morning, halfday educational tour, workshop documents and souvenirs.
- Aim** The aim of the workshop is to strengthen knowledge and skills in the area of events management.

Objectives

By the end of the workshop the participants will be able to:

1. Identify the importance of events management in Scouting.
2. Explain:
 - Types of Events
 - Event Designing and Planning
 - Event Coordination
 - Event Marketing
 - Risk Management in Events

Participants

Scout Volunteers and Professionals, Leaders in the field of events management (responsible to design/ develop and conduct events).

Climate Average high is 24°C and the average low is 15°C

Visa If you need entry visa to Korea, please request Korea Scout Association directly to fax you an official letter of invitation for visa application purposes. You may also visit <http://english.tour2korea.com/coming/essential/entry.asp> for more information.

How to reach

From Incheon International Airport – you can connect the Gimpo Domestic Airport and take the flight to Jeju Airport. Daily flights are available.

From Japan, China and Taiwan – there are direct flights from Tokyo, Fukuoka, Nagoya, Osaka, Beijing, Shanghai, Taipei and Kaohsiung to Jeju International Airport.

Inland Transportation

The transportation between airport and the venue will be arranged for all the participants on 10 October and venue to airport on 16 October. The rest of the days KSA will not be able to arrange the transportation. Therefore, it should be arranged on a personal level.

Looking forward receiving your nomination on the attached Reply Slip latest by **30 August 2006**.

Thank you for your kind attention and response.

Sincerely yours,



Abdullah Rasheed
Regional Director

AR/sps/czl
03apr06

APR Events Management Workshop
Jeju Island, Korea, 12-15 October 2006

NSO _____

We will be sending the following participants

Name	Age	Position in Scouting	Email, Phone, Fax
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

We will not be able to send any participant.

Remarks (if any)

Please send the reply slip by **30 August 2006**:

To: Mr. Lee, Young-ku
Secretary General
Korea Scout Association
18-3 Yeouido-dong
Youngdeungppo-ku
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