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World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

**World Scout Bureau, Interamerica Support Centre
Oficina Scout Mundial, Centro de Apoyo Interamérica**

CIRCULAR N°2

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For: Chairpersons, International Commissioners,
Executive Directors and members of the
national boards of the National Scout
Organizations of the Interamerican Region.

Panama City, Panama, May 4th, 2018

General information of the 27th Interamerican Scout Conference.

Dear brothers and sisters in Scouting,

In January we sent Circular 1, containing the call for the 27th Interamerican Scout Conference that will be held in Panama City, Panama, from 27 November to 1 December 2018.

This circular provides more information in aspects concerning the organization of the event, and complements the general information that has been sent to all National Scout Organizations in our Region in the Circular 1.

PROGRAM STRUCTURE

VI Interamerican Scout Youth Forum

The Forum is a space for bonding, training and, above all, participation, whose main objective is to promote and support the effective participation of young people in all of those instances that are part of institutional life.

Participants: Youth aged between 18 and 26 years, both inclusive, duly accredited by their National Scout Organizations.

Bilingual session (Spanish- English).

Venue: Radisson Decapolis Hotel of Panama City. Friday 23 to Monday 26 November 2018. The program includes two days of training on "Youth for Change" and two days of the Inter-American Scout Youth Forum.

Registration fee: **\$ 212.00 (two hundred and twelve american dollars 00/100)** that includes: Transfer from the International Airport of Tocumen, in Panama City to the Radisson Decapolis Hotel and from Radisson Decapolis Hotel to the International Airport of Tocumen, in Panama City; refreshments of the evening and dinner on Friday; breakfast, snacks, lunches and dinners during the 3 days, accommodation from the evening of Friday 23rd November and until the night of Monday 26th November in a double room, simultaneous interpretation, the use of the Forum room, materials and support services. **Not** includes transportation to and from the country of origin and costs associated with visa and passport.

The Youth Forum will start on Sunday November 25th, 2018 at 8:00 am, however, looking to offer a most rewarding experience to young people who choose to participate in the Forum, the Interamerica Support Center has prepared a prior training called "Youth for Change(Y4C)" that will start Friday the 23rd at 2:00pm, details below:

Youth for change

Youth Engagement is one of the priorities established by the World Scout Committee for the triennial Plan 2017-2020 "Growing Together".

Youth for Change broadly defined the scope of the youth engagement to include youth empowerment, active citizenship and intergenerational dialogue, the defense of their interests and life skills. The intention is to help young people gain the ability and authority to participate in the decision-making processes and make changes in their society, to achieve the vision of the participation of young people. A resolution adopted by the 39th World Scout Conference states:

"Young people have the power to develop their capacities to take decisions that affect their lives; and to participate in decision making in the groups and institutions in which they are involved, to contribute actively to the creation of a better world."

General Objective: the objective of the "Youth for change" workshop is to offer participants the opportunity to explore the key issues included in the concept "Youth for Change", as well as the resources, skills and knowledge required to enhance the effective participation of young people within the structures at the national, regional and global levels.

The main topics of the workshop "Youth for Change" are:

- Youth participation,
- Intergenerational Dialogue,
- Skills for life
- Youth impacting communities.

These four topics have been formulated in four modules.

Specific Objectives: at the end of the workshop, participants should be able to:

- Explain the importance of intergenerational dialogue and identify ways to facilitate active dialogue between generations.
- Describe the concept of life skills and identify those that are essential for active citizenship in today's world.
- Identify and discuss the impact young people in the world in order to encourage them to take an active role in their communities
- Explain the concept of Youth Participation.
- Share practical experiences of National Scout Organizations which have made important progress in the participation of young people and those that have Youth Participation policies.

Note that it is expected that all participants commit to the two full days of training. Subsequently the 25 Sunday and Monday 26 be held VI Inter-American Scout Youth Forum.

As was reported in the Circular 1:

The **Interamerican Scout Foundation** has decided to support the participation of young people from all the Member Organizations of the Region, through the project **called Cusco I**. Thanks to this project **two youth from each Member Organization**, will be **supported with a scholarship of 100%** of the VI Youth Forum fee **and** 25% of the 27th Inter-American Scout Conference fee. The requirements for the Member Organizations from accessing these grants are:

- A young person of each gender (men and women) ages between 18 and 26.
- Participation of these young people, both the VI inter-American Scout Youth Forum and the 27th Inter-American Scout Conference. In the latter as delegates. Therefore young people must comply with the age limits established for the VI Inter-American Scout Youth Forum.

The selection process of young people who apply for these scholarships must be carried out by each member organization and follow the procedure for registration that is shown in this circular.

For those young people who are not beneficiaries with the scholarships that brings the Interamerican Scout Foundation, an e-mail must be sent to conference2018@scout.org, indicating the (s) person (s) who want to register and if you need a letter of invitation for visa (s) of entry into Panama. The letter of accreditation issued by the authorities of the NSO and image of passport (s) must be attached.

Once the accreditation be reviewed a confirmation will be sent by email, along with instructions to make the corresponding payments. The hotel's staff will be contacting you to guide you through the payment process.

27th Interamerican Scout Conference

From Tuesday, November 27th, at 9:00 hours, and until Saturday 1st December 18:00 hours, will be held the 27th Interamerican Scout Conference in the main hall of the Megapolis Convention Center.

Participating accredited delegations of National Scout Organizations members of the World Organization of the Scout Movement in the Interamerican Region, the National Scout Organizations members of WOSM in other Regions but which have dependencies located in this Region, and the NSOs to which the Inter-American Scout Committee has been granted the quality of associated member, in accordance with the World Scout Committee. The members of the Inter-American Scout Committee and regional teams as well as the observers invited by the ISC are also involved.

During the plenary session of the Conference corresponds to analyze subjects such as: reception of reports of the regional authorities and messages of the world authorities; invitations to world and regional events; election of the members of the Inter-American Scout Committee; determination of the host of the VII Interamerican Scout Youth Forum and the 28th Interamerican Scout Conference; presentation of the new Regional Plan; presentation of the Youth of the Americas Award; adoption of resolutions for the Scout Movement in the Inter-American Region.

GENERAL INFORMATION

Place and fee

The participation fee of the 27th Interamerican Scout Conference is **US\$ 628.00 (six hundred and twenty-eight American dollars 00/100) for delegates and observers**. This fee includes: transportation from Panama international airport to the venue hotels, transfer to and from the venue hotels to the international airport of Panama (between Sunday November 25th 2018 and Sunday December 2nd 2018), snacks and lunches from Tuesday November 27th to Saturday December 1st, , opening ceremony, opening dinner, closing dinner, Night of Americas and plenary sessions; simultaneous interpretation service during the bilingual events, working materials and stationery.

The fee above does not include participation in the Youth Forum, which has a separate fee.

Meals

As has been informed, the Conference fee includes lunches and snacks during the meeting days. It also includes the dinner and inauguration ceremony on November 27th and the closing dinner on December 1st. Food that is not included in the fee will be on charge to each participant, it can be used the services of restaurant of your respective hotel or enjoy the variety of cuisine in Panama City.

Accommodation

Participants must cover their accommodation costs. The options that the Organizing Committee offers to the participants of the Conference, with special rates per night depending on the type of room required are:

Hard Rock Hotel

- Rate **per room**, per night, in single room: US \$114.00.
- Price **per room**, per night, in double room: US \$123.00, additional person (only one third-person) US \$37.00.
- Includes breakfast.
- Reservations are made through the following link:

<https://book.passkey.com/qt/216544660?qtid=9eff21c9955c6aa9e7ddf0c281910f9e>

Through this link you can make the room reservation(s). As part of the process must be sent an email to conference2018@scout.org indicating the person (s) who want to register, and if you need a letter of invitation for visa (s) entering Panama. The letter of accreditation issued by the authorities of the NSO and image of passport (s) must be attached.

Once the accreditation be reviewed a confirmation will be sent by email, along with instructions to make the corresponding payments. The hotel staff will guide the process of payment.

Radisson Decapolis Hotel

- Rate **per room**, per night, in single or double room : US \$82.00, additional person (only one third-person) US \$20.00.
- Includes breakfast.
- Reservations are made through the following link:

<https://book.passkey.com/qt/216544687?qtid=d6d7640991160552ec7110db1d07e1c1>

Through this link it will make the room reservation(s). As part of the process you will need to send a mail to conference2018@scout.org, indicating the(s) person(s) who wish to register and if you need a letter of invitation for processing visa(s) to entry into Panama. The letter of accreditation issued by the authorities of the NSO and image of passport (s) must be attached.

Once the accreditation be reviewed a confirmation will be sent by email, along with instructions to make the corresponding payments. The hotel staff will guide the process of payment.

Social activities

- *Welcome cocktail*
Tuesday, 27 November, 17:00 hrs to 18:30 hrs at the *Terraza*, Floor 62, Hard Rock Hotel.
- *Official opening ceremony*
Tuesday, November 27, 19:00 hrs. The opening ceremony will be held in the main hall of the Megapolis Convention Center. Also there will be the opening dinner, sponsored by the Inter-American Scout Foundation.
- *Night of the Americas.*
Thursday, 29 November, from 19:00 hrs at the Megapolis Convention Center. Each delegation will prepare a cultural and gastronomical sample from their country and offer tastings to attendees. It will be with a proper space and basic equipment.
- *Closing dinner.*
Saturday 1st December, starting at 20:00 hrs at the *Fania* Room, Hard Rock Hotel.

Accompanying persons program

For persons accompanying delegates and observers of the Conference registration fee of **US\$ 185.00 (one hundred and eighty-five American dollars 00/100)** that includes transfers from the Panama international airport to the venue hotels, transfer from the venue hotels to the international airport of Panama (between Sunday 25th November 2018 Sunday 2nd December 2018), Welcome Cocktail, Official Opening Ceremony, Opening Dinner, the Night of the Americas and Closing Dinner.

The registration and payment process closes on October 31, 2018.

Invitations, presentations and photocopying of documents

The organizing team will provide support to the delegations who need to get photocopies of documents, a service that will have a special cost for the delegations, lower than the value of regular market. There will also be at the disposal of the participants of the audiovisual equipment. The applications and technical requirements of these equipments must be submitted in advance through conference2018@scout.org and are subject to availability and rental costs. The deadline for these applications is **August 30.**

NSOs wish to present to the Conference invitations to regional or subregional events, must apply in writing to the World Scout Bureau - Inter-America Support Centre **before July 15**, which will be responded **before August 30** setting time and place in the agenda.

Visa, passport, internal transportation and vaccines.

Each delegation must check the visa requirements to enter Panama with your travel agency or the transportation company. We recommend all participants to check in advance the validity of your passport and the required documentation to make the process in their respective country.

At the international airport of Panama City, there will be members of the host team of the 27th Inter-American Scout Conference to welcome all the participants to guide them in their transfer to the respective venue hotel. For this you must inform full details of flights to the Panama City, using the corresponding registration system.

Each delegation must verify if required to have any vaccinations to enter the Republic of Panama. We recommend checking with time this aspect to avoid mishaps.

Translation and interpretation

The official languages of the Conference are English and Spanish. The official documents of the Conference, whose prior production depends on the World Scout Bureau – Inter-America Support Centre, will be offered in both languages. For the translation of official documents produced during the Conference there will be a fast translation service. It will not be offered the service of translation of documents and/or presentations by the NSOs during the Conference, so that must make the translation with due anticipation so that they are available in the two official languages of the Region. In the plenary sessions will have simultaneous interpretation between both languages.

Scout Shop

The World Scout Shop will operate during the days of the Conference, providing several scout articles and literature.

Weather

Weather in Panama City is hot and very humid. The average temperature at that time of the year is: minimum 18 degrees Celsius, maximum: 33 degree Celsius, average: 27 degrees Celsius. At this time of year also has a high probability of rain.

Currency and credit card use

The official currency is the American dollar.

Credit cards are accepted in most of the shops, Visa and Master Card being the most widespread.

A wide network of ATMs with service is 24 hours that can be used with international cards.

Electricity

In Panama the electric power grid works with a voltage of 120 volts. Plug type is known as "American Type"

The 'ideal' delegation to the Conference

Finally, and as in previous occasions, the ISC has wanted to put in knowledge of the NSOs that, for a better fulfillment of the objectives of the Conference and of the events that are developed with the motive of it, estimates that there is a certain "ideal" delegation that would allow to optimize the use that a NSO can get out of this event and of the resources which it invests.

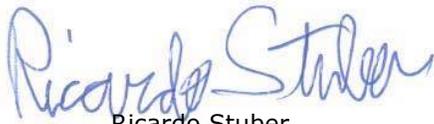
The delegation would be formed as well:

- The NSO Chairman, because of inherent in the position representation functions.
- The Chief Scout National, Executive Director or Chief Commissioner, in attention to the driving task executive that normally is in charge.
- The International Commissioner, because of the tasks of international relations that are its own.
- Young people between the ages of 18 and 26 years of age, inclusive, who after participating in the Youth Forum can be integrated to the delegation of their country in the capacity of delegate.

In addition to the people who occupy these positions, nothing prevents a National Scout Organization accrediting an unlimited number of observers, formed by the national leaders whose participation is deemed convenient.

With the information provided in this circular it is possible to organize the delegation of each NSO and to make the registration process as soon as possible. We are confident that a broad participation of all the NSOs will be achieved at this Conference, which will be beneficial for the Scout movement in our Region.

Yours in Scouting,



Ricardo Stuber
Chairman of the
Inter-American Scout Committee



Raúl Sánchez Vaca
Regional Director
World Scout Bureau
Inter-America Support Centre