November 20, 2015

Dear TGEU members, friends, and allies,

Transgender Europe (TGEU) Steering Committee and staff together with Movimento Identità Transessuale (MIT), our local host, are busy preparing for the next European Transgender Council and we can’t wait to welcome you to the beautiful city of Bologna, Italy, on June 2-5, 2016.

We have also begun preparations for the Council in 2018, and have started to look for organisations who will be interested in hosting the 7th European Transgender Council. If you are interested, this is your chance to get involved. We are looking for a group/organisation to host the council in Spring or early Summer of 2018. The decision of who will be hosting us in 2018 will then be made – for the first time - by the General Assembly in Bologna next year.

What is the Council?

The European Transgender Council is the largest gathering of trans activists and their friends and allies in Europe. It attracts more than 200 trans activists, allies and friends, as well as high-level officials.

Hosting the European Transgender Council is not only an opportunity to host one of the most important meetings for the trans community, but also an excellent opportunity to strengthen dialogue with decision makers and to engage in advocacy work at a local level. Additionally, a lot of work, fun and friendship await the host of this amazing event.

Role of the Organising Group / Organisation

The role of the organising team is to handle all the logistics and organisation in the host city (such as finding and booking a conference venue and hotel) and to obtain financing for the Council.
The local organisers should be a group or a (registered) organisation. If you are a group that is not part of a (registered) organisation, then you should co-operate with and have the full support of one.

Through experience gained from organising previous Councils, we have learnt that it is of significant advantage for the organising team to have established links with local authorities and to have worked with them before. For example, good contacts with the Foreign Ministry in the host country will allow us to get the required support for visas for guests and speakers. TGEU has 80 member organisations in Europe and Central Asia and therefore many delegates need visas to travel to the host country or the Schengen area.

The organising team also needs the full support of the local trans community, especially in order to find dedicated volunteers, whose support is absolutely necessary for a successful event.

**Financing of the Council**

TGEU will not be able to cover all the costs of the Council, which means that the organising team need to come up with a viable plan for obtaining funding and to be able to plan the anticipated costs of the Council, such as for food, venue, and logistics. Bear in mind that the registration fee needs to be kept at an affordable level and that provisions will be needed so that the Council is accessible to all delegates; including young persons, students, activists from organisations with minimal funding, and persons on a low income.

TGEU will be able to provide technical assistance to help obtain funding, and TGEU will take the full responsibility for securing funding for international scholarships.

**Support provided by TGEU**

TGEU’s Steering Committee and staff will provide support to the organising team throughout the process. The development of the contents of the Council, i.e. publishing calls for workshops and inviting speakers and workshop holders, will be the responsibility of TGEU’s Steering Committee and staff. TGEU will also publicise the event through its networks. In addition, organisers from earlier Councils have offered to share their experience and to assist with advice and information. For questions about the level of support offered, please contact us at the address below.

**Selection process**

Please send us the attached application form by e-mail to co-chair@tgeu.org by no later than March 18, 2016.

After March 18, all candidates will get the opportunity to discuss their application with TGEU. Only complete and realistically feasible applications will be accepted. Finalized
applications will be sent to the TGEU membership as part of the General Assembly mailing in early April 2016.

At the 2016 Council in Bologna, all candidates will have the opportunity to present their bid to the participants, and TGEU’s membership will then take a vote. Please respect that in order to give every organisation a fair chance regardless of their financial resources, the handing out of goodies or similar material is not welcome.

If you have any question in regard to your potential application or the selection process, do not hesitate to send us an email on co-chair@tgeu.org.

We look forward to receiving your application!

With our very best wishes,

The Steering Committee of Transgender Europe