

To the world councillors  
to the Provincial Coordinators  
to the Provincial Delegates SDB & FMA  
to the SDB & FMA Provincials

**Prot. ASSCC/CM01c/003-2012**

### **Indications for the IV World Congress**

**A.** The new criteria which the Provincial Councils need to follow are these:

1. for the Provinces with a number of Salesian Cooperators **inferior to 150**, only the Provincial Coordinator participates.
2. for the provinces with a number of Salesian Cooperators **up to 349**, are participants the Provincial Coordinator and **one representative** chosen from the Provincial Council.
3. for the Provinces with a number of Salesian Cooperators **superior to 350**, are participants the Provincial Coordinator and **two representatives** chosen from the Provincial Council.

**B.** In the spirit of family and flexibility, all the participants are invited to adapt themselves to the eventual logistical difficulties which might arise.

For organisational needs, the larger part of the participants, both lay and religious, will share a double room. For the delegates, the rooms need to be included in the distribution of the Province to which they belong and assigned by them.

Every World Councillor must send to the SEM his own plan for lodging, along with the designation of the names and the assignment to the rooms. This lodging plan must reach us by Sept. 15, 2012. If, by said date, the World Councillor has not let us know what his/her plan is (along with the list of names and assignment to the rooms), they will not be assured rooms at the *Salesianum*.

**C.** . In agreement with the World Councillor of the Region, every Provincial Councillor will let know the names of the representatives of his Province, as also their room preference.

This information, sent by the World Councillor, will be sent to the attention of Noemi Bertola at: [cooperatori@sdb.org](mailto:cooperatori@sdb.org)

**D.** The individual cost for room and board, in a double-occupancy room, is **€ 240,00**. This includes supper on Nov. 7 and lunch on Nov. 11.

The individual cost for room and board, single room, is **€264, 00** for the same length of time as above (from Nov. 7 supper until Nov. 11 lunch).

### **E. Payment**

1. **for everyone:** the fee is to be paid **in cash** at the Congress. For extra services not covered by the participation fee (extra drinks, coffee, telephone calls, etc), each participant must cover these costs personally.
2. **For those who foresee staying some extra days:** you must contact the *Salesianum* at [bookingsalesianum@sdb.org](mailto:bookingsalesianum@sdb.org) for information regarding extra costs, a different fee, and to reserve your room so as to be sure of the availability of

lodging – also for participants arriving before supper on Nov. 7 and/or remaining after lunch on Nov. 11. . Without this specific request to book a room for extra days, the *Salesianum* cannot guarantee you a place.

**NOTA BENE**

- Unfortunately, due to the limitations regarding accommodations, the Congress cannot provide lodging for relatives of the participants. If some of you have organised a trip to Rome with your family, you will need to provide for their lodging at your own cost somewhere other than the *Salesianum*.

We suggest:

*Villa Serena*  
*Via della Pisana, 321 - Roma*  
Tel. +39 0666152355

**F.** For those who need an **OFFICIAL INVITATION** to obtain a visa, please request this of Giuseppe Cesaroni at [cooperatori@sdb.org](mailto:cooperatori@sdb.org) and send him a copy of your passport.