



## ----- **Region**

Regional co-ordinator name:  
Address:  
Telephone:  
Mobile:  
Fax:  
Email:  
Skype:  
Other contact details:

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### **PLEASE REPLY BEFORE *date***

To: Chaplains, port workers and staff of ICMA member societies in:

*List countries in region*

*Date*

### **INVITATION TO ICMA REGIONAL CONFERENCE, *year***

Dear colleagues

The ICMA regional conference will take place in *location* from *start date* to *finish date*.

You are cordially invited to attend. In addition, your organisation is invited to send delegates. However, please note that, if places are limited, maritime chaplains will be given priority.

ICMA conferences are both training events and relationship-building opportunities. The aim of our conference is to enable us to work together to serve seafarers. The theme of the forthcoming conference is *brief description of theme or focus, if relevant, mention important speakers or events*. For more information, see the attached conference programme.

ICMA member societies are welcome to use this opportunity to hold meetings of their own delegates. Please inform the regional co-ordinator / conference organiser [delete as applicable] in advance so that an appropriate meeting space can be arranged.

The cost of attending the conference is usually met by the member societies on behalf of their delegates. ICMA has a limited budget for subsidising the attendance of delegates whose organisations are unable to meet the full cost. However, all delegates or their employers must be willing to meet at least part of the cost. The ICMA Secretariat can advise on fundraising for conference attendance. There is further information about applying for a subsidy on the attached registration form.

Do not hesitate to contact the organising team if you have any questions. For matters relating to the conference programme, please contact your regional co-ordinator at the address above. For practical questions, please contact the local organising team. *[If the regional co-ordinator has delegated organisation to a local team, include their contact details here].*

We hope that you will be able to join us for our regional conference. We believe that the opportunity to learn, to pray and to reflect together will strengthen us in our commitment to seafarers.

Yours