

WSE GENERAL ASSEMBLY

5-8 June 2019

Riga, Latvia



world skills
Europe

WELCOME TO THE GENERAL ASSEMBLY

Dear WorldSkills Europe Delegates,

On behalf of the WSE Board it is our pleasure to invite you to participate in the WSE General Assembly 2019 meetings, which will be held between 5-8 June 2019 in Riga, Latvia.

We would like to thank the Ministry of Education and Science of Latvia for the support and for ensuring that this event will meet the quality expectations of the host organization State Education Development Agency, the home of Skills Latvia.

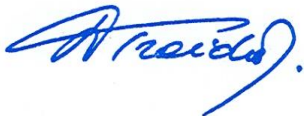
Many WorldSkills Europe partners and stakeholders will participate in this event and we will be committed to bring our relationship and developing cooperation with them to the next level. Together with our partners and stakeholders, we are devoted to make Europe's skills excellence movement a cynosure to other parts of the world as well.

In this following document you will find information about the packages and costs, together with a schedule of the days before the actual General Assembly. The program offers also the option to enjoy the Host activities on the afternoon of 7th of June and the Host day on 8th of June, which will acquaint you with the Latvian peoples' creativity, innovations, and hospitality and entrepreneurial spirit, recognized internationally.

The detailed agenda and accompanying documents will be sent out later, to allow you to prepare for the meetings properly in advance. In case you would like to add an item to the agenda, please inform the WorldSkills Europe Secretariat as soon as possible, so it can be presented to the Board for approval. Thank you!

We are looking forward to seeing you all in Riga in June. Welcome!

Sincerely,



Dita TR AidAS
SkillsLatvia
Official Delegate



Laurence GATES
General Manager
WorldSkills Europe

PROGRAMME

WEDNESDAY 5 JUNE	THURSDAY 6 JUNE	FRIDAY 7 JUNE	SATURDAY 8 JUNE
<i>Arrival Day</i>			<i>Host day (optional) Departure day</i>
	08:00 Breakfast	07:30 Breakfast	09:00 Breakfast
	08:30 – 09:30 Opening Plenary	08:15 – 10:50 General Assembly	<i>Host day: Get to know Latvia 10:00 – 15:00</i>
	09:30 – 10:00 Coffee	10:50 – 11:15 Coffee	
	10:00 – 12:00 <ul style="list-style-type: none"> • MarCom Meeting • Competition Committee Meeting <i>(Official Delegates may join either meeting as Observers)</i>	11:15 -13:00 General Assembly continued	
		13:00 Closure	
13:00 Board Lunch	12:00 – 13:00 Lunch	13:00 Lunch	
14:00 – 15:30 Board Meeting	13:00 – 15:30 <ul style="list-style-type: none"> • Strategy Meeting • Competition Committee Meeting 	13:45 Board wrap up meeting <i><u>15:00 Host Activities Start</u></i>	
15:30 – 16:00 Coffee	15:30 – 16:00 Coffee		
16:00 – 17:30 Board Meeting	16:00 – 17:30 <ul style="list-style-type: none"> • Strategy Meeting continued • Competition Committee Meeting continued 	<i><u>20:00 Return to hotel</u></i>	
Evening	Evening		
19:00 Welcome Buffet & drinks	19:00 OFFICIAL GA Dinner	FREE EVENING	

GENERAL ASSEMBLY PACKAGES

PACKAGES

PACKAGE A – 1,030 EUR (5-7 June 2019)

- 2 nights
- Welcome Buffet and drinks at Skyline Bar of the Radisson Blu Latvia Conference & Spa Hotel
- Participation in the meetings, General Assembly
- Accommodation including breakfasts, lunches, coffee breaks, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- OFFICIAL GA Dinner
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner

PACKAGE B – 1,220 EUR (5-8 June 2019)

- 3 nights
- Welcome Buffet and drinks at Skyline Bar of the Radisson Blu Latvia Conference & Spa Hotel
- Participation in the General Assembly
- Accommodation including breakfasts, lunches, coffee breaks, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- OFFICIAL GA Dinner
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner

PACKAGE C (Including Host Day) – 1,220 EUR (5-8 June 2019)

- 3 nights
- Welcome Buffet and drinks at Skyline Bar of the Radisson Blu Latvia Conference & Spa Hotel
- Participation in the General Assembly
- Accommodation including breakfasts, lunches, coffee breaks, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- OFFICIAL GA Dinner
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner
- Participation in the *Host day – Get to know Latvia* (7 and/or 8 June)

These Packages do not include:

- Travel to and from Riga
- Travel insurance
- Minibar consumption
- Personal expenses

ADDITIONAL NIGHT RATE – 190 EUR (bookings are made through the GA registrations website)

RADISSON BLU LATVIA CONFERENCE & SPA HOTEL

(Accommodation including breakfast, Wi-Fi internet, free access to Wellness Facilities (Pool & Gym))

SEPARATE DAY PACKAGES

WEDNESDAY 5 JUNE 2019 – 80 EUR

- Welcome Buffet and drinks at Skyline Bar of the Radisson Blu Latvia Conference & Spa Hotel

THURSDAY 6 JUNE 2019 – 370 EUR

- Participation in the meetings
- Lunch, coffee breaks, and Wi-Fi internet
- OFFICIAL GA Dinner

FRIDAY 7 JUNE 2019 – 200 EUR

- Participation in the General Assembly
- Lunch, coffee breaks, and Wi-Fi internet

Complementary (upon interest)

Participation in the *Host day: Get to know Latvia* activities on 7 and/or 8 June.

! These Day packages costs are without accommodation (if chosen, accommodation bookings are made through the GA registrations website)

! All day packages bookings include shuttle service from/to Riga International Airport, from/to organized Official GA Dinner

HOTEL NIGHT RATE – 190 EUR

RADISSON BLU LATVIA CONFERENCE & SPA HOTEL

(Accommodation including breakfast, Wi-Fi internet, access to Wellness Facilities (Pool & Gym))

These Packages **do not** include:

- Travel to and from Riga
- Travel insurance
- Minibar consumption
- Personal expenses

FOR PARTNERS

OPTION A FOR PARTNER (2 NIGHTS): 60 EUR

- Accommodation including breakfasts, lunches, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- Shuttle service from/to Riga International Airport

OPTION A1 FOR PARTNER (2 NIGHTS): 280 EUR

Accommodation including breakfasts, lunches, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)

- Participation in 2 evening events
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner

OPTION B FOR PARTNER (3 NIGHTS): 90 EUR

- Accommodation including breakfasts, lunches, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- Shuttle service from/to Riga International Airport

OPTION B1 FOR PARTNER (3 NIGHTS): 310 EUR

- Accommodation including breakfasts, lunches, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- Participation in 2 evening events
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner

OPTION B1 + HOST DAY FOR PARTNER (3 NIGHTS): 460 EUR

- Accommodation including breakfasts, lunches, Wi-Fi internet, Access to Wellness Facilities (Pool & Gym)
- Participation in 2 evening events
- Shuttle service from/to Riga International Airport, and from/to Official GA Dinner
- Participation in the *Host day – Get to know Latvia* (7 or 8 June)

These Packages do not include:

- Travel to and from Riga
- Travel insurance
- Minibar consumption
- Personal expenses

THE HOTEL

Radisson Blu Latvia Conference & Spa Hotel ****



The hotel is located in the city center, making the nearby beautiful streets and attractions easy to explore. At 90m tall, the hotel is a bit of a local landmark – so you will always be able to find your way back! The hotel has 571 rooms, comfortable beds, free high-speed Wi-Fi and complimentary coffee and tea supplies. All our reserved rooms will have an old Riga and monument of Freedom view.



THE VENUE

WorldSkills Europe General Assembly venue is at the Conference and Events Center of Radisson Blu Latvia hotel. It has one of the best venues in Riga for meetings, conferences and special occasion. It has 15 conference rooms and can accommodate up to 2,500 delegates.



COMPLIMENTARY FACILITIES

At the hotel there is **ESPA Riga**, an exclusive urban destination spa located on the 2nd floor of the Radisson Blu. It provides a 5-star spa experience with its creative heat and water treatments and exclusive skin-care products. The facility offers various high-quality treatments, swimming pool, fitness studio, saunas, steam rooms and open-air vitality pool.



PROPOSED EVENING EVENTS

- Welcome Buffet & drinks at Skyline Bar on the 26th floor of the Radisson Blu Latvia Conference & Spa hotel



- OFFICIAL General Assembly Dinner at the AQUA LUNA Restaurant, the bank of the river Daugava or at the 36thLine restaurant on the sea shore (*tbc*)



AMENITIES AVAILABLE AROUND THE VENUE

The hotel accommodation and the venue are located in the very heart of the shopping and restaurant district, e.g., there is a large and modern shopping Centre in approx. 500m distance with 85 stores, restaurants and cafes that take place up 23,300 square meters of retail space. The main section spreads across seven floors. During the summer the 8th floor is the sight of the largest rooftop terrace in the Baltic countries. There, several fine restaurants offer great food and drinks, along with a fantastic 360° panoramic view of the Latvian capital. Also, nearby streets offer a variety shops, restaurants, as well as big parks and cultural objects, to mention a few – Latvia National Museum of Art, Happy Art Museum, Nativity of Christ Orthodox Cathedral, National Opera, House of Government and the old town in 10 minute walking distance with a lot of attractions.

TRANSFERS

Airport transfers: arrival and departure (arranged to and from Riga International Airport)

Evening event transfer: to and from Official GA Dinner on 6 June 2019

Host day transportation on 7 and/or 8 June 2019.

Additional transfer needs on request.

ACCESSABILITY

Distance of venue to the Riga international Airport – 10 km, length of journey – 15-20 min.



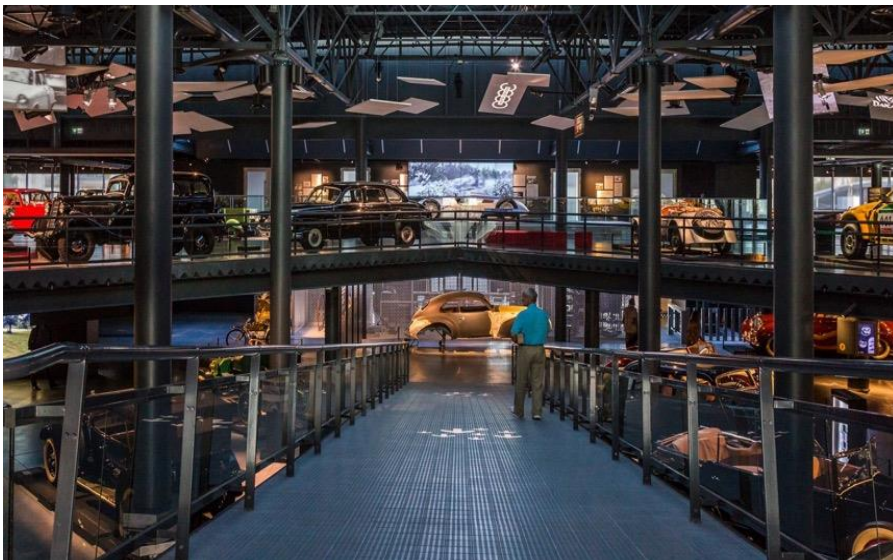
The map of the Host City – Riga indicating the accommodation venue and the airport



Riga International Airport is the largest air traffic hub in the Baltics. The 19 airlines operating at Riga Airport offer close to 80 destinations in the winter season and 100 in the summer season. In 2017, Riga Airport handled over 6 million passengers - 45% of the entire Baltic air passenger traffic.

HOST DAY ACTIVITIES IN RIGA – 7 JUNE FROM 15:00 – 20:00

Sense the past at the **Riga Motor Museum** where you can view the largest and most diverse vintage motor vehicle collection in the Baltics, exhibiting more than 100 unique automobiles and motorcycles. The Museum was finalist in The Historic Motoring Awards 2018 in the category **Museum of the Year**.



Want to explore the beer brewing process? Want to taste exquisite beer varieties?

Aldaris Beer Museum is the most up-to date museum of beer in the Baltic and the very first one in Latvia. The museum offers to discover the diversity and charm of beers brewed in Latvia and elsewhere, the secrets of brewing, and also to try your hand at brewing. Give it a try – enjoy beer-tasting process of marvelous beer varieties offered by a beer sommelier and become acquainted with a diversity of taste. Finish evening with a special barbecue dinner.



HOST DAY: GET TO KNOW LATVIA – 8 JUNE 2019 FROM 10:00 – 15:00*

Experience a unique flight in a vertical wind tunnel – **Aerodium** in the town of Sigulda. A tunnel creates a wind stream in which you can fly like a bird, even without wings. An innovation and technology sample performed during **Turin Olympic games 2006** and **Shanghai Expo 2010**.



Most courageous Delegates and guests can have the opportunity to participate in a recreational run with a bobsleigh sled **on wheels** at **Sigulda Bobsleigh and Luge Track** that is an international-class combined track. During the run you can enjoy the speed and feel the adrenaline rising as the sled passes through 13 turns. Sigulda Track candidates together with Sweden for hosting the **Winter Olympic games 2026**.



** The program may change depending on number of participants.*

Enjoy a remarkable journey in the Soviet time secret facility with a cover name “Vacation Hotel”. In the territory of the town **Līgatne**, 9 m underground, there is a well-equipped facility with a total area of 2,000 sq., whose secrecy grading was removed only in 2003. The **Bunker** was built for the needs of Communist political and state authority elite of the 1980s for the government administration in case of a nuclear war.



Lunch will close your day with up-scale cooking at the “Landlord’s Barn” (**Kungu Rija**) where the cuisine has certain eclecticism because they try to unite the Latvian traditions with other impressions from the world.



TIMELINE

	DATE
Package booking starts	8 March 2019
Registration for Packages ends	5 April 2019
Invoice for 100% of package sent to delegates by	12 April 2019
100% of Package due for payment	26 April 2019

TERMS AND CONDITIONS

The WorldSkills Europe General Assembly Riga 2019 is organized by Skills Latvia and WorldSkills Europe. For the purposes of these Terms and Conditions, the term “The Organizer” shall apply to Skills Latvia.

1. REGISTRATION

Registrations for the WorldSkills Europe General Assembly Riga 2019 are managed via the official website www.WSEGARiga2019.com starting 8 March 2019.

Registrations will open until 5 April 2019, subject to availability. Registration will be confirmed only after The Organizer has received the required payment.

Rooms at the hotel, including additional nights, are arranged centrally via the GA official website registration system.

The Terms and Conditions listed here, along with the information provided in the WorldSkills Europe General Assembly Riga 2019 package brochure, form the basis of a contract between the registrant and The Organizer. By making their registration, the registrant is deemed to have accepted all Terms and Conditions.

2. CURRENCY, BILLING AND PAYMENTS

All prices quoted are in Euro (EUR) and include applicable taxes (such as VAT). Only Bank transfer will be accepted as method of payment.

There are no partial refunds or package pricing amendments for late arrivals or early departures. All bank fees for payment by bank transfers are the responsibility of the sender. Please ensure that all applicable bank fees are added to your invoice total as per your banks' instructions. In the event of short payment due to bank fees, an additional payment will be required to secure your registration.

All Package registrations must be fully paid by 26 April 2019. After receipt of payment the registration will be treated as final.

The Organizer reserves the right to cancel any registration for which payment has not been received within the given timeline.

3. CANCELLATIONS (BY PARTICIPANT)

Cancellations are 100% non-refundable.

4. TRAVEL DOCUMENTS

Obtaining necessary or required travel documentation is the responsibility of the participant. This includes passports, visas, travel insurance, medical insurance and any other documents required. Invitation letters will be provided by *State Education Development Agency of Latvia*, the home of SkillsLatvia, upon request to support visa applications.

5. SHUTTLE SERVICE

Airport transfers shall be provided between the period of Wednesday 5 June and Saturday 8 June as included within all the General Assembly Delegate packages, provided complete arrival and departure information has been provided via the online registration system.

If complete and correct flight information is not provided via the registration system, the participant(s) will have to arrange their own airport transfer, at their own cost.

Airport transfers may also be provided on 4 and 9 June, if required, for delegates who book additional nights' accommodation within this period along with their delegate packages.

Airport transfers outside these dates can be arranged after individual request upon availability of host resources.

6. TRANSFER OF PARTICIPANTS DATA

By accepting the Terms and Conditions, the participant authorizes the Organizer to forward their personal data to WorldSkills International and WorldSkills Europe, along with the GA package hotels and transportation provider(s) as necessary.

7. FILMING AND PHOTOGRAPHY CONSENT

By booking a package, the participant(s) shall irrevocably consent to being filmed and photographed during the course of any and all events within the General Assembly Riga 2019 Programme, including the unrestricted international use of any such material (during and after the event).

8. POINT OF CONTACT

If you have any questions regarding, the packages, your invoice, or booking please contact:

Annija Janicenoka

Project Coordinator

annija.janicenoka@viaa.gov.lv