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Brussels, 29 April 2009

Dear Member,

We are pleased to invite you to our MHE members capacity-building seminar on Friday 12 June all day, and our General Assembly which will take place on Saturday 13 June 2009 from 9.30 – 11.45 am.

The meetings will be held **at the EUROFLAT Hotel, Boulevard Charlemagne 50, 1000 Brussels** (<http://www.firsteurolathotel.be/welcome.php>).

You will find in attachment:

- the provisional agenda for the Capacity-building seminar dd. 12 June 2009
- the proposed agenda for the General Assembly dd. 13 June 2009
- a registration and hotelbooking form, **to be returned to the MHE secretariat by 13 May 2009 at the very latest.** Please note that we cannot guarantee your hotel accommodation if your registration form is received after this date.
- a proxy form in case you cannot attend the General Assembly.

Thanks to the core funding received in the framework of the European Commission PROGRESS work programme, we will be able to reimburse the travel (if at a reasonable rate!) and accommodation costs of MHE members.

In principle we can support one delegate per member organisation and a number of individual members. The costs of old and new Board members and members of MHE's Standing Committees will also be covered.

The MHE secretariat will take care of your hotelroom reservation (please don't contact the hotel yourself since we made a block booking). **We kindly ask you however to make yourself the necessary arrangements for your travel to Brussels well in time.** Your travel costs will be reimbursed afterwards.

All background documents for the seminar and General Assembly will be sent to you in due time.

Attention: please make sure that you have paid your membership fee 2009; if not, you or your representative will not be able to vote validly at the General Assembly.

We hope to meet many of you in Brussels on 12-13 June 2009!

With kind regards,

Malgorzata Kmita, President of MHE
Nace Kovac, Secretary General of MHE
Mary Van Dievel, Director of MHE.