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World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout  
Всемирная Организация Скаутского Движения  
Organización Mundial del Movimiento Scout  
المنظمة العالمية للحركة الكشفية

# SCENES Seminar Invitation

18 - 23 May 2010, Kandersteg International Scout Centre, Switzerland



## Seminar Aim

The aim of the seminar is to bring together representatives of existing and potential SCENES Centres (Scout Centres of Excellence for Nature and Environment), the SCENES Network and people interested in supporting the development of Scouting and the environment, particularly through SCENES Centres. The aim is to strengthen the SCENES Centres and SCENES Network and explore how to continue to advance SCENES as part of the World Scout Environment Programme.

During the seminar, we ask for active participation from all participants so that we can learn from each other. The seminar is designed to be able to support potential new SCENES Centres to learn from existing centres.

## Seminar Content

Recommendations for topics that participants wish to cover as part of the SCENES seminar are now being received. Please email proposed agenda items to: [educationalmethods@scout.org](mailto:educationalmethods@scout.org)

It is anticipated the seminar will include:

- Sharing of environmental education and management experiences of SCENES Centres
- Support for the development of new SCENES Centres
- Exploration of the World Scout Environment Programme and resources
- Exploration of Kandersteg International Scout Centre, and surrounding environment.

## Programme

A programme for this event will be distributed together with the participant confirmation letter.

## Methods

The Scout Method will be used during the seminar and will include group discussions, outdoor exploration activities, presentations by participants, plenary and informal discussions.

Recognising the importance of developing personal contacts, there will be plenty of opportunities during the seminar to make contact with other participants in an informal setting.

Participants are expected to participate actively during the seminar and be able to exchange their experiences.

## Participants profile

- Be a representative from Scout Centres with a strong relationship to their National Scout Organization/Association and interest in Scouting and the environment.
- Have a significant role in management of a Scout Centre, or responsibility in developing environment education and management within the National Scout Organization/Association.
- Be prepared to make an active contribution (e.g. making a presentation on the operations of their Scout Centre).
- Able to communicate well in English and/or French.

## Material necessary

- Uniform to be worn on special occasions, informal wear and good walking shoes. Appropriate clothing for working outdoors, including waterproof clothing. May temperatures at Kandersteg average 9 to 20 degrees celcius.
- Each participant will receive a World Scout Environment Programme Kit, including SCENES Guidelines and materials to support the delivery of the World Scout Environment Programme. Before the seminar, participants should familiarise themselves with the contents of this kit and guidelines which can be downloaded from: [www.scout.org/environment](http://www.scout.org/environment) and [www.scout.org/scenes](http://www.scout.org/scenes)
- Participants should bring information about their SCENES Centre / Scout Centre and their country.
- More information will be made available with the letter of confirmation.

## Languages

The seminar will be held in English. We cannot guarantee simultaneous translation into French, but we will make all efforts to arrange translation where needed. Assistance may be required from participants.

## Venue

The seminar will take place at Kandersteg International Scout Centre (KISC). The Centre is located in Switzerland just outside a small mountain village called Kandersteg approximately 1 hour (60km) south of the capital city Bern.

KISC can be easily reached by train from the cities of Zurich, Basel and Geneva, which all have international airports. KISC can also be reached by European motorway to Spiez, 30 minutes north of the centre.

Accommodation will be provided in twin-bedded rooms as far as possible onsite at KISC.

For more information on KISC please see:  
[www.kisc.ch](http://www.kisc.ch)

## Dates

The seminar is from Tuesday 18th to Sunday 23rd May 2010. Participants are expected to arrive on the 18th and depart on the 23rd with the full programme available on the 19th to 22nd May.

If you wish to stay at Kandersteg for longer than the 18th - 23rd of May, please arrange this directly with the staff at Kandersteg International Scout Centre: [www.kisc.ch](http://www.kisc.ch) email: [reception@kisc.ch](mailto:reception@kisc.ch) Tel. +41 33 675 82 82.

## Participation Fee

The participation fee for the seminar is CHF 250 (Swiss Francs) payable in cash to the World Scout Bureau on the first day of the seminar, where receipts will be issued. This fee covers all accommodation, meals, materials and activities from the evening of Tuesday 18th May until the morning of Sunday 23rd May. KISC is hosting this event and providing accommodation free of charge for the five nights.

## Travel and Visa

As soon as participants receive their letter of confirmation they will be responsible for organising their journey.

Should you need a visa to enter Switzerland, please register **no later than 5th April 2010** to allow the World Scout Bureau to help you with an official invitation. Visa procedure may take up to eight weeks. Please fill-in the Support Visa Request Form and send it together with your Application Form by the requested date. Please notify the World Scout Bureau in advance of your travel schedule.

## Insurance

The seminar's cost does not cover the participants during the event, nor during travel and the cost of insurance is not reimbursed. It is the responsibility of the National Scout Organization/Association to ensure that the participant is insured (illness, accidents, repatriation, etc.).

## Partners of Participants

There will be no special programme for partners of participants. The reason for this is that the content of the seminar and the associated work will demand the participants' full attention in order for the seminar to be a success.

## After Seminar Programme

For those who wish to see a bit more of Kandersteg or Switzerland and would like to extend their stay at KISC please contact the Centre Manager directly.

Please note that all fees relating to any 'after seminar' activities must be paid directly to KISC. They are NOT included in the fee for the SCENES seminar.

## Deadline for Applications

Applications should be submitted to the World Scout Bureau Central Office by email at [educationalmethods@scout.org](mailto:educationalmethods@scout.org) or by post or fax before the deadline for receiving applications:

**Friday 30th April 2010.** Those in need of an official letter of invitation to support visa application should send their Application Form and Support Visa Request Form by **Monday 5th April 2010.**

All Application Forms must be countersigned by the International Commissioner or Chief Commissioner.

There will be a maximum limit of 60 participants and, in the event of over-registration, the planning team reserves the right to seek advice from the National Scout Organizations/Associations in selecting participants.

## Organisation

An international planning team is responsible for the organisation of the seminar and appreciates your support in the implementation of this training package.

## For more information please contact:

Educational Methods Department  
World Scout Bureau  
Rue du Pré-Jérôme 5  
Case postale 91  
1211 Geneva 4 Plainpalais, Switzerland

Email: [educationalmethods@scout.org](mailto:educationalmethods@scout.org)  
Telephone: +41 22 705 1010  
Fax: +41 22 705 10 20

## Annexes:

- Application Form
- Support Visa Request Form



## SCENES Seminar Registration Form

18 - 23 May 2010

Kandersteg International Scout Centre  
Switzerland

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Please complete this form in **CAPITAL** letters and return it by:

**Friday 30th April 2010**, to:

Educational Methods Department, World Scout Bureau,  
Rue du Pré-Jérôme 5, Case postale 91, 1211 Geneva 4 Plainpalais, Switzerland

**E-mail: [educationalmethods@scout.org](mailto:educationalmethods@scout.org) / Fax: +41 (0) 22 705 10 20**

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Family name and First name: \_\_\_\_\_

Place and date of birth: \_\_\_\_\_

Gender:  Male  Female

Passport no.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Place of issue: \_\_\_\_\_ Date of issue: \_\_\_\_\_

Contact address: \_\_\_\_\_

Telephone (with prefixes): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

National Scout Organisation/Association: \_\_\_\_\_

Country: \_\_\_\_\_

Position in the National Scout Organisation/Association: \_\_\_\_\_

Do you have any dietary or other special requirement? Please specify

\_\_\_\_\_

Do you need an official invitation to obtain a visa?  Yes  No

If so please complete the attached Support Visa Request Form.

**Cost of the SCENES seminar is CHF 250 (Swiss Francs) payable in cash to the World Scout Bureau on the first day of the seminar. This covers accommodation, meals, materials and activities for the seminar.**

Declaration by the International Commissioner/Chief Commissioner:

I confirm that the applicant meets all criteria in the paragraph "profile of participants" written in the invitation.

Date and Signature of International Commissioner/Chief Commissioner: \_\_\_\_\_

\_\_\_\_\_

Please propose any agenda items for the SCENES Seminar:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SCENES Seminar Support Visa Request Form

18 - 23 May 2010

Kandersteg International Scout Centre  
Switzerland

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If you need an official letter of invitation in order to apply for a visa, please complete this form in **CAPITAL** letters and return it by **Monday 5 April 2010, at the latest**, together with your Application Form to: Educational Methods Department, World Scout Bureau, Rue du Pré-Jérôme 5, Case postale 91, 1211 Geneva 4 Plainpalais, Switzerland  
**E-mail: [educationalmethods@scout.org](mailto:educationalmethods@scout.org) / Fax: +41 (0) 22 705 10 20**

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Family name (as indicated on passport): \_\_\_\_\_

First name(s) (as indicated on passport): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport N°: \_\_\_\_\_

Date and place of issue: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Full Address (as indicated on passport): \_\_\_\_\_

\_\_\_\_\_

Private Telephone No. \_\_\_\_\_ Private Fax No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Requested duration for the Visa. From \_\_\_\_\_ to \_\_\_\_\_

Fax number of the Swiss Embassy/Consulate in country of residence and person to contact:

Fax No. \_\_\_\_\_ Name of Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_