

20th Annual EUA General Assembly

Dear EUA members,

On behalf of the President of EUA it is my pleasure to invite you to the 20th Annual EUA General Assembly, which will be held at the University of Zurich, Switzerland, on 5 April 2018 from 10:00 to 11:30.

The General Assembly will precede EUA's Annual Conference 2018 'Engaged and responsible universities shaping Europe, which this year will discuss universities' pivotal role in generating knowledge, developing intercultural understanding and fostering civic engagement through their core missions. Please visit the conference website for a preliminary programme and registration information. I warmly invite you to attend this event, which will provide you with a valuable opportunity to exchange experiences with other European university leaders.

General Assembly documents, voting requirements, including procedures for proxies

The agenda and further documents will be posted in mid-March on the General Assembly workspace of the EUA website (www.eua.eu). Only EUA members or their representatives have access to this community.

Only university rectors, vice-chancellors and presidents of rectors' conferences that are full members of EUA are entitled to vote during the General Assembly. Should you not be able to attend, you can send a delegate to attend the General Assembly and vote on your behalf by means of a signed proxy letter. Members must have paid all outstanding subscription fees, 2018 included, in order to be eligible to vote. The deadline for payment of subscription fees is Friday 16 March. Associate members and affiliates may participate as observers. The statutes also enable each member of the General Assembly to hold one additional proxy from another EUA full member eligible to vote.

I would like to notify you that proxy letters must be sent by e-mail in PDF format to eua-ga@eua.eu by Friday 16 March at the latest. Alternatively they can be sent by fax to +32 2 230 57 51 (for the attention of Sue Pavis).

Below you will find information on how to register for the General Assembly and download the General Assembly documents, including a template for a proxy letter, which is also attached to this message.

We look forward to seeing you in Zurich for the 2018 Annual Conference and the 20th General Assembly.

Yours sincerely,

Lesley Wilson

EUA Secretary General

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1. How to register or delegate a representative for the General Assembly

Go to the registration page for the Zurich Annual Conference and General Assembly
Click on the 'New Registration' button and follow the instructions

Alternatively you can access the registration page through the 'Events' section on the EUA website

2. How to access the General Assembly documents

Go to www.eua.eu

Log in (at the top right-hand side of the page) using your personal username and password

Click on the 'General Assembly' section

If you have forgotten your username and/or password, please click on this link and follow the instructions to reset them: <http://www.eua.eu/ResetPassword.aspx>

If you continue to have problems please send an email to info@eua.eu

3. How to download a template for a proxy letter

Go to www.eua.eu

Log in (at the top right-hand side of the page) using your personal username and password

Click on the 'General Assembly' section

Alternatively you may download the proxy letter attached to this invitation