



Paris, 12 June 2023

Dear WFE0 Members,
Dear Associates, Dear Colleagues, Dear Friends,

The World Federation of Engineering Organizations (WFE0) and the Czech Association of Scientific and Technical Societies (CSVTS), the WFE0 national member for Czech Republic, are organizing the [World Engineers Convention \(WEC 2023\)](#):

***Engineering for Life: Breakthrough Technologies and Capacity Development
Focused on United Nations Sustainable Development Goals.***

The Convention is scheduled to take place on 11-13 October 2023 at the Prague Congress Centre, Prague, Czech Republic.

WECs are held every four years by WFE0 and are considered as the most prominent global engineering event, sometimes called the 'Olympics of Engineerings'.

In recognition of the importance of this event, it is held under the patronage of UNESCO, to which WFE0 is an associate NGO.

The WFE0 General Assembly meetings will be held in conjunction with WEC 2023, on 9 - 15 October, 2023 in Prague, Czech Republic.

We are inviting you to participate in both.

As further detailed below, separate registration can be made for:

- WFE0 Meetings (9 - 15 October) (including WFE0 Welcome Cocktail)
- WEC 2023 (including the WEC Opening Ceremony and Welcome Cocktail)
- Accommodation
- Social Events and Tours

REGISTRATION

A. WFE0 General Assembly meetings registration

Delegate registrations for the WFE0 meetings are complimentary for two registered delegates per member institution. WFE0 Members (national, affiliate and international) will each receive an email from the Secretariat with two special fee codes, which they will be responsible for allocating to their delegates.

If a member organization has more than 2 delegates, each additional delegate will pay a EUR 199 fee.

For this General Assembly, as to improve the transparency and efficiency of decisions' process, it was agreed to have an official list of WFE0 delegates entitled to vote on behalf of their member institution.



By default, the first two registered delegates for each organization will be noted as the voting delegates. The member institution may provide alternate or additional names (total max. 3) by written communication to the WFE0 Secretariat.

WFE0 Registration Includes

- WFE0 Meetings (9 – 15 October), WFE0 Welcome Cocktail (9 October)
- WEC 2023 Opening Ceremony (11 October)
- WEC 2023 Closing Ceremony (13 October)

B. WEC 2023 Registration

As members of WFE0 discounted rates apply to attend WEC 2023 for either 1, 2 or 3 days of the program. All below mentioned costs are 21% VAT inclusive.

WFE0 Delegate Fee

Congress Full Fee	690 EUR
One Day Fee	360 EUR

WFE0 Delegate fee for participants from the UN list of least Developed Countries

Congress Full Fee	290 EUR
One Day Fee	190 EUR

WEC 2023 Registration Includes

Access to Sessions
Admission to the Exhibition area and Poster session
Event Materials
Opening Ceremony and Welcome Cocktail
Refreshment during the breaks

HOW TO REGISTER

- To register for the Event, please fill in the on-line **Registration Form**. The registration process consists of three easy steps:
 1. Fill out the Personal data form. Choose preferably “organization - non-taxable” in order to receive an invoice. The field "Company identification number:" does not need to be filled. Once you have filled the form, you will receive a password, to be used for registration in other modules.
 2. On the main portal menu: choose one of the registration’s buttons: WFE0 meetings, WEC 2023 Conference, Accommodation, Social Events/Tours;
Once you have completed one of those, you can either finalize your payment, or go back to the main portal menu. When relevant, choose your registration fee and use the appropriate discount code when applicable;
 3. Pay on-line by debit/credit card or by bank transfer.



Registration is required by 31 August to ensure adequate time for planning.

For all inquiries about the registration or accommodation process please contact the Congress Secretariat - Ms. Monika Vajsochorova – vajsochrova@guarant.cz

CANCELLATIONS AND REFUNDS

The WEC°2023 Secretariat must be notified in writing by e-mail at wec2023_wfeo@guarant.cz in the event of the cancellation of the registration. Cancellation by phone call will not be accepted. The appropriate refunds will be made after the event.

The following cancellation conditions apply:

Cancellations received	Refund (normal case)	Refund (visa obtention failure)
Until 30 June	Full refund of the registration fee	Full refund of the registration fee
1 July – 31 August	50% of the registration fee	Full refund of the registration fee
From 1 September	50% of the registration fee	50% of the registration fee
From 16 September	No refund	No refund

In case of any change in registration, GUARANT International reserves the right to charge a 30 EUR handling fee. In case of cancellation of the event due to force majeure, GUARANT International reserves the right to charge a 30 EUR handling fee.

Name change

If you are prevented from attending, you will be given the opportunity to send a colleague in your place. A handling fee of 30 EUR will be charged for each name change. Name changes should be reported in writing to the WEC 2023 Secretariat at wec2023_wfeo@guarant.cz. No name change will be possible after 15 September.

VISA REQUIREMENTS

WFE0 Members shall request invitation letters only from the WEC 2023 organizer, Guarant International. Invitation letters are sent on request and not automatically.

Invitation letters for visa purposes can only be sent to participants who have completed the registration process and paid the registration fee.



Further information regarding visa requirements can be found [on this page](#). The standard processing time is within 10 working days.

ACCOMODATION

The host city Prague has a number of large events in the city over the WFE0 & WEC dates. We encourage you to book flights and accommodation as soon as possible. Accommodation options for the WFE0 Delegates are located conveniently in walking distance from the Congress Venue and close to public transport to get to the WFE0 Meetings venue. Accommodation options suiting various budgets are listed [here](#). You can easily reserve your rooms via the registration form. Please note that one night's deposit is required at the time of booking.

SOCIAL EVENTS AND TOURS

We are finalizing the list of the tours which you can read [here](#). The reservation will be available via the [Registration Form](#) soon. Please check our website or we will inform you upon your contact details saved during your registration process.

Do not want to miss any further information ? Please make your registration as soon as possible and your contact details will be automatically saved in our Newsletter Database.

Or you can easily followed us on our social media – visit us at www.wec2023.com

We are looking forward to welcoming you in Prague!

Sincerely,

Daniel HANUS
CSVTS President

Prof. José VIEIRA
WFE0 President