



# World Council of Churches

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P5 - Education and Ecumenical Formation  
ETE – Ecumenical Theological Education

Postal address: P.O. Box 2100  
CH-1211 Geneva 2  
Switzerland  
Visiting address: 150 route de Ferney  
Phone: (+41-22) 791 61 11  
Fax: (+41-22) 791 03 61  
General e-mail: infowcc@wcc-coe.org  
Website: www.wcc-coe.org

To  
Colleagues in theological education,  
WOCATI member associations and  
other invitees

Direct dial: (+41-22) 960 7343  
Direct e-mail: diw@wcc-coe.org  
Direct fax: (+41-22) 960 7310

Dr. Dietrich Werner

28.2.2008

Ref.: Forthcoming 4<sup>th</sup> World Conference of Associations of Theological Schools  
(WOCATI) in Thessaloniki, Greece, 31 May to 7<sup>th</sup> of June 2008

Dear colleague in theological education!

You have received the invitation letter of Prof. Petros Vassiliadis, president of WOCATI, dated 29<sup>th</sup> January 2008 concerning the next world conference of WOCATI to start in Thessaloniki on 31<sup>st</sup> March 2008. The programme on Ecumenical Theological Education (ETE) of the World Council of Churches is assisting in the planning and administrative processing of this important conference which is of vital importance for a fresh start in relating to our strategic partners, the regional associations of theological institutions worldwide.

In particular our Geneva office will be responsible for

- a) sending you official letters of invitation on behalf of both organizations (WOCATI and WCC) which are needed for the visa application procedures in cases this applies
- b) organizing refunding of tickets costs to the official speakers invited from ETE budget
- c) providing ticket costs subsidies for representatives of WOCATI member organizations and other ETE representatives according to regulations which are made due to the WOCATI constitution and agreements with WOCATI president from special conference budget.

Due to a major grant made available to this WOCATI congress by Evangelisches Missionswerk (EMW) in Germany, Hamburg, which technically will be administered by

ETE office, we would like to use this letter informing you about the proposed procedures applied in this process. As time is running fast and visa application processes can take some time we would like to advise you to start working on your travel soon.

We would like to ask you to fill in the attached registration form/application form for travel subsidies, giving exact details of your arrival and departure time as well as (in cases applicable) about details concerning your passport which need to be in the visa application letter.

We would like you to send us the application/registration form by mid of March at the latest. Without details filled in the application form no travel refunding can be made from here.

After a final decision of the organizing committee you will receive final confirmation about travel subsidies from our office in the course of March.

You are requested then to do the booking of your tickets on your own, send the bill immediately to our office and fill in the attached beneficiary form (with an account number of the travel agent or the organization to which the refunding is to be made) signed and stamped to be forwarded to us either by e-mail ([Sylvia.Camacho@wcc-coe.org](mailto:Sylvia.Camacho@wcc-coe.org)) or by fax 0041-22-9607310). According to WCC rules no travel refunds can be made to individual accounts. We need to have an account number of the travel agent or your institution which then refunds the travel agent. In cases only a partial subsidy for the ticket costs can be given due to limitations of funds here you have to cover the remaining rest from your institutions budget or personally.

Please make sure that you have a health insurance to cover you in Greece. In special cases WCC can be asked to cover you for a limited period.

We hope that the forthcoming conference will be a success and great blessing for the continuing work in ecumenical theological education.

Further technical details concerning the forthcoming program of the WOCATI will be shared with you in due course by Prof. Petros Vassiliadis.

With best wishes and kind regards  
Yours Faithfully,

Rev. Dr. Dietrich Werner  
Global Coordinator  
Ecumenical Theological Education (ETE/WCC)  
Ecumenical Institute  
Chateau de Bossey  
P.O.Box 1000  
CH-1299 Crans-près-Céligny  
Tel. 0041-22-9607343  
mail-address:  
[Sylvia.Camacho@wcc-coe.org](mailto:Sylvia.Camacho@wcc-coe.org)  
[Dietrich.Werner@wcc-coe.or](mailto:Dietrich.Werner@wcc-coe.or)