



**FÉDÉRATION INTERNATIONALE DES TRADUCTEURS
INTERNATIONAL FEDERATION OF TRANSLATORS**

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December 2007

**2008 STATUTORY CONGRESS
FIRST CONVENING LETTER**

**To: FIT Regular Members
FIT Associate Members
FIT Candidate Members
FIT Committee Officers**

Dear Colleagues,

I would like to invite you to attend the FIT Statutory Congress which will be held on August 2–3, 2008 prior to the XVIIIth World Congress of FIT in Shanghai, China, from August 4–7, 2008.

FIT Congresses consist of

- a) the Statutory Congress
- b) the Open Congress.

Attendance of the Statutory Congress is for delegations of FIT member associations and associate members. There is no registration fee. Attendance of the Open Congress is for all individuals who register and pay the registration fee.

Venue:

Shanghai Lansheng Hotel
1000 Qu Yang Road
Shanghai, China
Tel: 86-21-55888000
Fax: 86-21-55888400
Email: grandsh@lanshenghotel.com
<http://www.lanshenghotel.com/english>

Delegations:

Delegations shall consist of a maximum of three persons, with one person designated as head of delegation. Advisors may assist delegations. However, such advisors shall be mentioned as being part of the delegation. Advisors may only take the floor if authorized to do so by the head of delegation.

Voting is restricted to regular FIT members that have paid their dues (including dues for 2008). Associate members have the right to speak but not to vote.

With the Second Convening Letter, FIT members will receive a form on which they should indicate the names of delegation members or their representatives by proxy, which should be received by the FIT

Secretariat by July 20, 2008. In exceptional cases, these forms will be accepted by the Secretary General at the Congress venue not later than 8:00 a.m.(local time) on August 2, 2008.

Late Registration of Delegations for Statutory Congress will be open from 8:00 a.m. to 9:00 a.m. on August 2, 2008.

DRAFT AGENDA:

1. Opening of Statutory Congress
2. Appointment of 3 Tellers
3. Adoption of Agenda
4. Ratification of Admission of New FIT Members
5. Termination of Membership
6. President's Report
7. Secretary General's Report
8. Treasurer's Report
9. Discussion and Approval of Reports
10. Amendments to FIT Bylaws
11. Membership Dues
12. Reports of Regional Centres
13. Reports of FIT Committees
14. Activity Reports of FIT Members (Details on submission of written activity reports of FIT Members (maximum 2 pages)
15. Presentation of Candidates for Council (Details on submission of Council nominations to follow with the Second Convening Letter)
16. Election of Council Members
17. Date and Venue of XIXth FIT World Congress
18. Any Other Business

Please do not hesitate to contact the FIT Secretariat if you have any questions. I am looking forward to meeting you in Shanghai.

Sincerely yours,



Sheryl Hinkkanen
Secretary General

N.B.: Copies of the FIT Bylaws and Rules of Procedure can be obtained from the FIT Secretariat or from the FIT website.