**Dear Colleagues,**

I have the pleasure to update you on our preparation progress:

The committee issues and country allocation to pool A and pool B are now available.

(see attached)

Also the **Online Registration portal will be open as of next week**

**Wednesday, Dec**. **6th** (see below)

**Programme**

You can find the preliminary programme attached. It will be regularly updated both on the [www.mepeurope.eu](http://www.mepeurope.eu) site as well as the session website to be announced shortly.

**Committee issues and Country Groups**

The list of committee issues as well as the country allocation are available. (see attached)

Committee chairs have already resumed work on the **preparation modules**, which will also be sent out and will appear on the websites **by mid December**.

**Registration**

Finally we can announce the opening of the registration for the MEP Tallinn 18 session.

The registration system has been newly adapted to support the administration of the organisers and you the coordinators.

**Teachers/Coordinators/Directors:**

Please register yourself and your delegation as soon as possible!

go to <https://mepeurope.eu/registration> or access [www.mepeurope.eu](http://www.mepeurope.eu) click on registration

**enter code: MEPEST18**

**Besides your personal data**, you will need to **provide delegate names, email addresses and committee allocation of your delegates.**

**A separate travel information button will follow later in January.**

Once your registration is completed, your delegates will receive an email containing further instructions on how to complete their registration.

Delegates complete the registration by using their personalised invitation link in the mail.

**DELEGATES et al**

For now, they wait for you to register them before they receive an invitation to complete their registration. Student participants will need to provide the following data: Passport/ID card no., e-card no. (health insurance), their parents’ names and phone numbers etc

On completion they will receive an email and are then kindly asked to send this confirmation email to their coordinator. Coordinators are kindly requested to check on the registration of their delegates.

Please make sure that registration is completed as accurately as possible - both in terms of spelling and content. Please try to **complete registration by January 15th.**

**Liability waiver**

We would like to remind you that it is mandatory for all participants to have third party liability insurance.

**MEP Europe participation fee**

**The participation fee** for delegates/teachers/CPs/Co-CPs/members of the presidency is **€200.** You will find the invoice attached. An email from the MEP Europe treasurer will follow shortly with details on payment procedures, invoice requests etc.

Please observe the deadline and transfer the fees no later than 15th January 2018.

Should you have any questions, please do not hesitate to contact us.

Best wishes,

On behalf of the MEP Tallinn 18 team

*Kätriin Pruul and Herman Kelomees*