



14th World Senior Taekwon-Do Championships

Dortmund, Germany, July 28th – 31st, 2005

Preliminary Information

Dear Members!

On behalf of our President, Master Tran Trieu Quan, I would like to inform you about the

1st Administrative Seminar

of the ITF to be held on Wednesday July 27th, 2005. This seminar is divided in four Workshops for the NA and AA representatives (2 per organization: President and Secretary General) and high ranking 7th degree and above. The title of the Workshops is called

SUCCESSFUL GOVERNANCE OF AN ITF AFFILIATED ORGANIZATION

Venue: Room “Silbersaal” at Park Hotel

The schedule will be as follows:

0900 – 1030 hrs	Workshop 1 at Park-Hotel – “Silbersaal”
1045 – 1215 hrs	Workshop 2 at Park-Hotel – “Silbersaal”
1300 – 1430 hrs	Lunch
1430 – 1600 hrs	Workshop 3 at Park-Hotel – “Silbersaal”
1615 – 1745 hrs	Workshop 4 at Park-Hotel – “Silbersaal”

Topics of the Workshop:

Workshop 1: Structure and operation of the ITF .

Workshop 2: How to structure and operate an ITF affiliated organization.

Workshop 3: How ITF can help you to have more members.

Workshop 4: How to use rules of order to conduct democratic, efficient and productive meetings.

With kind regards.

Master Paul Weiler

Organizing Committee Chairman