

**Please reply to:**

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25<sup>th</sup> March 2008

**A Special Welcome for COBCOE Members to the Institute of Directors**

Dear Colleague,

I am delighted to announce special arrangements for you as a member of a COBCOE Chamber. Some of you may already know about the IoD and COBCOE appreciates a good working relationship with the organisation.

The IoD offers a valuable range of local and international membership benefits and business tools, designed to reflect your status as a business leader and to assist you in your strategic decision-making and ever-growing portfolio of responsibilities.

With an influential network of over 52,000 individual members, the IoD is one of the world's largest and most experienced organisations advocating director professionalism.

The Institute continuously strengthens its offering for directors based abroad and now is an ideal time to apply for membership. Here are just some of the benefits you can enjoy as an IoD member:

- Free access to the IoD's exclusive Business Information Service, a valuable research tool at your fingertips. Accessible from anywhere in the world via phone, e-mail or fax, our expert researchers will endeavour to provide information on a wide range of international business topics. IoD members can also receive advice on employment, company and commercial law in Europe via the newly expanded legal helpline, Director's Law Express.
- Members and their guests enjoy free access to superb business meeting facilities in Paris, at the private members' club France-Amériques and in Brussels, at the five-star Le Plaza Hotel and 10 first class premises across the UK, including the flagship location in Pall Mall.
- Preferential rates for IoD development programmes in London, aimed specifically at the needs of international senior business leaders, including the opportunity to become a Chartered Director.
- Complimentary access to 17 UK airport executive lounges, together with preferential rates for international car rental with Hertz and for hotel accommodation with the InterContinental Hotels Group.

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representing the British Chambers of Commerce in Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Norway, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and Turkey.



- Free updates on the latest European business legislation and how it impacts your organisation and the European business environment.

You can see more on [www.iod.com/join](http://www.iod.com/join).

The IoD is also one of the founding members of the European Confederation of Directors' Associations (ecoDa), an influential voice established to ensure that directors' views on corporate governance and company law are heard in Brussels.

COBCOE has in fact negotiated two special deals for you. Attached you will find a membership application form also showing the cost of membership of the IoD as an international member. The Institute **has agreed to waive the election fees for members of COBCOE Chambers and you can enjoy a saving of £155\* when joining the IoD.** To take your application for IoD membership further, please quote **IN003C** and send the form to the IoD Membership team in London, Fax +44 207 766 8823 or e-mail [join-iod@iod.com](mailto:join-iod@iod.com). If you have any questions, you can call them on Tel +44 207 766 8888.

In addition, whether or not you join the IoD at the moment, all members of COBCOE Chambers may attend the next IoD Annual Convention at **half of the normal price**. This takes place on 30<sup>th</sup> April 2008 at the Royal Albert Hall in London.

This year's event will see some of the world's leading visionaries as guest speakers, including:

- The Rt. Hon. David Cameron MP (leader of the Opposition, Conservative Party)
- Sir Bob Geldof ( a musician, entrepreneur and humanitarian)
- Willie Walsh (Chief Executive Officer of BA)
- Kevin Roberts (CEO Worldwide of ideas company Saatchi & Saatchi)
- Kevin Spacey (double Oscar winner and Social Enterprise advocate)

Detailed information can also be found on: [www.annualconvention.iod.com](http://www.annualconvention.iod.com) and a special booking form for the event is attached.

I do hope that you can take up these offers. As a longstanding member of the IoD myself I can recommend what is an excellent business organisation, working in areas very much complimentary to COBCOE's activities.

Kind regards,  
Yours sincerely,

A handwritten signature in black ink that reads 'Howard Rosen'.

Howard Rosen CBE  
President

Attachments:  
IoD Membership Application Form  
IoD Annual Convention Booking Form

**\*Please see below for IoD membership fees for all COBCOE countries as part of the COBCOE/IoD special agreement:**

1) COBCOE Chamber members based in Austria, Bulgaria, Czech Republic, Estonia, Finland, Hungary, Iceland, Latvia, Liechtenstein, Lithuania, FYR Macedonia, Norway, Poland, Romania, Slovakia, Slovenia, Sweden, Switzerland and Turkey = 1 year IoD membership fees with waived election fees **only £207** (instead of £362). Please select the **"outside the EU rate"** on the attached IoD membership application form.

2) COBCOE Chamber members based in Belgium, Denmark, France, Germany, Greece, Italy, United Kingdom, Luxembourg and Spain = 1 year membership fees with waived election fees **only £295** (instead of £500). Please select the **"inside the EU rate"** on the attached IoD membership application form.

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**method of payment**

cheque (PLEASE MAKE CHEQUES PAYABLE TO "INSTITUTE OF DIRECTORS")  
 credit/debit card:  Maestro (issue no) \_\_\_\_\_

Visa  Mastercard  Amex  Diners Club

card number 

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card security code (mandatory) 

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*(usually the last 3 or 4 digits on the back of the card)*

start date \_\_\_\_\_ expiry date \_\_\_\_\_

Following election as a member or associate, no part of either the election or annual membership fee is refundable.

signature \_\_\_\_\_ date \_\_\_\_\_

registered cardholder's address (WE WILL BE UNABLE TO PROCESS YOUR PAYMENT WITHOUT THIS) \_\_\_\_\_

\_\_\_\_\_ code \_\_\_\_\_

company card  personal card (please tick)

**declaration**

I agree that the loD may hold and process all personal and business information which I am supplying with this application form and any further information I supply during the course of my membership. I agree also that the loD may use my Personal Information as set out in the loD's Privacy Policy\*.

signature \_\_\_\_\_ date \_\_\_\_\_

I hereby apply for membership of the Institute of Directors and agree to be bound by its Constitution and all rules and regulations made under it. I confirm that I do not have any unspent criminal convictions (other than for traffic offences); I am not an undischarged bankrupt; and I am not disqualified (by court order or voluntary undertaking) from being a director of any company. I undertake to inform the Institute Secretary without delay if I ever become subject to such a conviction, bankruptcy or disqualification.

I undertake to conduct myself, both publicly and privately, in a professional manner and so as to uphold the Institute's reputation and standing and not to cause embarrassment or distress to other members of the Institute or its staff and not to represent publicly the views of the Institute or to claim its support, without the consent of the Board (or of an officer or employee of the Institute nominated by the Board for such purpose).

The loD's Constitution and Rules appear on our website ([www.iod.com/constitution](http://www.iod.com/constitution)).

\*The loD's Privacy Policy is accessible online at [www.iod.com/privacy](http://www.iod.com/privacy), or from the loD Membership Department (for contact details see below). Information about members is kept strictly confidential in accordance with the Data Protection Act 1998 and will not be passed to third parties for commercial use without a member's prior consent being separately obtained.

OFFICIAL USE	
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A	

# application guidelines and feedback

## membership criteria

Membership of the Institute of Directors is open to those responsible for the strategic direction of an "Entity", being one of the following:

- incorporated company
- business unit or association
- professional or other partnership
- not-for-profit organisation, charity or trust
- non-departmental public body
- academic or training organisation
- armed forces organisation
- local or national government
- similar body whose activities and strategies require direction

If you do not meet Member criteria you may apply as an Associate.

Membership comprises two categories, dependent on your business experience (which does not need be conducted for commercial purposes).

### member

Full Member status can be achieved by a director responsible for the strategic direction of one of the above solvent entities that has an annual minimum turnover or budget of £250,000 and has:

- Held the post of director for a minimum of three years and been in business for a minimum of seven years; or
- Held the post of director for a minimum of one year, been in business for a minimum of five years and has attended the Institute's course "The Role of the Company Director and the Board".

### associate

We will consider applicants where turnover, budget or length of service does not meet Member criteria. It is open to:

- "Director" of an "Entity" or a proprietor of an enterprise which has active operations; or
- Partner in a professional practice or a senior executive or officer of another Entity who reports directly to a member of the body that is responsible for the strategic direction of that Entity and the implementation of its corporate governance. The individual must satisfy the Institute that they are interested in the promotion of the best interest of Directors.

## IoD director definition

A member of the body that is responsible for the strategic business direction of an Entity and the implementation of its corporate governance and which makes the decisions that determine its success and integrity and the expression may include: a divisional director where the division is equivalent to an entity of substance; or a leader of an Entity not conducted for commercial purposes.

## cost of membership

Consists of two parts: an annual membership fee and an election fee

### 2008 membership fees

members and associates	Inside EU (inc UK)		Outside EU
	£	€	£
1 year	£295	€392	£207
2 years	£590	€785	£414
3 years	£885	€1,177	£621
5 years	£1,475	€1,962	£1,035
10 years	£2,950	€3,924	£2,070
Life	£5,310	€7,062	£3,726

### 2008 election fees

~~payable on application, together with the appropriate year's membership fee~~

**WAIVED**

Inside EU (inc UK)	Outside EU
£205	£155

### further savings

Reduced election fee for multi-term applications:

- 3 years 50% reduction on election fee
- 5 years or more election fee waived

Group discounts are available for applicants from the same organisation applying at the same time.

### tell us your reason for joining

Please advise us of your prime reason for joining:

- Information and advice (RJ001)
- Professional Development (RJ002)
- Meeting and entertaining facilities (RJ003)
- Networking opportunities (RJ004)
- Representation to government and the EU (RJ005)
- Other (RJ006) \_\_\_\_\_

The membership and election fees stated on this application form are valid until 31st December 2008.

Please complete your membership application form as fully as possible. This will assist smooth processing of your application and will enable the IoD to inform you of relevant services.

For further information or to discuss membership, please contact the Membership Development Team on +44 (0) 20 7766 8888.

**Unsure of eligibility?** You do not need to be a registered director to apply for membership. If unsure whether you are eligible please contact the Membership Development Team on +44 (0) 20 7766 8888.

Once completed, please return the form to:

The Membership Development Department, Institute of Directors, 116 Pall Mall, London SW1Y 5BR, United Kingdom

☎ +44 (0) 20 7766 8888 ☎ +44 (0) 20 7766 8823 ✉ join-iod@iod.com 🌐 www.iod.com/join

# PRIORITY BOOKING FORM



## The IoD Annual Convention 2008

Featuring The Rt Hon David Cameron MP, Bob Geldof KBE and Willie Walsh

Wednesday 30 April 2008  
Royal Albert Hall

Exclusive offer for COBCOE Chamber members – 50% discount on stalls seats  
£160 + VAT = £188 (full rate £320 + VAT = £376)

EAC08N

The IoD Annual Convention 2008  
Wednesday 30 April 2008  
Royal Albert Hall

Special offer for COBCOE Chamber members

Post or fax to: Director Events, 116 Pall Mall, London, SW1Y 5ED, 020 7766 8789

IoD membership number \_\_\_\_\_

Surname(Mr/Mrs/Ms) \_\_\_\_\_

First name \_\_\_\_\_

Job title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Email \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax \_\_\_\_\_

**Stalls** no. of tickets: \_\_\_\_\_ @ £160 + VAT = £188

I am paying the sum of £\_\_\_\_\_ by cheque (made payable to IoD Events)/credit card

(Visa / Mastercard / Diners Club / Amex / IoD Visa Gold Card / Maestro)

Card no \_\_\_\_\_ Expiry Date \_\_\_\_\_ Starts \_\_\_\_\_ Issue no \_\_\_\_\_

Card security no (3 digits) \_\_\_\_\_ Name on card \_\_\_\_\_

Registered cardholder's address (if different to previous address) \_\_\_\_\_

Post code \_\_\_\_\_

Signature \_\_\_\_\_

IoD Annual Convention 2008 cancellation policy: All cancellations should be made in writing. Cancellations notified between 1 March and 30 March 2008 – 50% refund. Cancellations notified after 30 March 2008 – no refund. Prior to the event we will need to collate details of your guests. This information is required by our registration management company, CTS, and is for security purposes only. It will be held in the strictest confidence and not shared with any other party. A web link will be forwarded to you prior to the event which will then allow you to complete an online registration form for your guests.