



The FIE Congress 2017 will be held:

on 25 November 2017

in Dubai (UAE)

at the hotel "Atlantis The Palm Dubai", Crescent Road, The Palm, Dubai, UAE,
<https://www.atlantisthepalm.com>.

1) Programme

24 November 2017

- 10h 00, Bureau Meeting
- 14h 00, Meeting of the Executive Committee

25 November 2017, Congress

- 10h 00, opening
- 13h 00, photo of the Congress
- 19h 30, gala dinner, "Armani Hotel Pavilion", <http://www.armanihoteldubai.com>

2) Registration for the Congress, room reservations, visa requests, transfers

All these formalities must be carried out directly on the FIE website. A user manual providing instructions can be found on www.fie.org, congress menu.

The application will provide you with the information required, change it if necessary, back it up, print and save it on your computer, then send it electronically to the FIE head office and the organiser.

2.1 Registration for the Congress (on www.fie.org)

All participants must register for the Congress on the FIE website **before 10 October 2017**.

Each federation is entitled to register the following participants for the Congress: a first delegate, a second delegate, its honorary members and the members of its commissions and councils.

2.2 Hotel (reservations on www.fie.org)

Accommodation for Congress participants will be at the Hôtel "Atlantis The Palm Dubai".

The FIE will pay for the hotel room for each national federation's first delegate for the nights of 24 and 25 November 2017.

With regard to the other participants, please find below the rates which have been negotiated (in AED [*Arab Emirates Dirham*]):

- Single room: AED 600 (including breakfast, plus municipal, service and tourist taxes)
- Double room: AED 715 (including breakfast, plus municipal, service and tourist taxes)

The prices mentioned above could be negotiated for the nights of November 24 and 25 only, They are not applicable for other dates.

Rooms for all those taking part in the Congress (including those of the first delegate from each Federation) must be booked on the FIE website, **before 10 October 2017.**

No room reservation can be guaranteed **after 10 October** as the FIE will return the pre-booked rooms to avoid paying for them. After this, the price which has been negotiated and referred to above can no longer be applied.

2.2.1 Cancellation policy

Rooms can be cancelled at no charge **until 10 October 2017. After 11 October 2017,** cancellations will incur a penalty of 100% of the invoice amount.

2.2.2 Payment

- Credit card on arrival (Amex, Visa or Mastercard): if paying by credit card, please reserve your room on www.fie.org and agree to the cancellation conditions **before 10 October 2017.**

- Cash payment on arrival (USD, Euro): if paying in cash, please reserve your room on www.fie.org and agree to the cancellation conditions **before 10 October 2017.**

If you have any queries, please contact: Gabrielle Meylan (congress@fie.ch)

2.3 Visas (on www.fie.org)

Please consult the site below to determine if you need a visa and, if so, what formalities need to be completed:

https://www.emirates.com/ae/english/plan_book/essential_information/visa_passport_information/uae_visas.aspx

Those requiring a visa and a letter of invitation from the United Arab Emirates Fencing Federation, please complete the visa section on www.fie.org, uploading, **before 10 October 2017,** a clearly legible copy of the page in your passport showing your full name, passport number and photo. Then, a letter of invitation will be sent to you by the United Arab Emirates Fencing Federation (uaefencing@hotmail.com).

The organisers also offer the services of the local company indicated below to assist you with your visa procedures:

EXCITE TOURISM LLC

Office # 306, Al Nakheel Bldg
Al Karama, DUBAI (UAE) ,
Tel: +971 4 357 2424 | Fax: + 971 4 357 2772
P.O. BOX 82907
Email: visa@goexcitetourism.com
www.goexcitetourism.com

Visa Manager - Khaled Shareef (+971529248584)
Visa Consultant – Yuvi (+971557722904)

All visas expenses are to be borne by the Congress participants.

If you have any queries, please contact: Gabrielle Meylan (congress@fie.ch)

2.4 Transport

2.4.1 Arrivals and departures (on www.fie.org)

To ensure the smooth running of the transport process to and from the airports and the hotel, Congress participants must indicate their return flight details in the appropriate section on the FIE website, **before 28 October 2017**.

The FIE will pay for return transport costs between the airports and the hotel for all Congress participants.

If you have any queries, please contact: Gabrielle Meylan (congress@fie.ch)

2.4.2 Plane tickets

The FIE will pay each confederation a subsidy to cover the cost of the plane ticket for the federations first delegate.

3) Proxy

National federations who will not be taking part in the Congress must email the attached form to the FIE on: congress@fie.ch or return by fax + 41 21 320 31 16 **before 8 November 2017**.

f) Payments due, reminder of article 3.3.2 of the Articles of Association

When a Member Federation has not fulfilled its financial obligations towards the FIE 30 calendar days (00:00 hrs Lausanne time) before the opening day of the Congress, such Member Federation will be prohibited from being represented at the said Congress and from voting, unless exception has been made for a valid reason and accepted by the Executive Committee and such reason shall be announced to the Congress.

