

## FIE 105 - INFORMATION

### 1. PARTICIPATION

#### 1.1 National federations (NF)

1.1.1 The national federations (first and second delegates) will be invited to the following events:

- Cocktail on the evening before Congress
- Congress
- Congress dinner
- FIE 105 year Gala dinner

NFs will be accommodated at the Hotel le Méridien Etoile at 81 Boulevard Gouvion Saint-Cyr, 75848 Cedex 17, 75017 Paris, France, [www.lemeridienetoile.com](http://www.lemeridienetoile.com)

- Each NF is entitled to two (2) complimentary rooms for **three (3) nights** with single occupancy
- The NF complimentary rooms are available for use between **7 December (earliest check-in date) after 15h00 and 10 December 2018 (latest check-out date) 12h00**
- Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the delegate
- Please note that hotel cancellation terms and conditions will apply also to NF complimentary rooms.
- A subvention for the flight ticket of the first delegate of each national federation will be paid by the FIE

#### 1.2 Members of Honour

1.2.1 Members of Honour will be invited to the following events:

- Cocktail on the evening before Congress
- Congress
- Congress dinner
- FIE 105 year Gala dinner

- Each Member of Honour is entitled to one (1) complimentary room for **three (3) nights** with single occupancy
- The Member of Honour complimentary rooms are available for use between **7 December (earliest check-in date) after 15h00 and 10 December 2018 (latest check-out date) 12h00**
- Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the Member of Honour
- Please note that hotel cancellation terms and conditions will apply also to Member of Honour complimentary rooms.

#### 1.3 Commissions and Councils Members, Disciplinary and Ethic Committees

These members will be invited to the following events:

- Cocktail on the evening before Congress
  - Congress
  - Congress dinner
  - FIE 105 year Gala dinner
- Each of the above mentioned member is entitled to one (1) complimentary room for **three (3) nights** with single occupancy
  - These member complimentary rooms are available for use between **7 December (earliest check-in date) after 15h00 and 10 December 2018 (latest check-out date) 12h00**
  - Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the member
  - Please note that hotel cancellation terms and conditions will apply also to Member complimentary rooms.

#### **1.4 Winners of official individual 2018 junior and senior rankings**

Winners of official individual 2018 junior and senior ranking will be invited to the following events:

- Congress dinner
  - FIE 105 year Gala dinner
- Each winner is entitled to one (1) complimentary room for **two (2) nights** with single occupancy
  - The winners' complimentary rooms are available for use between **8 December after 15h00 (earliest check-in date and time) and 10 December 2018 until 12h00 (latest check-out date and time)**
  - Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the winner
  - Please note that hotel cancellation terms and conditions will apply also to winners' complimentary rooms.
  - A flight ticket for these winners will be booked and paid by the FIE

#### **1.5 Founding National federations of the FIE (GER, BEL, CZE, FRA, GBR, NED, HUN, ITA, NOR)**

1.5.1 In addition to delegates mentioned above, the nine founding national federations of the FIE may designate 10 persons each to participate in the 105 year Gala dinner on 1 December 2018.

- Each founding national federation is entitled to ten (10) complimentary rooms for **one (1) night** with single occupancy
- The founding national federations complimentary rooms are available for use between **9 December after 15h00 (earliest check-in date and time) and 10 December 2018 until 12h00 (latest check-out date and time)**
- Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the national federation
- Please note that hotel cancellation terms and conditions will apply also to founding national federations' complimentary rooms.

## 1.6 Individual Olympic Champions, Rio 2016 medallists, multiple World Champions and Members of the FIE Hall of Fame

- Each above mentioned guest is entitled to one (1) complimentary room for **one (1) night** with single occupancy
- The guest complimentary rooms are available for use between **9 December after 15h00 (earliest check-in date and time) and 10 December 2018 until 12h00 (latest check-out date and time)**
- Any hotel nights out of the above-mentioned period are to be booked directly with the hotel and at the expense of the guest
- Please note that hotel cancellation terms and conditions will apply also to guest complimentary rooms.

**For item 1.6, the federations concerned will be contacted separately.**

## 2. REGISTRATION

All delegates must register on the new FIE online registration platform to have access to the events, make hotel reservation, have visa support, and transfers from and to the airport. This year, as an exception, the registrations will not take place on the FIE website but on a different platform. You will receive a link to register via email.

### 2.1 Registration timelines

All participants are to be registered on the online platform **by 20 September 2018.**

#### 2.1.1 Registration confirmation and modification

- Having completed your registration, you will receive a confirmation email
- The confirmation email will contain a link allowing the delegates to modify certain elements of their registration
- In case of any issues with registration or modification of the data, please contact [FIE105@fie.ch](mailto:FIE105@fie.ch)

## 3. HOTEL RESERVATION

The Congress participants will be accommodated in the Hotel le Méridien Etoile Paris\*. Hotel reservations must be completed **by September 20**. After this date, the FIE will release the rooms that were not booked.

- Hotel room rates include breakfast for one guest. In case of sharing a room, charges of **EUR 20 per breakfast** will have to be paid by the participant directly to the hotel.
- Any extras (minibar, telephone, laundry, etc.) will have to be paid by participants upon check-out
- The FIE will not be able to **guarantee accommodation** for reservations made **after 20 September 2018.**

\*Hotel le Méridien Etoile Paris address: 81 Boulevard Gouvion Saint-Cyr, 75848 Cedex 17, 75017 Paris, France, [www.lemeridienetoile.com](http://www.lemeridienetoile.com)

### 3.1 Hotel Reservation – Cancellation policy

Any hotel room reservation cancellation must be done by written notice to [FIE105@fie.ch](mailto:FIE105@fie.ch)

- On or before Thursday 20 September 2018, no cancellation fees will apply
- On or after Friday 21 September 2018, a 100-percent of room-fee penalty will be applied.
- In case of a “no-show”, 100% of room fees will be applied.

### 4. VISA

For those requiring a visa and invitation letter, please complete the visa section on the registration **by 1st October 2018**. You will need to upload a clearly legible copy of the passport page containing full name, passport number, and a passport-type photo. In case all the requirements are met and the registration is completed on time, the invitation letter will be sent to you.

All visa expenses are the responsibility of the participants.

### 5. TRANSPORTATION

To ensure a smooth operation for airport pick-up and drop-off, the correct and full arrival and departure details are to be indicated on the registration platform **by 20 October 2018**.

### 6. DATA PROTECTION

Participants are informed that their personal data, i.e. all information requested from them, and that enables them to be (directly or indirectly) identified (such as their surname, first name, position, email address, telephone and fax numbers, passport copy, etc.), is indispensable to managing their participation and admission to the event. Participants' data may be communicated by the FIE to third parties or service providers, for, but not limited to transportation, visa requests, hotels reservations, etc.