



**Dear President,**

### **2019 FIE Congress**

The FIE Congress will be held on 30 November 2019, in Lausanne (SUI), at the SwissTech Convention Center.

#### **1) Programme**

##### **29 November 2019**

10h00 Bureau Meeting  
14h00 Executive Committee Meeting  
20h00 Welcome cocktail (Mövenpick hotel)

##### **30 November 2019, Congress**

10h00, opening  
13h00, photo of the Congress  
19h30 Congress dinner, Olympic Museum

#### **2) Registration for congress, hotel, visa, transportation**

##### **2.1 Registration for the Congress**

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

All participants must be registered on the FIE online registration platform **by 20 September 2019** to access the events, make hotel reservation, have visa support, and transfers from and to the airport. The link will be sent to each Federation, in case of any issues with registration or modification of the data, please contact [meetings@fie.ch](mailto:meetings@fie.ch)

##### **2.2 Hotel**

Congress participants will be accommodated in the Hotel Mövenpick (Avenue de Rhodanie 4, 1007 Lausanne, Switzerland), [www.movenpick.com](http://www.movenpick.com).

Hotel reservations must be completed **until 20 September 2019**.

- Each federation is entitled to **one (1)** complimentary room for **two (2) nights** with single occupancy for the First Delegate
- This room is available for use between **29 November (earliest check-in date) after 15h00 and 01 December 2019 (latest check-out date) 12h00**
- With regards to all other participants, the FIE has negotiated the following rate: Single room **CHF 158.50** per night per person (breakfast and city tax for one person included)



The FIE will not be able to **guarantee accommodation** for reservations made **after 20 September 2019**.

### 2.2.1 Cancellation policy

Rooms can be cancelled at no charge **until 20 September 2019**. **After 20 September 2019**, cancellations will incur a penalty of 100% of the invoice amount.

### 2.3 Visas

Please consult the site below to determine if you need a visa to enter Switzerland:

[https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.sem.admin.ch/sem/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)

For those requiring a visa and invitation letter, please complete the visa section on the registration platform **before 20 September 2019**. All visa expenses are the responsibility of the participants.

### 2.4 Transportation

To ensure a smooth operation for airport pick-up and drop-off, the correct and full arrival and departure details must be indicated on the registration platform **by 20 October 2019**.

The FIE will pay each confederation a subsidy for the plane ticket for the First delegate.

### 3) Proxy

National federations which will not take part in the Congress but wish to be represented may email the attached proxy form to the FIE at [meetings@fie.ch](mailto:meetings@fie.ch)

### 4) Payments due, reminder of article 3.3.2 of the FIE statutes

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.

**Alisher Usmanov**  
President