



## 2022 FIE CONGRESS Lausanne (SUI)

### Participation

#### Date and place

- 26 November 2022
- SwissTech Convention Center : Rue Louis Favre 2, 1024 Ecublens

#### Hotel for participants

Hôtel Mövenpick, Avenue de Rhodanie 4, 1007 Lausanne. [www.movenpick.com](http://www.movenpick.com).

#### Programme

##### 25 November

- Arrival of participants at Geneva airport
- Depending on the epidemiological situation, possible Covid-19 test
- Airport transfer to Mövenpick Hotel (Lausanne)
- Delivery of accreditations
- Dinner at Mövenpick Hotel

##### 26 November

- 9:20, departure from the hotel
- 10:00, opening of the Congress
- 13:00, photo of the Congress
- 20:00, Congress dinner at the Olympic Museum

##### 27 November

- Departure of participants

#### ACTIONS AND TIMELINE

Each Federation will receive a link for the following steps on 22 August 2022.

**All processes below must be performed on the FIE online platform EXCLUSIVELY:**

## 1) Congress registration

- a) Each Federation may register the following participants for the Congress: a first delegate, a second delegate, its Executive Committee members, its commissions, councils and ethics committee members and its members of honour (Articles 2.2.2 and 3.3.1 of the FIE Statutes).

Only the above-mentioned participants will be provided access to the Congress.

**REGISTRATION DEADLINE: 30<sup>TH</sup> OF SEPTEMBER.**

- b) Proxy: National Federations that will not be attending the Congress and will give a proxy should use the attached proxy form to be sent back to the FIE by email (**meetings@fie.ch**) by 7 November 2022.

## 2) Room reservations (Mövenpick Hotel):

- First delegate: one (1) single room, paid by the FIE directly to the hotel, for two (2) nights
- Other participants: single room at CHF 158.50 per night (breakfast and tourist tax included), to be paid directly to the hotel:

### **Payment methods**

#### **Payment on the spot:**

##### **a. Credit card:**

- Credit cardholders will have to provide a card upon check-in. A deposit of 100 CHF will be blocked for any consumption during your stay. In such case, it will be deducted from the deposit.
- Payment is accepted with the following credit cards: Visa, MasterCard, American Express, Maestro, Visa Pay, JCB.

##### **b. Cash:**

- a. Those not holding a credit card will have to pay for their entire stay upon check-in
- b. The deposit is not required. In case you consume something during your stay you will have to pay straight away.
- c. Payments only accepted in Swiss Francs and Euros. The currency exchange office "Change Migros Lausanne-Ouchy" is located Pl. de la Navigation 16 (on the same side of the hotel, distance 120 mt).

#### **Payment in advance.**

##### **c. Bank transfer:**

It is possible to pay via bank transfer in advance.

Kindly contact Ms. Cecile Hobt at Movenpick hotel: [cecile.hobt@movenpick.com](mailto:cecile.hobt@movenpick.com), who will send you the invoice and the bank details of the hotel.

### **Room sharing**

If Delegates share a room, the price difference (single vs double) will have to be paid additionally by the delegate or by the other person directly to the hotel. The price difference is 23,50 CHF per day (20 CHF rate and 3,50 CHF city tax)

- Check-in: 25 November 2022 from 15:00.
- In case of early check-in before 10:00 am, the hotel will charge full rate (CHF 158.50). In case of early check-in after 10:00 am, the hotel will charge CHF 80
- Check-out: 27 November 2022 at 12:00

### **ROOM RESERVATION DEADLINE: 15<sup>TH</sup> OF OCTOBER.**

The FIE cannot guarantee accommodation for reservations made after 15<sup>th</sup> October 2022.

Cancellation policy:

- Rooms may be cancelled free of charge up to 15th October 2022.
- After 15th October 2022, any cancellations will be subject to a penalty of 100% of the invoice amount.

### **3) Visas**

Please consult the website below to find out whether 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)

Any visa fees are to be borne by participants.

Participants who need an FIE invitation letter for visa purpose must fill in the **Visa** section of the registration platform.

### **REQUEST FOR INVITATION LETTER FOR VISA PURPOSE DEADLINE: 30<sup>TH</sup> OF SEPTEMBER.**

We strongly advise to complete your visa procedures as soon as possible and inform us without delay of any issues you may encounter.

### **4) Return Covid-19 test**

For those requiring a return Covid-19 test, service will be provided and timings will be determined.

### **REQUEST FOR THE RETURN COVID-19 TEST DEADLINE: 15<sup>th</sup> NOVEMBER 2022**

## 5) Flight information

- a) Airline and travelling requirements: each participant is responsible for obtaining and checking information on boarding and travelling conditions (vaccination, negative test requirement, etc.).
- b) Accurate and timely flight information are required.

**FLIGHT INFORMATION DEADLINE: 1<sup>ST</sup> NOVEMBER 2022**

- c) Federation first delegate: the FIE will pay each Confederation a subsidy for the plane ticket for each Federation's first delegate.

If you encounter any problems when registering or amending details, please contact us at [meetings@fie.ch](mailto:meetings@fie.ch)

### OVERVIEW OF THE DEADLINES:

- **REGISTRATION: 30<sup>TH</sup> OF SEPTEMBER**
- **INVITATION LETTER FOR VISA PURPOSE: 30<sup>TH</sup> OF SEPTEMBER**
- **ROOM RESERVATION: 15<sup>TH</sup> OF OCTOBER**
- **FLIGHT INFORMATION: 1<sup>ST</sup> NOVEMBER 2022**
- **REQUEST FOR THE RETURN COVID TEST: 15<sup>th</sup> NOVEMBER 2022**