

No 8-14, 20.07.2014



Dear President,

2014 Congress in Rome (ITA)

The FIE Congress will be held in Rome on 21 November 2014, at the **Sheraton Rome Hotel & Conference Center, Viale Del Pattinaggio, 100.**

The final programme will be sent to you in due course, but please be informed that 21 November 2014 will be devoted to the Congress itself and 22 November 2014 to cultural visits.

a) Hotel

The Congress participants will be accommodated at the **Sheraton Rome Hotel & Conference Center.**

Rate for a superior single room: €125.00 + 10% VAT + €3.00 city tax per person per night

Rate for a superior double room: €155.00 + 10% VAT + €3.00 city tax per room per night

The FIE will make a direct payment to the hotel to cover three (3) nights in single room for every national federation President (20, 21 and 22 November 2014).

b) Forms: participation, accommodation and transfers, visa

To apply for a visa, please fill out and return the form "1. *visa application form ROME2014.xls*" **before 30 September 2014** to the following address:

visa@federscherma.it

The visa application process is strict and takes a certain amount of time. With this in mind, the Italian Fencing Federation will send you an invitation for your visa application once you send the following documents:

- **To the FIE before 30 September 2014**, the appended congress participation form "2. *congres 2014 participation.doc*" (**see the form for address details**)

- **To the organiser before 30 September 2014**, the appended room and transfer forms:

"3. *hotel&transfer 1st delegate ANG.docx*" and

"4. *hotel&transfer 2nd delegate ANG.docx*".

See the forms for address details. **Please note** that there is one form for the first delegate and one form for the second delegate and other participants (Members of Honour, commission members, council members).

The federations not taking part in the Congress should return the appended proxy form "5. pouvoir-proxy-poder.doc" to the FIE on +41 21 320 31 16 or to congress@fie.ch **before 15 November 2014.**

c) Transport

- The FIE will give every confederation a subsidy for the airplane tickets of each federation President.
- A transfer will be arranged from the airports in Rome to the Sheraton Rome Hotel & Conference Center and back. This transfer will be arranged on the basis of the information provided by the federations in the room and transfer booking documents.

d) Payments due, reminder of Article 3.3.2 of the Statutes

When a Member Federation has not fulfilled its financial obligations towards the F.I.E. 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

