



2023 FIE CONGRESS Sharm el Sheikh (EGY)

Participation

Date and place

- 25 November 2023.
- Egypt Hall, Savoy Group Sharm el Sheikh: SOHO Square Sharm El Sheikh South Sinai, Egypt.

Hotel for participants

Savoy Hotel, SOHO Square Sharm El Sheikh.
South Sinai, Egypt. <https://www.savoygroup-sharm.com/savoy> .

Programme

24 November

- Arrival of participants at Sharm el Sheikh airport.
- Airport transfer to Savoy Hotel.
- Delivery of accreditations.
- Dinner at Savoy Group Sharm el Sheikh resort (more information will follow).

25 November

- 9:20, departure from the hotel.
- 10:00, opening of the Congress.
- 13:00, photo of the Congress and lunch.
- 20:00, Congress dinner at Savoy Group Sharm el Sheikh resort (more information will follow).

26 November

- Departure of participants.

ACTIONS AND TIMELINE

Each Federation will receive a link for the following steps on **31st of May 2023.**

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: 30th OF JUNE 2023.

- 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 6 November 2023.

2) Room reservations (Savoy Hotel):

- First delegate: one (1) single room, paid by the FIE directly to the hotel, for two (2) nights.
- Other participants: single room at EUR 138 per night (breakfast and tourist tax included), to **be paid directly to the Egyptian Fencing Federation** by the **25th of October**. **Kindly contact Mrs. Samar El Sabee: executive@fencingegypt.org, who will send you the invoice and the bank details.**

Payment methods for extras

Payment on the spot:

a. Credit card:

- Credit cardholders will have to provide a card upon check-in. A deposit of 100 EUR 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.
- Payment on the spot for any extras.

b. Cash:

- a. The deposit is not required. In case you consume something during your stay you will have to pay straight away.
- b. Payments only accepted in EUR or USD.

Payment in advance.

The rooms must be paid in advance directly to the Egyptian Fencing Federation by the 15th of October 2023.

c. Bank transfer:

It is possible to pay via bank transfer in advance:

- 1- The two nights of the congress (24-26 November)
- 2- Any rooms before 24th of November
- 3- Any rooms after 26th of November

Kindly contact Mrs. Samar El Sabee : executive@fencingegypt.org, who will send you the invoice and the bank details.

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 in advance directly to the Egyptian Fencing Federation by the 15th of October 2023.

Kindly contact Mrs. Samar El Sabee: executive@fencingegypt.org who will send you the invoice and the bank details.

The price difference is **67.00 Euros** per day.

- Check-in: 24 November 2023 from 15:00.
- In case of early check-in before 15:00, the hotel will charge full rate (123.00 Euros per single / 175.00 Euros per double).

Kindly contact Mrs. Samar El Sabee: executive@fencingegypt.org who will send you the invoice and the bank details .

- Check-out: 26 November 2023 at 12:00
- In case of late check-out from 12:00 till 06:00 pm, the hotel will charge (70.00 Euros per room), and in case of late check-out after 06:00 pm, the hotel will charge full room night rates.

ROOM RESERVATION DEADLINE: 15th OF OCTOBER 2023

The FIE cannot guarantee accommodation for reservations made after 15th of October 2023.

Cancellation policy:

- Rooms may be cancelled free of charge up to 15th of October 2023.
- After 15th of October 2023, any cancellations will be subject to a penalty of 100% of the invoice amount.

3) Visas

Kindly check visa requirements to Egypt before making your ticket reservations.

REQUEST FOR INVITATION LETTER FOR VISA PURPOSE DEADLINE: 25th OF OCTOBER 2023.

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

Those who need visa assistance or visa support, please contact: visa@fencingegypt.org no later than 30 days before the congress starts (25th of October), to be able to provide necessary assistance in case you need Federation support.

4) 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: 10th OF NOVEMBER 2023

- 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

OVERVIEW OF THE DEADLINES:

- **REGISTRATION: 30th OF JUNE 2023**
- **ROOM RESERVATION & PAYMENT: 15th OF OCTOBER 2023**
- **INVITATION LETTER FOR VISA PURPOSE: 25th OF OCTOBER 2023**
- **FLIGHT INFORMATION: 10th OF NOVEMBER 2023**