

FIE 2024 CONGRESS Tashkent (UZB)

1. GENERAL INFORMATION

Date and place

The Congress will take place on 30 November 2024 at the Intercontinental Hotel (address below).

Hotels for participants

Due to the anticipated high number of participants, two hotels have been booked. The two hotels are 600 meters apart.

Delegations will be allocated to each hotel based on first booked/first served and number of participants in the delegation:

- Intercontinental Hotel: Shakhrisabz Street 2, Tashkent
<https://www.ihg.com/intercontinental/hotels/us/en/tashkent/tasat/hoteldetail>
- Hyatt Regency Park Hotel (Navoi Street, 1 A, Tashkent
<https://www.hyatt.com/hyatt-regency/en-US/tasrt-hyatt-regency-tashkent>

Transportation will be provided from Intercontinental hotel to Hyatt Regency Park hotel and return for Welcome Dinner on 29 November, Congress and Congress dinner on November 30.

Programme

29 November

- Arrival of participants
- Airport transfer to each hotel
- Delivery of accreditations will take place in each hotel (Intercontinental Hotel and Hyatt Regency Park Hotel)
- Welcome Dinner at Intercontinental Hotel

30 November

- Congress
- Congress dinner at Intercontinental Hotel

1 December

- Departure of participants.

Processes: registration, candidatures, hotel reservation, flights information, visa support

All processes must be performed on the FIE online platform Exclusively. No other means will be accepted

Each Federation will receive two separate links to the FIE online platform on August 7, 2024.

2. DEADLINES (ALL DEADLINES ARE MIDNIGHT LAUSANNE TIME, UNLESS SPECIFIED OTHERWISE)

- Candidatures for the elections and nominations: **until 11 October 2024 included** (cf. article 4.1.2 of the FIE Statutes)
- Registration to the Congress (cf. article 3.3.1 of the FIE Statutes): **until 21 October 2024 included**
- Hotel reservations: **until 20 October 2024 included**
- Hotel cancellation policy:
 - ❖ Rooms may be cancelled free of charge **until 20 October 2024 included**
 - ❖ **From 21 October 2024**, any cancellations will be subject to a penalty of **100%** of the room reserved.
- Payments for rooms: **until 1 October 2024 included**
- Request for visa assistance/support: **until 1 October 2024 included**
- Flights Information: **until 10 November 2024 included**
- Proxy (for federations which will not attend the Congress): **until 29 November 2024, till 21.00 included**

3. PARTICIPATION IN THE CONGRESS

- **FIE Statutes, article 3.3.1**

At FIE Elective Congresses, the FIE member Federations may be represented by 2 delegates. In addition, the following individuals have the right to take part in FIE Elective Congresses:

- current members of the Executive Committee
- current presidents of commissions, councils and committees
- candidates to elected positions

All participants in the FIE Congresses must be registered by their national federation, 40 calendar days before the opening day of the Congress and using the platform or tool that will be made available by the FIE.

- **Proxy**

National Federations that will not be attending the Congress and will give a proxy must use the attached proxy form to be sent back to the FIE by email (**meetings@fie.ch**).

4. ROOM RESERVATIONS

4.1 Federations must reserve the rooms for all their delegates on the FIE platform according to the deadlines above and information below:

- Arrival: 29 November 2024
- Departure: 1 December 2024
- Hotel Check-in time: 14.00
- Hotel Check-out time: 12.00
- Rates:
 - ❖ Single room: 170 EUR (inclusive of breakfast and all taxes)
 - ❖ Double room: 190 EUR (inclusive of breakfast and all taxes)
 - ❖ Early check-in: 50% of full rate (85 EUR) if check-in between 9.00 and 14.00; Full rate if check-in before 9.00
 - ❖ All extras are at the expense of participants.

4.2 First delegate

- One single room for two nights for the first delegate of each federation will be paid by the FIE directly to the hotel.
- In case the first delegate will request a double room, the price difference (single vs double) will have to be paid additionally by the delegate or by the other person to the Uzbekistan Fencing Federation (uzb.fencing@gmail.com)
- FIE will also take care of early check-in for the first delegate, subject to hotel availability and only if flights information has been provided according to the deadline.

4.3 Other delegates

- Invoices will be provided to each federation by 25 September 2024 and must be paid:
 - ❖ Either by bank transfer
 - ❖ Or by credit card: Visa, MasterCard.
 - ❖ Or, as an exception, for those federations which would be unable to make payments by bank transfer or by credit card, a payment on the spot in cash (EUR or USD) will be accepted. A letter signed by the President or the Secretary General of the Federation guaranteeing the payment by cash upon arrival is requested by 1 October 2024.

5. VISAS

- Visas will be provided upon arrival and they will be free of charge.
- For those needing a visa, the Visa support letter will be sent electronically as travel document.
- Please check visa requirements to Uzbekistan before booking your flight.

- It is strongly advised to complete your visa procedures as soon as possible and inform us without delay of any issues.
- For visa assistance/support, please contact: uzb.fencing@gmail.com no later than 30 days before the congress starts (31 October 2024)

6. FLIGHT INFORMATION

- Each participant is responsible for obtaining and checking information on airlines, boarding and travelling conditions.
- Transportation from airport to hotel and return will be provided only to participants having communicated their flights numbers and arrival/departure times, on the FIE online platform and according to the deadlines.
- First delegate of each federation: the FIE will pay a subsidy for the plane ticket for each Federation's first delegate.

7. CANDIDATURES FOR ELECTIONS AND NOMINATIONS

- **All candidatures for elections and nominations must be received:**
 - ❖ on the FIE online platform exclusively. No other means will be accepted, and incomplete candidatures will not be taken into account.
 - ❖ 50 calendar days before the opening day of the Elective Congress, no later than 00:00 hrs Lausanne time (see item 2. Deadline above).
- Information related to candidatures can be found in the FIE Statutes, an extract of which is attached.

In case of any issues when registering or amending details, please contact us at meetings@fie.ch