



2025 FIE CONGRESS Manama (BRN)

1. GENERAL INFORMATION

Date and place

- 22 November 2025
- Diplomat Radisson Blu Hotel
- Manama, Bahrain

Hotel for participants

- Diplomat Radisson Blu Hotel, Road 1701 Manama, Bahrain.
<https://www.radissonhotels.com/en-us/hotels/radisson-blu-bahrain-diplomat-spa>

Programme

21 November

- Arrival of participants at Manama airport.
- Airport transfer to Diplomat Radisson Blu Hotel.
- Delivery of accreditations.
- Dinner at 20:30 (Diplomat Radisson Blu).

22 November

- 09:00, opening of the Congress.
- 13:00, photo of the Congress and lunch.
- 20:30, Congress dinner (Diplomat Radisson Blu).

23 November

- Departure of participants.

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

All processes must be completed on the FIE online platform exclusively. No other means will be accepted.

Each Federation will receive a link for the following steps on 8 September 2025.

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

- Registration to the Congress (cf. article 3.3.1 of the FIE Statutes): **until 13 October 2025 (inclusive)**.
- Hotel reservations: **until 13 October 2025 (inclusive)**.
- Hotel cancellation policy:
 - ❖ Rooms may be cancelled free of charge **until 23 October 2025 (inclusive)**.
 - ❖ **From 24 October 2025**, any cancellations will be subject to a penalty of **100%** of the booked room rate.
- Payments for rooms: **until 13 October 2025 (inclusive)**.
- Request for visa assistance/support: **until 21 October 2025 (inclusive)** .
- All participants' flights Information: **until 3 November 2025 (inclusive)**. This is also necessary for transport and possible early check-in arrangements.
- Proxy (for federations which will not attend the Congress): **until 21 November 2025 at 21:00 local time**.

3. PARTICIPATION IN THE CONGRESS

- **FIE Statutes, articles 2.2.2 and 3.3.1**

The FIE member Federations may be represented at a FIE Congress by 2 delegates. Members of the Executive Committee, the Commissions, the permanent councils ("Councils") and of the Ethics Committee have the right to take part in the Congress.

The Members of Honour of the FIE are present by right at the Congresses of the FIE.

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

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. The FIE is in charge of the registration, accommodation and flights of the members of the Executive Committee.

- **Proxy**

National Federations that will not be attending the Congress and will give a proxy must complete the attached proxy form and return it to the FIE by email (meetings@fie.ch).

4. ROOM RESERVATIONS

4.1 Bookings

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

- Arrival: 21 November 2025.
- Departure: 23 November 2025.
- Hotel Check-in time: 15:00.
- Hotel Check-out time: 12:00.
- Rates:
 - ❖ Single room: 180 EUR (including breakfast and all taxes).
 - ❖ Double room: 200 EUR (including breakfast and all taxes).
 - ❖ Early check-in before 10:00: 100% of full rate (180 EUR for single and 200 EUR for double). Check-in between 10:00 and 15:00 will be offered by the hotel subject to availability.
 - ❖ All extras will be 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 requests 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 Bahrain Fencing Federation (fencingbrn@gmail.com).
- The FIE will also take care of early check-in for the first delegate, subject to availability and provided that flights information has been submitted by the deadline.

4.3 Other delegates

- Invoices will be provided to each federation by the Bahrain Fencing Federation and must be paid before 13 October 2025, as follows:

- ❖ Either by bank transfer

Account Name	BAHRAIN FENCING ASSOCIATION
Bank Account Number	0094112533
Name of Bank	NATIONAL BANK OF BAHRAIN
Address	Branch Awaly
Swift Code	NBOBBHBM
IBAN	BH07 NBOB 0000 0094 1125 33

- ❖ Or by credit card: Visa, MasterCard.
- ❖ Or, as an exception, for those federations 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 payment in cash upon arrival must be submitted by 1 October 2025.

5. VISAS

Kindly check visa requirements for Bahrain before making your ticket reservations.

Those who need visa assistance: **Please send a clear copy of your passport in PDF format before 21 October 2025** to the following email address: **fencingbrn@gmail.com**.

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

6. FLIGHT INFORMATION

- Each participant is responsible for obtaining and checking information on airlines, boarding and travelling conditions.
- Transportation between the airport and the hotel (both ways) will be provided only to participants who will have communicated their flight numbers and arrival/departure times on the FIE online platform and by the deadlines. The FIE will cover the costs of transportation from the airport to the hotel and back as arranged by the Congress organiser.
- First delegate of each federation: the FIE will pay a subsidy for the plane ticket for each Federation's first delegate.

If you have any problems with registration or with modifying your data, please contact us at meetings@fie.ch.