

Elective Congress in Paris

1) Forms and Documents

2) Congress Venue

LETTRE D'INFORMATION DE LA FIE

Dear Mr/Madam President,

In preparation for the next FIE Elective Congress which will be held in Paris (FRA) on 6 December 2008, please find attached the following documents:

- a) Invitation to the Congress
- b) Participation form (a maximum of two delegates per federation). The other representatives (candidates for the elections, etc.) will be assigned seats in the second half of the room. **Deadline for the FIE head office in Lausanne to receive the form: 21 November 2008.**
- c) Proxy form for the federations which are not be able to be present.
- d) Candidature form for the FIE elections (do not forget to attach a photo).
All candidatures must reach the FIE head office in Lausanne in writing at least two months before the Congress, **by 5 October 2008 at the latest.**
Each candidate must fill out the candidature form provided by the FIE and include at the bottom of this form the position for which he would like to be a candidate. He must also include a photocopy of an identity document (see Article 4.1.4 in the Statutes).
No candidate applications received after 5 October 2008 or presented on a different type of form than the one provided by the FIE will be valid.
- e) Room reservation forms are to be filled out by each National Federation **and sent directly to the hotel before 15 October 2008, using the contact details found on the form.**
- f) Gala dinner form. **Deadline for the FIE head office in Lausanne to receive the forms: 21 November 2008.**
- g) Schedule of the meetings and transportation.

The Congress will be held at the **Méridien Montparnasse Hotel**, 19 Rue du Commandant Mouchotte, Paris 75014, Telephone: +33 1 44 364436, Fax: +33 1 44 364900.

3) Room Reservations

The FIE has chosen the **Méridien Montparnasse Hotel (4*)** for the 2008 Congress participants' stay.

The FIE will cover the costs of two hotel nights (5 and 6 December) for **the President of each National Federation participating in the Congress.** The Presidents must fill out the room reservation form attached and send it back to the FIE **before 17 October 2008**. Past this deadline, the non-booked rooms will be given back to the hotel, which will then dispose of them as it wishes.

For the other Congress participants, the rate the FIE negotiated with the Méridien Montparnasse Hotel is: **175 €** per single room (VAT/sales tax and visitor's tax inclusive + breakfast) and **185 €** per double room (VAT/sales tax and visitor's tax inclusive + breakfast).

The number of rooms and their rates are secured in an agreement between the FIE and the hotel **until 17 October 2008**.

Therefore your room reservations must **imperatively** be made before **17 October 2008**, directly with the hotel (using the attached form duly completed).

Past this deadline, the rooms secured by the FIE that are not booked by Congress participants will be given back to the hotel, which will then be able to make the rooms available to other clients. Participants who have not booked their rooms before the deadline will have to find their own accommodation and transportation.

All room reservations must be guaranteed with a credit card. The federations which do not have a credit card will have to transfer 50% of the cost of their stay into the hotel's bank account **before 17 October 2008**. The balance can then be paid at the hotel in cash or with a credit card.

Reference to be included in the bank transfer: FE04LA

Bank details for the Le Méridien Montparnasse hotel:

Account holder: Lehwood montparnasse recettes

Bank: SOCIETE GENERALE PARIS RIVE GAUCHE ENTREPRISES
TOUR MAINE MONTPARNASSE, 25ème ETAGE
33, AVENUE DU MAINE 75755 PARIS CEDEX 15

Bank code: 3 0 0 0 3, **Branch code:** 0 3 6 4 0

Account number: 00020010124 -75

Swift: SOGE FRPP

IBAN: FR76 30003 / 03640 / 00020010124 -75

For any room cancellations made between 17 October 2008 and 5 November 2008, the hotel will bill the participant for 1 night (cancellations must be in writing). For any cancellations between 5 November and the participant's date of arrival, the hotel will bill the participant for the entire stay.

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4) FIE Gala Dinner

The Gala Dinner marking the end of the Congress will be held on 6 December 2008. You will be informed of the place later on. As in previous years, the President of each Federation, the Members of Honour, the Executive Committee members and the Presidents of the Confederations are invited to the dinner free of charge. For all other participants, the cost is **50 €** per person. **Dark suits preferred.**

5) Transportation

"Cars Air France" provide shuttle buses from the airports Orly and Roissy Charles de Gaulle to the Méridien Montparnasse Hotel. These airport shuttles stop at "Montparnasse" station, just opposite the Méridien Montparnasse Hotel. Shuttle buses in the other direction go from the same station to the airports. A round-trip ticket costs 16 euro from Orly airport and 24 euro from Roissy Charles de Gaulle airport. Tickets can be bought either in the buses or at the Cars Air France sales counters. See the table attached for more details.

6) Election Candidatures

May we remind you that the statutory information regarding the FIE elections is listed in Chapter IV of the Statutes. In particular, we would like to bring your attention to the following Articles in the Statutes: 4.1.2, 4.1.4, 4.3.1, 4.4.1 and 4.4.2.

Candidates for any elective post may be proposed either by an F.I.E. Member Federation or by a Member of Honour, subject to the following conditions:

- only one candidate may be proposed by each Member Federation for each post
- only one candidate may be proposed by each Member of Honour for each post
- a candidate for the Executive Committee or for a Commission can only be presented by the Member Federation of the candidate or by a Member of Honour with the agreement of the Federation of the candidate.

If a candidate for several posts is elected for one of these, his candidature for the other posts is automatically annulled, and his National Federation may not propose another candidate.

7) Commission Meetings

On 7 December 2008, the commissions will meet in Le Méridien Montparnasse hotel to elect their presidents (see meeting schedule).

Sincerely,

René Roch
President

