

Information Letter n°10-07
6 July 2007

2007 Congress
a) Venue

b) Participation

c) Hotel

LETTRE D'INFORMATION DE LA FIE

Dear Presidents,

The 24-25 November 2007 Congress will be held in Madrid (ESP) at the Spanish National Olympic Committee:
Calle Arequipa 13, Gran Via de Hortaleza
28043 Madrid, Spain

Please find attached herewith the following forms:

- a **participation form for the Congress** (maximum two delegates per federation). Other representatives (Commission members) will be seated in the second part of the hall.
- a **proxy form** for federations unable to attend.

Deadline for reception of completed forms by the FIE head-office in Lausanne: 24 October 2007.

The Spanish Fencing Federation has negotiated with the 5-star Meliá Castilla hotel a special rate of 120 euros (+ 7% VAT = 128.40 euros all taxes included) per room (for 1 or 2 pers.) per night, 1-2 breakfasts included.

Meliá Castilla Hotel

Capitán Haya, 43,
28020 Madrid

Tél. : +34 91 567 50 00, Fax : +34 91 567 50 51

The number and price of the rooms are guaranteed by a contract between the Spanish Federation and the hotel **until 24 October 2007.**

Therefore, your room reservations must **imperatively** be made before this date. The rate and possibility of reserving a room are not guaranteed after this date.

Reservations should be made with the attached Excel document « form hotel ». This form must be duly completed and returned directly to the Spanish Fencing Federation, the details of which are on the form, **before 24 October 2007.**

The hotel accepts cash or credit card payments. However, to guarantee a reservation, the hotel requires credit card information. Federations that do not hold a credit card should contact the Spanish Fencing Federation in order to consider solutions with the hotel.

d) Cocktail Dinner

A cocktail dinner will be offered to Congress participants by the Spanish Fencing Federation on 23 November 2007 at 8:30pm at the Meliá Castilla hotel.

e) Congress Gala Dinner

The Gala dinner that will close the Congress is offered by the Mayor of Madrid and will take place on:

**25 November 2007 at 20h30
at the Cecilio Rodriguez Gardens , Parque del Retiro**

All Congress participants, including Commission members, are invited to the dinner free of charge. Business formal attire requested.

In order that the Congress organisers may know the number of people attending the dinner enough ahead of time, we kindly ask you to send us the attached Gala dinner form back before 24 October 2007.

f) Invitations and Visas

An invitation letter to the Congress is also attached and the Spanish Fencing Federation is at your disposal for any personalised invitations needed to obtain a visa:

RFEE, Fax : +34 91 547 68 35 / E-mail : rfee@esgrima.es

g) Transport

The Spanish Fencing Federation has organised a free bus service available at the following set times:

23 November 2007, Madrid-Barajas airport, Terminal **T4**, to Meliá Castilla hotel: 10:00, 12:00, 14:00, 16:00, 18:00

26 November 2007, Meliá Castilla hotel to Madrid-Barajas airport, Terminal **T4**: 8:00, 10:00, 12:00

No reservation is necessary; the buses will leave at the above times and transport will be on a "first come, first served" basis. Any other method of transport will be at the participant's own expense. Transport will be provided for the delegations during the two days of the Congress as well as for the Gala dinner.

Please find attached the programme as well as information regarding transport for the Congress.

René Roch
Président

