



The 2016 Congress of the FIE will take place on 27 November 2016 in Moscow at **The Ritz-Carlton Hotel**, Tverskaya Street, House 3-5.

1) Programme

26 November 2016

- 10:00 am, Meeting of the Bureau
- 14:00 pm, Meeting of the Executive Committee

27 November 2016, Congress

- 10:00 am, opening
- 13:00 pm, photo of the Congress
- 19:30 pm, gala dinner, Four Seasons Hotel, ul. Okhotnyy Ryad, 2, Moscow

28 November 2016

- 10:00 am, Meeting of the Executive Committee

Please note that in accordance with Article 6.2.2 of the Statutes, the commissions will meet in the two months that follow their election in order to elect their President and prepare their work schedule. The same will apply for the Councils nominated by the Executive Committee.

2) Registration to the Congress, rooms reservations, visa applications, transfers

All of these formalities will be carried out directly on the FIE website. For this purpose, a user manual is provided on [www.fie.org, menu congress](http://www.fie.org/menu_congress).

The application will allow you to provide the requested information, to modify it if necessary, to save, print and store it on your computer, then to send it automatically to the FIE headquarters and to the organiser.

2.1 Registration to the Congress (on www.fie.org)

All participants must register to the Congress on the FIE website **before 28 October 2016**.

Each federation can register the following participants to the Congress: a first delegate, a second delegate, its honorary members, and its commissions and councils members.

2.2 Hotel (reservations on www.fie.org)

The Congress participants will be accommodated at **The Ritz-Carlton Hotel**. Below you will find the rates that have been communicated to us (in roubles):

21-25 November 27-29 November	Single	Double
Superior room	29,900.00	32,400.00
Deluxe room	32,900.00	35,400.00
Club room	38,900.00	42,900.00
Executive room	38,900.00	44,900.00

25-27 November	Single	Double
Superior room	17,990.00	20,490.00
Deluxe room	19,990.00	22,490.00
Club room	26,900.00	30,900.00
Executive room	20,900.00	27,500.00

The FIE will pay for the hotel room of each national federation President for the nights of 26 and 27 November 2016.

All the Congress participants' rooms reservations (including federations Presidents) will have to be made on the FIE website **before 20 October 2016**.

After this deadline, no room reservation can be guaranteed.

2.2.1 Cancellation policy

Before 1 November 2016, cancellations can be made with no charge. From 1 November 2016 on, any cancellation will induce a penalty of 100% of the amount of the invoice.

2.2.2 Payment

- Bank transfer: on 20 October, you will receive an invoice which must be paid within 5 days. If the organising committee does not receive confirmation of the bank transfer **before 25 October 2016**, the room reservation cannot be confirmed.

- Credit card upon arrival (Visa or MasterCard): For credit card payments, please make your room reservation and accept the cancellation conditions **before 20 October 2016**.

- Payment in cash upon arrival (USD, euros, roubles): For cash payments, please make your room reservation and accept the cancellation conditions **before 20 October 2016**.

For any questions, please contact: Ekaterina Egorova, +7 903 772 29 10, fie.congress.hotel@gmail.com

2.3 Visas (on www.fie.org)

You are required to fill in the visa section on the website and to upload, **before 20 October 2016**, a clearly legible copy of the page of your passport that shows your surnames, first names, passport number and photo. Then, a letter of invitation will be sent to you by the organiser.

You will thus be able to take all the steps for obtaining your visa **whose procedure is attached**.

For any questions, please contact: Yaroslav Maltsev, fiCongress2016@gmail.com,
Telephone +7 495 287 34 03

2.4 Transport

2.4.1 Arrivals and departures (on www.fie.org)

In order to optimise the transport process from the airports to the hotel and back, the Congress participants must provide, in the appropriate section on the FIE website, their outward and return flights details, **before 28 October 2016**.

The FIE will pay for the transport of all the Congress participants from the airports to the hotel and back.

For any questions, please contact: Elena Shanaurova, OC Transportation dept.,
+7926162903, transport.loc.2016@yandex.ru

2.4.2 Air tickets

The FIE will pay a subsidy to each confederation for taking over the air tickets of the federations Presidents.

3) Elections and nominations

3.1 In accordance with the FIE Statutes, the deadline for the submission of candidatures (elections and appointments) is midnight on 17 October 2016, Lausanne time.

No candidatures will be accepted after this deadline.

3.2 Reminder

- The candidatures for the Executive Committee, Commissions and Councils must be presented by the federations to which the candidates belong.
- Each federation member can submit only one candidature per position
- No one can be a candidate for more than one commission.
- No one can be a candidate for more than one council and disciplinary panel.

- A person can be a member of only one of the following bodies at the same time: the Executive Committee, a commission, a council or the disciplinary panel.

3.3 The complete candidature process will be carried out on www.fie.org.

A special "Elections and nominations" tab enables you to fill in your candidatures forms, to modify them if necessary, to print and save them on your computer, and to send them automatically to the FIE head office.

The user manual of elections and nominations is displayed on www.fie.org, menu Elections and nominations.

As soon as you have clicked on the "Send to the FIE" button, the FIE head office will check and validate the candidatures.

For each body concerned by the elections and nominations, the statutory texts are attached and displayed on the website.

3.4 For any questions, please contact Nathalie Rodriguez, CEO, at nr@fie.ch

4) Proxy

The national federations that will not be attending the Congress will have to send the attached form to the FIE by e-mail to congress@fie.ch or by fax to +41 21 320 31 16 **before 8 November 2016**.

5) Payments due, a reminder of Article 3.3.2 of the Statutes

When a Member Federation has not fulfilled its financial obligations towards the F.I.E. 30 calendar days (00:00 hrs Lausanne time) before the opening day of the Congress, such Member Federation will be prohibited from being represented at the said Congress and from voting, unless exception has been made for a valid reason and accepted by the Executive Committee and such reason shall be announced to the Congress.

VISA APPLICATION PROCEDURE **2016 FIE Congress, Moscow, Russia**

All the Russian Consulates throughout the world will be notified of a special facilitated visa procedure for all participants in the 2016 FIE Congress. According to this procedure, the visas are to be issued on a priority basis, at any Russian Consulate regardless of citizenship.

After the personal data is submitted **to the FIE website (no later than October, the 20th)** an electronic invitation letter will be issued and sent to the applicant(s). Please be careful when completing the **Visa section on the FIE website**, as the correctness of your data in it implies the possibility of obtaining the Russian visa.

The **invitation letter** is to be submitted to any Russian Consulate or its authorized Visa Handling Service Centre regardless of citizenship along with other personal documents for visa processing in person or by a representative. Some consulates of the Russian Federation accept postal applications. However, there is a number of consulates where personal attendance is required for fingerprints. All details are to be checked on the consular website in advance.

After receiving the invitation letter, you still need to fill in the visa application form on the website of the Russian Consulate or its Visa Center in the country where the visa is to be obtained. After filling in this form you need to print it out and to attach it to the other documents that are required by the Consulate or the Visa Center.

Here is some useful information for completing a visa application form on the **consular** website:

In the field 'Purpose of visit (section)' please choose 'science-culture-sports-religion'; in the following field 'Purpose of visit' 'Sport relations' is to be chosen. In this case 'Visa category and type' will automatically come as 'common humanitarian'. Or if you have a media ID, you choose 'business visits' in the field 'Purpose of visit (section)', 'mass media business trip' in the field 'Purpose of visit' and in this case 'Visa category and type' will automatically come as 'common business'. The field 'Name of organization' is to be completed with 'Moscomsport', its address being '18 Milyutinskiy per, Moscow 101000, Russia', TIN 7708040885. As the above visa procedure is exceptional, don't complete the fields 'Directive (telex) number' and 'Invitation number'.