



FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

Information for Candidates interested in organising a FIS Congress

1. Hotel

- 1.1 All Congress participants should be able to be accommodated in one or two suitably appointed adjacent hotels.
- 1.2 Capacity of hotel @ approximately minimum 800-1000 persons with precise details of room breakdown in single, twin and double rooms.

2. Meeting Rooms

- 2.1 Availability of 20 well appointed meeting rooms for 3 – 4 days (daylight, air conditioning, etc.) for Committees, Sub-Committees, Working Groups, etc. within the hotel complex External meeting rooms will only be considered in exceptional circumstances.
- 2.2 Size of meeting rooms
Approx 12-15 meeting rooms to accommodate approximately from 24-30 persons in boardroom layout with additional space for extra theatre seating for guests.

3-5 larger meeting rooms to accommodate approximately 50 persons in boardroom layout with additional space for theatre seating for up to 150 -200.
- 2.3 Congress hall
1 ballroom or similar to conduct the Congress session to accommodate 100 classroom tables each with 3 persons, classroom seating for another 80 persons, theatre seating for 200 persons, 1 raised platform (stage) with sufficient room for one head table for 20 persons seated, space for 4 booths for translators.
- 2.4 Equipment
Meeting rooms require availability of audio visual equipment to include static and/or roving microphones, flip charts, projectors/beamers, playback equipment.

Congress hall requires static and roving microphones, suitable audio visual equipment including playback equipment, slide and computer projection,



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audio system for playback and recording of Congress, as well as translation booths or space for their installation, lighting, etc.

2.5 Translation

The Congress requires a simultaneous translation service that will be appointed by FIS, which will include simultaneous translation service and interpreting equipment.

2.6. FIS Office and FIS Travel Services

Two suitably equipped rooms are required for the FIS and FIS Travel administrative staff with table, chairs, phone, fax, photocopier. Additionally the hotel should have a business service centre for the use of Congress participants.

3. Exhibition

The hotel complex requires a suitable place in the area of the meeting rooms to host an exhibition of approximately 15 stands of 12 square metres.

4. Functions

The hotel requires a suitable location to host a cocktail for approximately 600 – 1000 persons as well as a gala dinner.

5. Venue

The location should provide interesting local day and half-day excursions for the Congress participants, as well as accompanying persons. A local travel agency will be appointed by FIS Travel to provide local excursions and tours.

6. Obligations of the National Ski Association

The National Ski Association is responsible for providing local on-site personnel support to FIS and FIS Travel as well as organising and paying for the welcome cocktail for all Congress participants.

7. FIS and FIS Travel Organisation

FIS and FIS Travel Service will carry out the logistics, preparation and organisation of the Congress

8. Other Information

- Visa requirements
- Customs regulations