

To the
- FIS member National Ski Associations

Oberhofen, July 2010

INTERNATIONAL SKI FEDERATION

Blochstrasse 2
3653 Oberhofen/Thunersee
Switzerland
Tel +41 33 244 61 61
Fax +41 33 244 61 71

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(s) @ approximately minimum 800-1000 persons with precise details of room breakdown in single, twin and double rooms.

2. Meeting and Function Rooms

- 2.1 Availability of 15 to 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 projectors/beamers, playback equipment, flip charts, static and/or roving microphones in the larger meeting rooms.

Congress hall requires static and roving microphones, suitable audio visual equipment including playback equipment, slide and computer projection, 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 translation booths (if these are not built into the meeting room), interpreting equipment and translators.

2.6 FIS and its travel service partner offices

Two suitably equipped rooms are required for the FIS and FIS Travel administrative staff with table, chairs, phone, fax, photocopier.

2.7 Internet and business Services

Internet access in the rooms and other areas of the hotel should be free of charge, respectively included in the hotel rate. Additionally the hotel should have a business service centre (printing, copying, internet terminals) 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. FIS will appoint a local supplier to provide the stand shell scheme.

4. Social Events

The following social events take place in principle at the Congress hotel. The hotel requires a suitable location to host Monday's opening "national" evening, Thursday's World Championship cocktail buffet and Friday's gala dinner for approximately 600 - 1000 persons. If seasonal weather permits, Monday's opening evening and Friday's gala dinner should be located outside and seated:

- The opening "national" evening including dinner for the Congress participants takes place on Monday after the first day of meetings and is offered by the host National Ski Association. This may be undertaken with local partners such as the sports ministry, regional tourist authority, etc.
- The cocktail and buffet to accompany the announcement for the elected organisers of the FIS World Championships is organised by FIS and paid for by the winning organisers.

- To conclude the Congress week, the gala dinner after the Congress (general assembly) takes place. This may also be offered by local partners.

5. Transfers - Excursion(s)

A local travel agency will be appointed by FIS and its travel service partner to organise transfers from the airport, as well as offer local excursions and tours.

The locality should provide interesting local day and half-day excursions, notably Thursday's traditional excursion for Congress participants and accompanying persons.

6. Obligations of the National Ski Association

The National Ski Association is responsible for providing local on-site personnel support to FIS and its travel service partner, as well as organising and paying for the welcome evening for all Congress participants.

7. Organisation

FIS and its travel service partner will carry out the logistics, preparation and organisation of the Congress, as well as registrations.

8. Other Information

- Visa requirements
- Customs regulations