

Information for Candidates interested in organising a FIS Calendar Conference

1. Hotel

- 1.1 All Conference participants should be able to be accommodated in one or two suitably appointed adjacent hotels.
- 1.2 Capacity of hotel @ approximately minimum 300-400 persons with precise details of room breakdown in single, twin and double rooms. (300-400 rooms, mostly twin rooms). More rooms in the same hotel or in nearby hotel(s) is advantageous for the two days when all participants are present (generally Thursday, Friday)
- 1.3 Wireless Internet Free of Charge for all participants at the Calendar Conference.

2. Meeting Rooms

- 2.1 Availability of 13 - 15 well-appointed meeting rooms for 3 – 4 days (daylight, air conditioning, beamer, screen) for Committees, Sub-Committees, Working Groups, etc. within the hotel complex if possible or within very close walking distance.
- 2.2 Size of meeting rooms
3 - 4 larger meeting rooms to accommodate approximately 50 persons in boardroom layout with additional space for theatre seating for up to 150 - 200, size approx. between 250 - 500 m2.

Approx. 8-10 meeting rooms to accommodate approximately from 24-30 persons in boardroom layout with additional space for some extra theatre seating (guests), size approx between 50 – 150 m2 (2 Meeting room size 80 – 100 m2, 5-6 Meeting rooms size 50 – 80 m2).

2.3 Equipment

All meeting rooms must be equipped with beamer and screen. Meeting rooms require availability of static and/or roving microphones, flip charts, overhead projectors and suitable audio visual equipment.

2.4 Other rooms

3-5 small private meeting/function rooms (15-30 persons) that can be used for breakfast meetings throughout the week.

2.5. FIS & FIS Travel Office

One to two suitably equipped rooms (50m² – 75m²) are required for the FIS administrative staff with table, chairs, phone, fax, photocopier for use as a reception/office. Additionally the hotel should have a business service centre for the use of the Conference participants.

3. Dates

The Calendar Conference takes place every other (uneven) year in spring. The dates for the Conference should be assessed at the beginning of May and should not include official holidays. The dates should be allocated from Wednesday to Sunday.

4. Obligations of the National Ski Association

The National Ski Association is responsible for providing some local on-site support to advise participants of local attractions, etc. as well as inviting to a welcome cocktail for all participants. A dinner for all participants would be welcomed.

5. FIS and FIS Travel Organisation

FIS and FIS Travel Service will carry out the preparation and organisation of the Calendar Conference together with the hotel or congress centre staff (meeting room allocation, a/v equipment, registration forms, etc.)

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