

To the  
- FIS member National Ski Associations

**INTERNATIONAL SKI FEDERATION**  
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## 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

#### Overview room needs

No of rooms	Room size/Equipment	Meetings	Time/hours
15	<ul style="list-style-type: none"> <li>- 60 – 100m<sup>2</sup> for approx. 30 persons</li> <li>- U-shape layout</li> <li>- additional space for extra theatre seating for guests</li> </ul>	Committees, Sub-Committees, Working Groups, etc.	3 – 4 days (Mon-Wed)/ all day
12	<ul style="list-style-type: none"> <li>- 100 – 200m<sup>2</sup> for approx. 50 persons</li> <li>- U-shape layout</li> <li>- additional space for theatre seating for up to 150 – 200 guests</li> </ul>	Committees, Sub-Committees, Working Groups, etc.	3 – 4 days (Mon-Wed)/ all day
1	<ul style="list-style-type: none"> <li>- 1000 – 1200m<sup>2</sup></li> <li>- 100 classroom tables each with 3 persons</li> <li>- classroom seating for another 80 persons</li> <li>- theatre seating for 200 persons</li> <li>- 1 raise platform (stage) with room for one head table for 20 persons</li> <li>- space for 3 booth for translators</li> </ul>	Congress session	1 day Friday/ all day
3	<p><i>FIS Office</i></p> <ul style="list-style-type: none"> <li>- 100 – 200m<sup>2</sup> for approx. 20 persons (working stations)</li> <li>- tables, chairs, cable internet connection, space for copy machine</li> </ul> <p><i>FIS Travel Office</i></p> <ul style="list-style-type: none"> <li>- 60 – 100 m<sup>2</sup></li> <li>- 6 persons (working stations)</li> <li>- tables, chairs, cable internet connection,</li> </ul> <p><i>Storage room</i></p>	FIS and FIS Travel Office	Approx.8 days/ (Thur - Sat) all day

3 – 5 (if available)	- 10 - 15 persons	Special meeting requests	3 – 4 days/ (Mon-Thur) all day
3 – 5 (if available)	- 15 – 30 persons - private function rooms or separate areas of the restaurant	Breakfast meetings	3 -4 days/ (Mon-Wed) 07.00 – 08.00 am

The meeting and function rooms should be well-appointed (daylight, air conditioning, beamers, screen) and within the hotel complex if possible, or within very close walking distance.

#### 2.4 Technical Equipment Meetings

Generally the meeting rooms at most modern Hotel Convention centres have technical equipment integrated, at least screens, beamers, sound system. For some specific meetings or other events additional items may be required to augment this equipment.

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

#### 2.5 Technical Equipment Congress

Congress hall requires static and roving microphones, suitable audio video equipment for playback and audio recording of Congress, computer projection, translation booths or space for their installation, lighting, etc.

#### 2.6 Translation for Congress

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.

#### 2.7 Internet and business Services

Internet access in the rooms and other areas of the hotel must 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 suitable space of approx. 200m<sup>2</sup> + space for coffee breaks in the area of the meeting rooms to host an exhibition of the Candidates for the World Championships. There will be approximately 15 stands for which FIS will appoint a local supplier generally from preferred contractors to the hotel to provide the stand shell scheme.

### 4. Social Events

The following social events take place in principle at or within easy reach of the Congress hotel: If seasonal weather permits, Monday's opening evening and Friday's gala dinner should be located outside and seated. Thursday's cocktail and buffet takes place inside in order to have the necessary technical set-up for a media announcement to announce the elected Organisers of the FIS World Championships:

- Monday: The opening “national” evening including dinner for the Congress participants (approximately 800 persons) takes place 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. and should include local specialities and musical entertainment.
- Thursday: The cocktail and buffet to accompany the announcement of the elected Organisers of the FIS World Championships is organised by FIS and paid for by the winning Organisers. Approximately 1’000 persons attend.
- Friday: To conclude the Congress week, the gala farewell dinner organised by FIS and FIS Travel Service takes place after the Congress (general assembly) for approximately 600 persons.

## **5. Transfers - Excursion(s)**

A local travel agency will be appointed by FIS Travel Service and FIS to organise transfers from the airport (subject to location).

The local tourist organisation should also be on hand during the Congress to provide information about excursions and tours. Space with the FIS Information Desk will be allocated for this purpose.

The locality should provide interesting local day and half-day excursions for participants and accompanying persons. Furthermore, Thursday's traditional Congress excursion should be located either in the grounds of the hotel complex or within approximately 30 minutes travel distance.

## **6. Obligations and Rights of the National Ski Association**

The National Ski Association is responsible for arranging and inviting to the Welcome Evening for all Congress participants (see item 4.).

Support from local volunteers is required to assist FIS and FIS Travel Service with the set-up on the days before the Congress.

Assistance with visa application procedures and customs regulations.

The National Ski Association will receive free stand space to display information about its activities, partners etc. and will be provided with a number of restricted accreditation accesses for guests who are not FIS Committee Members.

## **7. Organisation**

FIS and FIS Travel Service will carry out the logistics, preparation and organisation of the Congress with the hotel, technical services provider, arrangements for group transportation, as well as handle all registrations.