



General Information

Date

from 22 to 25 April 2010.

Accommodation / Congress Hotel

The Congress participants will be accommodated at:

Hilton Rome Airport Hotel

Via Arturo Ferrarin 2

Fiumicino

00054 Rome

Italy

Phone: +39-06-65258

Fax: +39-06-65256525

Transportation: The Congress itself and all related meetings will be held at the hotel complex, too. The Hilton Rome Airport Hotel is directly connected to the Rome Fiumicino airport through a covered passage (5-10 minutes by foot).

Arrival / Departure

The Congress participants are kindly requested to arrive at and depart from Rome Fiumicino Airport.

Timetable

The IHF as well as the continental federations will hold preparatory meetings in the run-up to the Congress, we fixed the following timetable for the entire event.

Wednesday, 21 April	Arrival of IHF Council members
Thursday, 22 April	Meeting of IHF Executive Committee Meeting of the IHF Council Arrival of Congress delegates
Friday, 23 April - morning	Meetings of Continental Federations
Friday, 23 April - afternoon	Extraordinary Congress of the International Handball Federation
Saturday, 24 April	Extraordinary Congress of the International Handball Federation
Sunday, 25 April	Departure

Participation fee

According to the Bylaws, each member federation may take part in the Congress with three delegates.

The participation fee per person and day depends on the kind of accommodation, which can be either in a single or a double room. The fee will be:

- **290.- EUR** (for accommodation in a single room per person and per day) or
- **230.- EUR** (for accommodation in a double room per person and per day).

The following in detail is included in the fee:

- accommodation
- breakfast
- lunch
- dinner
- 2 coffee breaks
- 1 soft drink per meal per person
- Congress fee including simultaneous translation
- file including all the Congress papers
- social programme (in case of enough time)

In this context we would like to inform you **that the International Handball Federation will bear the costs for one representative of every member federation at the forthcoming Congress**. It means that the IHF will cover board, lodging as well as the Congress lump sum (simultaneous translation, documentation, etc) for these people during the period from 22 April (arrival) to 25 April (departure). Extras and travelling costs have to be paid by the representatives or the federation concerned themselves.

Participation fee for accompanying person or additional days

May we take this opportunity of emphasizing that, as has been commonplace, accompanying persons and relatives are also welcome at the Congress.

Costs for these people will be:

- **330.- EUR** (for accommodation in a single room per person and per day) or
- **260.- EUR** (for accommodation in a double room per person and per day).

Included in these prices are breakfast, lunch and dinner with one soft drink per meal as well as participation in the social program.

The same costs apply for the Congress delegates that arrive earlier (before 22 April) or depart later (past 25 April). In this case, the fees shall be directly settled with the Congress hotel.



Terms of payment

The participation fee you may calculate according to the aforementioned prices should be paid in Euro into the following IHF bank account as you send your registration or no later than 20 March 2010.

UBS AG
Basle, Switzerland
Account no. 664.538.61 A
IBAN: CH42 0023 3233 6645 3861 A
SWIFT/BIC: UBSWCHZH80A
Keyword: 2010 IHF Congress

Delegates who have registered must pay the incurring costs even though they will not participate.

Registration

Registrations shall be made no later than 01 March 2010.

Closing date for registrations is 20 March 2010.

You are kindly requested to use the enclosed registration forms.

Important note: Due to the fact that the hotel is almost filled to capacity regularly, an agreement was reached with the hotel management saying that only registrations handed in by 20 March 2010 may be accepted. We would ask you to please understand and in any case to meet the registration deadline.

Voting right

It is common knowledge that, in compliance with the Bylaws, only those member federations that have met their financial obligations towards the IHF are entitled to vote at the Congress.

Congress languages

Translation into the following languages will be provided at the Congress: English - French - German - Spanish - Arabic - Russian.



Visa

Everybody who needs an entry visa for Italy has to fill in the enclosed visa request and to apply for his visa at the embassy in his country as it is not possible to get the visa at the airport in Rome. Should you have difficulties in obtaining your visa please contact directly the local organizer (please refer to the contact details on page 4 of this document).

ID card

All Congress participants will receive an ID card for the Congress. To that end we would ask you to please forward a personal photo of each of your Congress participants together with the registration form to the IHF Head Office. (Please send a digital photo in jpg format with 150x150 pixels maximum, photo must be 35mm x 45mm with white or light-blue background).

Contact details

International Handball Federation
Tel.: +41-61-228 90 50
Email: ihf.office@ihf.info

Local organiser :
Italian Handball Federation
Mr. Adriano Ruocco
Tel: +39-06-36858250
Email: ihf2010congress@figh.it

Dates, deadlines

For given reasons we would herewith like to point out the dates and deadlines as laid down in the Bylaws, which we must cordially ask you to adhere to in every case and which will also be adhered to by us. In detail these are the following:

- 22 February 2010** Motions to be put forward to the Congress must be submitted to the Office in Basle in writing in English, French, and German (see our letter dated 3 September 2009).
- 31 March 2010** Publication of the agenda (and further details) by the IHF.