

Friday, 10 November

All day

Arrival of Congress delegates

Evening

Meetings of Continental Confederations

Saturday, 11 November

All day

XXXVI Ordinary Congress of the International Handball Federation

Sunday, 12 November

All day

XXXVI Ordinary Congress of the International Handball Federation

Monday, 13 November

Morning

Council meeting

All day

Departure

Participation fee

According to the IHF Statutes, each Member Federation may take part in the Congress with three delegates.

The participation fee will be:

- **270 Euros** (for accommodation in a single room per person and per night)
- **400 Euros** (for a double room per night)

Including the following:

- accommodation
- breakfast
- lunch
- dinner
- 2 coffee breaks per Congress day
- 1 soft drink per meal per person
- Simultaneous translation
- file including Congress papers
- social programme

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 the participation fee for one delegate per federation during the period from 10 November (arrival) to 13 November (departure). Extras and travelling costs have to be paid by the representatives or the federation concerned themselves.

Accompanying persons are also welcome to the Congress. The participation fee for accompanying persons will be the same as mentioned above and include accommodation, breakfast, lunch and dinner with one soft drink per meal as well as participation in the social programme.

Please consider the following:

Check-in time of the hotel: **14:00 hrs**

Check-out time of the hotel: **12:00 hrs (noon)**

In case of earlier arrival (before 14:00 on 10 November 2017) and/or later departure (after 12:00 on 13 November 2017), (an) additional night(s) has/have to be booked at your federation's own expense. The costs will be the same as mentioned above. In this case, payment of fees shall directly be settled with the organiser. Please refer to the contact details at the end of this document.

Terms of payment

The participation fee in euros resulting from the aforementioned prices shall be paid into the following IHF bank account **by 11 August 2017.**

Account holder: International Handball Federation
Bank name: Raiffeisenbank Birsig Genossenschaft
Bank address: Hauptstrasse 16; CH-4104 Oberwil

Bank clearing number: 80774
BIC/Swift: RAIFCH22774
EUR account number: 51859.47
IBAN: CH12 8077 4000 0051 8594 7
Reference: 2017 IHF Congress

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

Registration

Closing date for registrations is **11 August 2017.** Please meet the registration deadline to guarantee your room reservation.

You are kindly requested to use the registration form which is available under the following link to be completed electronically:

For Congress delegates (*Form 1*):
<http://www.emailmeform.com/builder/form/5C7Wq0fHXx>

Please upload the stamp and signature of your federation.

For Council members (*Form 2*):
<http://www.emailmeform.com/builder/form/IAJ91XhSec3Up>

Please upload your signature.

Election of candidates standing for IHF positions

Candidates standing for one of the positions mentioned in the enclosed list of IHF positions are kindly requested to complete and submit the corresponding application form, together with the required supporting documents, to the IHF Head Office (**by e-mail: ihf.congress@ihf-online.info**) **before 11 August 2017**. We would like to stress that candidates must fulfil all criteria outlined in the enclosed file (*Criteria for candidates standing for IHF positions*).

The forms are enclosed herewith and should be completed by computer (avoiding handwriting).

In case of **first-time** candidatures (*Form 3*):

The form must be duly signed and stamped by the National Federation concerned and signed by the candidate.

In addition to the form, the following documents shall be submitted in case of first-time candidatures:

- Letter of nomination of the National Federation concerned (in accordance with Article 13.2.4)
- Curriculum vitae of the candidate
- Passport photo

In case of **re-elections** (*Form 4*):

The form must be duly signed by the candidate.

In addition to the form, the following document shall be submitted in case of re-elections:

- Curriculum vitae of the candidate
- Passport photo

Voting right

In compliance with the IHF Statutes, only those member federations (full members) that have met their financial obligations towards the IHF are entitled to vote at the Congress.

Associated IHF members and regional IHF members have the right to attend the IHF Congress without voting rights.

Congress languages

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

Visa

If you require a visa to enter Turkey, we kindly ask you to upload a passport copy of each of your Congress participants to the registration form which shall be submitted **by 11 August 2017** at the latest.

The following four categories defined according to the information available on the official website of the Turkish Ministry of Foreign Affairs (<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa> and <http://www.mfa.gov.tr/turkish-representations.en.mfa>) will apply (please check which category your delegates belong to and act accordingly):

- ✚ Delegates exempted from visa requirement (**Category 1**)
- ✚ Delegates requiring a visa and allowed to apply for an electronic visa on <https://www.evisa.gov.tr/en/> (**Category 2**)
- ✚ Delegates requiring a visa to be applied for at the Turkish diplomatic representations in the delegates' own countries (**Category 3**)
- ✚ Delegates requiring a visa but whose countries don't have a Turkish diplomatic representation (**Category 4**)

Delegates of Category 4 shall receive their visas at the airport upon arrival to Turkey. It is of utmost importance that those delegates submit their passport copies to the IHF Head Office by the aforementioned deadline of **11 August 2017**. In case of failure to comply with the deadline, the issuance of the delegates' visas at the airport upon arrival to Turkey cannot be guaranteed.

Accreditation cards

All Congress participants will receive an accreditation card for the Congress.

Therefore you are kindly requested to upload a passport photo of each of your Congress participants to the registration form which shall be submitted **by 11 August 2017** at the latest. Please upload a digital photo in jpg format (150x150 pixels maximum). The photo should be 35mm wide x 45mm high with a light background.

Dates, deadlines

Please refer to the attached overview of dates and deadlines.

IHF Statistics

The IHF Head Office is currently in the process of determining the statistical data of our individual Member Federations which, in accordance with the current IHF Regulations, shall be compiled in a general statistic survey.

In order to facilitate our task we kindly ask you to complete and return the statistics form (*Form 5*) to the Head Office at your earliest convenience, however, **no later than 11 August 2017**. The form is available under the following link and must be completed electronically:

<http://www.emailmeform.com/builder/form/7keuWbb1hmUba33ds7O06Hg>

In this context we should not fail to point out that apart from the IHF Statutes the International Olympic Committee, too, expect us to provide accurate figures about every Member Federation.

Contact details of your federation

In order to update our directory accordingly, we kindly ask you to complete and return the contact details form (*Form 6*) to the IHF Head Office **by 11 August 2017**. The form is available under the following link and must be completed electronically:

<http://www.emailmeform.com/builder/form/X1gSHZ2dLq3B105s1G>

We would like to stress the importance of submitting the completed statistics form (*Form 5*) as well as the contact details form (*Form 6*) to the IHF Head Office **by 11 August 2017**, due to the fact that the IHF will compile a directory of all its Member Federations which shall be published and distributed during the 2017 Ordinary IHF Congress in Antalya. In case of failure to submit the aforementioned forms to the IHF Head Office within the stipulated deadline, the directory's page dedicated to your federation will remain blank.

IHF President's Development Award (formerly called Hans Baumann Trophy)

We would like to draw your attention to the new version of the IHF Regulations for Awards as approved by the IHF Council in its meeting in Paris, FRA on 28 January 2017, which is available on the IHF website under the following link:

http://ihf.info/files/Uploads/NewsAttachments/0_Regulations%20for%20Awards_GB.pdf

According to Article 2 of the IHF Regulations for Awards, the IHF President's Development Award (formerly called Hans Baumann Trophy) is granted to two IHF Member Federations every two years at the Ordinary Congress of the IHF. It is awarded for particular services to the development and spread of handball in the Member Federations' own countries and/or throughout the world. The IHF President's Development Award is granted to two applicants on two levels:

1. Handball developed countries
2. Emerging federations

If your federation would like to apply for the IHF President's Development Award, we kindly ask you to complete and submit the corresponding questionnaire, together with any supporting materials, to the IHF Head Office (**by e-mail: ihf.congress@ihf-online.info**) **by 11 August 2017**, taking into consideration that the regular application deadline stipulated in Article 2 of the IHF Regulations for Awards is not applicable this time. The questionnaire (*Form 7*) is enclosed herewith and should be completed by computer (avoiding handwriting).

Please attach the supporting materials to the questionnaire.

Hosting the XXXVII Ordinary IHF Congress 2019

The International Handball Federation would herewith like to put out to tender the 2019 Ordinary IHF Congress, which will be awarded during the 2017 Ordinary IHF Congress in Antalya.

If you are interested in organising the 2019 Ordinary IHF Congress, we kindly ask you to study thoroughly the enclosed bidding conditions for hosting the 2019 Ordinary IHF Congress and submit the completed event concept form (*Form 8*) to the IHF Head Office (**by e-mail: ihf.congress@ihf-online.info**) **no later than 11 August 2017**, including detailed information about Congress venue, accommodation, transportation, meeting rooms' layout, proposal for the Congress date, etc. The form is enclosed herewith and should be completed by computer (avoiding handwriting).

Simultaneously the bidding federation shall pay a deposit amounting to **1,500 Swiss franc** into the IHF bank account (please refer to the bank details under "Terms of payment" on page 3 of the present document) **by 11 August 2017**. In case of failure to pay the deposit into the IHF bank account within the stipulated deadline, your federation's bid will not be accepted.

Payment reference: **Bid for 2019 IHF Congress**

The deposit will be fully refunded to those federations which have duly submitted a bid but are not awarded the 2019 Ordinary IHF Congress. As for the hosting federation of the 2019 Ordinary IHF Congress, the deposit will be included in the final settlement of the Congress.

Contact details of IHF & organiser

International Handball Federation

Peter Merian-Strasse 23

4002 Basel

Switzerland

Phone: +41-61-228 90 40

Fax: +41-61-228 90 55

E-mail: ihf.congress@ihf-online.info (please use only this e-mail address to facilitate our work)

Organiser:

Turkish Handball Federation

Yıldızevler Hilal Mahallesi

Hollanda Caddesi no: 47

06550 Çankaya - ANKARA

Turkey

Phone: +90 312 439 8484

Fax: +90 312 439 8585

E-mail: turkishhandball@gmail.com

Contact persons from Turkish Handball Federation for general organisational questions of the Congress as well as for visa-related issues:

- Mr Deniz Tanin
E-mail: deniztanin@thf.gov.tr
- Mr Erdal Ceyhan
E-mail: turkishhandball@gmail.com

Contact person from Torlak Tourism for general organisational questions of the Congress:

- Mr Hasan Yavuz Bakır
E-mail: hyavuzbakir@hotmail.com