

Tuesday, 2 July

All day	Arrival of Congress delegates
16:00-18:30	Meetings of Continental Confederations
19:00-20:00	Buffet before the Partille Cup Opening Ceremony
20:00-21:30	Partille Cup Opening Ceremony

Wednesday, 3 July

09:00-17:00	XXXVII Ordinary Congress of the International Handball Federation
18:00-20:00	Guiding Tour – Partille Cup – Gothenburg City

Thursday, 4 July

09:00-15:00	XXXVII Ordinary Congress of the International Handball Federation
19:00	Partille Cup Leaders' Party combined with IHF Banquet

Friday, 5 July

All day	Departure
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Participation fee for Congress delegates

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

The participation fee for Congress delegates will be:

- **285.- Euros** (for accommodation in a single or double room per person and per night during the official Congress period, i.e. from 2 to 5 July 2019)

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 2 July (arrival) to 5 July (departure). Extras and travelling costs have to be paid by the representatives or the federation concerned themselves.

Terms of payment:

The participation fee for Congress delegates in euros shall be paid into the following IHF bank account **by 3 April 2019:**



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: 2019 IHF Congress

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

Participation fee for accompanying persons

Accompanying persons are also welcome to the Congress. Please note that additional representatives of a federation who attend the Congress apart from the three delegates are also considered accompanying persons.

The participation fee for accompanying persons will be:

- **235.- Euros** (for accommodation in a single or double room per person and per night during the official Congress period, i.e. from 2 to 5 July 2019).

The fee includes accommodation, breakfast, lunch and dinner with one soft drink per meal as well as participation in the social programme.

Terms of payment:

Payment of participation fees for accompanying persons shall directly be settled with the organiser. Therefore, please pay the participation fee for accompanying persons into the following bank account of the organiser **by 3 April 2019:**

Account holder: Svenska Handbollförbundet
Bank name: Swedbank
IBAN: SE8580000890119838345099
BIC/SWIFT: SWEDSESS
Reference: 2019 IHF Congress

Participation fee for additional nights

Please consider the following:

Check-in time of the hotel: **15:00**

Check-out time of the hotel: **11:00**



In case of earlier arrival (**before 15:00** on 2 July 2019) and/or later departure (**after 11:00** on 5 July 2019), (an) additional night(s) has/have to be booked at your federation's own expense. The following costs will apply, even for those Congress delegates whose participation fee from 2 July to 5 July 2019 is covered by the IHF:

- **210.- Euros** (for accommodation in a single or double room per person and per night).

The fee includes accommodation, breakfast, lunch and dinner with one soft drink per meal.

Terms of payment:

Payment of participation fees for additional nights shall directly be settled with the organiser. Therefore, please pay the participation fee for additional nights into the following bank account of the organiser **by 3 April 2019:**

Account holder: Svenska Handbollförbundet
Bank name: Swedbank
IBAN: SE8580000890119838345099
BIC/SWIFT: SWEDSESS
Reference: 2019 IHF Congress

Registration

Closing date for registrations is **3 April 2019.** 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.

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 Sweden, please refer to the following website for details on the visa procedure:

<https://www.migrationsverket.se/English/Private-individuals/Visiting-Sweden/Visiting-on-business-and-for-conferences.html>

In countries that do not have a Swedish embassy or consulate, Sweden is usually represented by another country. In such a case you have to apply for a visa through the embassy of the country concerned, according to the following list:

<https://www.government.se/government-policy/migration-and-asylum/list-of-swedish-schengen-representations/>

If you need an invitation letter from the Swedish Handball Federation for your visa application, please send a copy of your passport by e-mail to ihfcongress@handboll.rf.se **by 3 April 2019**.

We would like to draw your attention to the fact that the Swedish visa also serves as Schengen visa, resulting in long processing times of visa applications. Therefore, it is of utmost importance that those delegates who require an invitation letter for the visa application submit their passport copies to the Swedish Handball Federation by the aforementioned deadline of **3 April 2019**. In case of failure to comply with the deadline, it cannot be guaranteed that the delegates' visas will be issued by the relevant authorities (embassies/consulates) on time.

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 3 April 2019** 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 3*) to the Head Office at your earliest convenience, however, **no later than 3 April 2019**. The form is available under the following link and must be completed electronically:

<https://www.emailmeform.com/builder/form/fSw1bW44CeF5NQjL>

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.

In case of failure to submit the statistics form by the aforementioned deadline, Article 11.4 of the IHF Regulations concerning Penalties and Fines shall apply.

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 4*) to the IHF Head Office **by 3 April 2019**. The form is available under the following link and must be completed electronically:

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

In case of failure to submit the contact details form by the aforementioned deadline, Article 11.4 of the IHF Regulations concerning Penalties and Fines shall apply.

IHF President's Development Award

According to Article 2 of the IHF Regulations for Awards, the IHF President's Development Award 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@ihfdata.com**) **by 3 April 2019**. The questionnaire (*Form 5*) is enclosed herewith and should be completed by computer (avoiding handwriting).



Please attach the supporting materials to the questionnaire.

Hosting the XXXVIII Ordinary IHF Congress 2021

The International Handball Federation would herewith like to put out to tender the 2021 Ordinary IHF Congress, which will be awarded during the 2019 Ordinary IHF Congress in Gothenburg.

If you are interested in organising the 2021 Ordinary IHF Congress, we kindly ask you to study thoroughly the enclosed bidding conditions for hosting the 2021 Ordinary IHF Congress and submit the completed event concept form (*Form 6*) to the IHF Head Office (**by e-mail: ihf.congress@ihfdata.com**) **no later than 3 April 2019**, 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 IHF bank details on page 3 of the present document) **by 3 April 2019**. 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 2021 IHF Congress**

The deposit will be fully refunded to those federations which have duly submitted a bid but are not awarded the 2021 Ordinary IHF Congress. As for the hosting federation of the 2021 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@ihfdata.com (please use only this e-mail address to facilitate our work)

Organiser:

Swedish Handball Federation / Svenska Handbollförbundet

Skansbrogatan 7

118 60 Stockholm

Sweden

Phone: +46-8-699 60 00

E-mail: info@handboll.rf.se

Contact persons from Swedish Handball Federation:

+ *Organisational questions of the Congress:*

Mr Arne Elovsson

E-mail: ihfcongress@handboll.rf.se

+ *Visa-related issues:*

Mr Christer Thelin

E-mail: christer.thelin@handboll.rf.se