



## General Information



### Date

The XXXVIII Ordinary Congress of the International Handball Federation (IHF) will be held during the period from 5 to 8 November 2021.



### Accommodation / Congress Hotel

The Congress hotel (place of accommodation and meetings) will be communicated in due course.



### Arrival / Departure

The Congress participants are kindly requested to arrive at and depart from Antalya International Airport (AYT). Transportation from the airport to the hotel (and vice versa) will be provided.



### Timetable

The IHF as well as the Continental Confederations will hold preparatory meetings in the run-up to the Congress. Thus the following timetable for the entire event was fixed.

#### Tuesday, 2 November

All day

Arrival of Executive Committee members

#### Wednesday, 3 November

All day

Arrival of Council members

Morning

Meeting of Executive Committee

#### Thursday, 4 November

All day

Council meeting

#### Friday, 5 November

All day

Arrival of Congress delegates

Evening

Meetings of Continental Confederations

#### Saturday, 6 November

All day

XXXVIII Ordinary Congress of the International Handball Federation



Sunday, 7 November

All day

XXXVIII Ordinary Congress of the International Handball Federation

Monday, 8 November

Morning

All day

Council meeting

Departure



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:

- **300.- Euros** (for accommodation in a single or double room per person and per night during the official Congress period, i.e. from 5 to 8 November 2021)

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 5 November (arrival) to 8 November (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 6 August 2021**:

Bank: Bank CIC (Schweiz) AG, 4001 Basel  
IBAN (EUR): CH85 0871 0043 4600 5200 2  
SIC / Clearing number: 08710  
SWIFT-BIC: CIALCHBB  
Account holder: International Handball Federation  
Reference: 2021 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:

- **255.- Euros** (for accommodation in a single or double room per person and per night during the official Congress period, i.e. from 5 to 8 November 2021).

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 bank account of the organiser **by 6 August 2021** (bank details to be communicated).



### Participation fee for additional nights

Please consider the following:

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

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

In case of earlier arrival (**before 14:00** on 5 November 2021) and/or later departure (**after 12:00 noon** on 8 November 2021), (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 5 November to 8 November 2021 is covered by the IHF:

- **255.- 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 bank account of the organiser **by 6 August 2021** (bank details to be communicated).



### Registration

Closing date for registrations is **6 August 2021**. Please meet the registration deadline to guarantee your room reservation.

You are kindly requested to complete and submit the following online registration form:



- For Congress delegates (*Form 1* available [here](#))
- For Council members (*Form 2* available [here](#))



### Election of candidates standing for IHF positions

Candidates standing for one of the positions mentioned in the list of IHF positions (available [here](#)) 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: [elections@ihf-online.info](mailto:elections@ihf-online.info)**) **before 6 August 2021**. We would like to stress that candidates must fulfil all criteria according to Article 13.7 of the IHF Statutes as outlined in the application forms which should be completed by computer (avoiding handwriting).

In case of **first-time** candidatures (*Form 3* available [here](#)):

The application 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:

- Letter of nomination of the National Federation concerned
- Curriculum vitae of the candidate
- Passport photo of the candidate

In case of **re-elections** (*Form 4* available [here](#)):

1. If nominated by the respective National Federation, the application 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:
  - Letter of nomination of the National Federation concerned
  - Curriculum vitae of the candidate
  - Passport photo of the candidate
2. If nominated by the IHF Council, the application form must be duly signed by the candidate. Please tick the box 'Yes' below 'Nominated and approved by IHF Council'. In addition to the form, the following documents shall be submitted:
  - Letter of nomination of the IHF Council
  - Curriculum vitae of the candidate
  - Passport photo of the candidate



### Voting right

In compliance with Article 13.3.5 of 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.



Non-active Member Federations are not entitled to vote at the Congress. At the start of the Congress, decisions in that respect shall be announced as a part of the roll call and determination of the number of votes. A Member Federation shall be considered non-active if all of the following three criteria apply:

- No handball activities in the country
- No handball stakeholders (organisations, coaches, referees, players) in the country
- No communication with the Continental Confederation concerned and the IHF

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 6 August 2021** 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 **6 August 2021**. 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.



### COVID-19-related requirements

As the IHF's main objective is to organise the XXXVIII Ordinary IHF Congress in a healthy and safe environment for all parties involved, a COVID-19 Medical Precaution Plan will be



elaborated which defines medical and operational protocols to safeguard all stakeholders throughout the XXXVIII Ordinary IHF Congress in Turkey.

Further information about current entry requirements for Turkey will be communicated in due course. National law of the Republic of Turkey will be applicable.



### 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 6 August 2021** 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 and deadlines

Please refer to the overview of dates and deadlines available [here](#). We kindly ask for your compliance with all deadlines mentioned in the document.



### 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 submit the online statistics form (*Form 5* available [here](#)) to the Head Office at your earliest convenience, however, **no later than 6 August 2021**.

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 submit the online contact details form (*Form 6* available [here](#)) to the IHF Head Office **by 6 August 2021**.





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: [congress@ihf-online.info](mailto:congress@ihf-online.info) by 6 August 2021**). The questionnaire (*Form 7* available [here](#)) should be completed by computer (avoiding handwriting).

Please attach the supporting materials to the questionnaire.



#### Hosting the XXXIX Ordinary IHF Congress 2023

The International Handball Federation would herewith like to put out to tender the 2023 Ordinary IHF Congress, which will be awarded during the 2021 Ordinary IHF Congress in Antalya.

If you are interested in organising the 2023 Ordinary IHF Congress, we kindly ask you to study thoroughly the bidding conditions for hosting the 2023 Ordinary IHF Congress (available [here](#)) and submit the completed event concept form (*Form 8* available [here](#)) to the IHF Head Office (**by e-mail: [congress@ihf-online.info](mailto:congress@ihf-online.info) no later than 6 August 2021**), including detailed information about Congress venue, accommodation, transportation, meeting rooms' layout, proposal for the Congress date, etc. The form should be completed by computer (avoiding handwriting).

Simultaneously the bidding federation shall pay a deposit amounting to **1,500 Swiss franc** into the following IHF bank account **by 6 August 2021**.

Bank: Bank CIC (Schweiz) AG, 4001 Basel  
IBAN (CHF): CH15 0871 0043 4600 5200 1  
SIC / Clearing number: 08710  
SWIFT-BIC: CIALCHBB  
Account holder: International Handball Federation  
Reference: Bid for 2023 IHF Congress



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.

The deposit will be fully refunded to those federations that have duly submitted a bid but are not awarded the 2023 Ordinary IHF Congress. As for the hosting federation of the 2023 Ordinary IHF Congress, the deposit will be included in the final settlement of the Congress.



**Contact details of IHF and 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: [congress@ihf-online.info](mailto:congress@ihf-online.info) (for general organisational questions); [elections@ihf-online.info](mailto:elections@ihf-online.info) (for election-related issues)

*Organiser:*

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