



National Federations' Conference

23 November 2018

Berlin, Germany

National Federations' Conference

Park Inn by Radisson Berlin Alexanderplatz Hotel

The National Federations' Conference taking place on Friday, 23 November 2018 will address a number of event and governance related topics. Discussions will be in English.

The Agenda for the conference will be available on the World Rowing website at the end of September: <http://www.worldrowing.com/fisa/about-fisa/conference>

When: 09:00 hrs until 17:30 hrs on 23 November 2018

Where: Park Inn by Radisson Berlin Alexanderplatz Hotel, Germany

Who can attend: Member National Federations may send up to two (2) delegates to the conference.

What costs are covered by FISA:

- conference fee for one delegate (including lunch)
- invitation to the World Rowing Awards evening on Friday, 23 November 2018, for one delegate per federation
- for European federations: one night of single accommodation with bed & breakfast for one delegate per federation (for the night of 23 November)
- for federations from other continents: up to two nights of single accommodation with bed & breakfast for one delegate per federation (for the night of 22 and/or 23 November depending on flights).

Please note: no flight subsidy will be provided for this conference.

Additional delegate:

NFs may send one additional delegate (i.e. a second delegate) to the conference. The NF will be responsible for all related costs, including accommodation, the conference fee and the awards evening ticket, as applicable (*please see 'Additional Charges' on page 2*).

Registration:

To register your accommodation requirements and travel information please complete the following online registration form:

<https://worldrowingforms.wufoo.com/forms/m13hmcm21hoaxmi/>

The deadline to register is **Friday, 5 October 2018**

Important information

1. Cancellations

If you need to cancel your accommodation and/or award dinner reservation(s), please let us know as soon as possible and by Monday, 5 November 2018 at the latest. Any costs incurred by FISA due to cancellations after this date will be charged to the National Federation.

2. Additional charges

Additional charges relating to a second delegate from your federation:

- a. NF Conference fee: € 70
- b. Awards Dinner: € 75
- c. Accommodation including breakfast: €115 per night, single room, special FISA event rate; €125 for a double/twin room

Additional nights at the hotel will also incur additional charges.

FISA will invoice your federation as applicable, following the close of registration on 5 October 2018.

Please note that payment for the above additional charges must be received by FISA by 5 November 2018. If no payment is received by this date your reservation will be cancelled.

All other additional charges, ad hoc room charges, etc. are payable by the delegate directly to the hotel on departure.

3. Hotel Address

Park Inn by Radisson Berlin Alexanderplatz Hotel
Alexanderplatz 7
D-10178 Berlin
Germany
Tel : +49 (30) 2389 0
www.parkinn.com/hotel-berlin

4. Airports

There are two main airports in the city: Berlin Tegel (TXL), located in the northwest and Berlin Schoenefeld (SXF), located in the southeast. Both are international airports, but Schoenefeld mostly caters to charter flights and low-budget carriers like EasyJet and Ryanair. Berlin Tegel is slightly closer to the centre but it's easy to get to central Berlin from both.

5. Airport Transfers

Airport transfers will not be provided. You can easily reach the hotel from the airport using the public transport system. Buses and trains run regularly to central Berlin, including Alexanderplatz, and take approximately 30-45 minutes. Please check on the following link for further information:

www.berlin-airport.de/en/travellers-txl/to-and-from/buses-and-trains/index.php
www.berlin-airport.de/en/travellers-sxf/to-and-from/buses-and-trains/index.php

If you have any questions, please send an email to conferences@fisa.org