

FISA 2020 Combined Events: FISA Extraordinary Congress, World Rowing Coaches' Conference, FISA Joint Commissions Meeting

SUMMARY REQUIREMENTS FOR ORGANISING COMMITTEES

Presentation

The next FISA Extraordinary Congress will take place in October 2020. This event will be combined with the 2020 World Rowing Coaches' Conference (including the Awards Dinner) and the 2020 FISA Joint Commissions Meeting (JCM).

The purpose of this document is to provide interested member federation organising committees with a summary of the requirements for these events.

The organising committee will be responsible for the organisation of the Extraordinary Congress and Coaches Conference. FISA will organise the JCM.

Date and location

The events will ideally take place from 14-18 October 2020 and will be located near a hub airport. The combined events require significant capacity and therefore a bid proposing two conference venues in very close proximity could be considered.

Venue capacity requirements

1. Extraordinary Congress: 400m² conference room with class room seating for 120 delegates plus 16 Council members and a stage for the Executive Committee members; theatre style seating at the back of the room for up to 40 observers; simultaneous translation booth; and technician table. There should also be exhibitor space available (150-200m²).
2. Coaches Conference: 400m² conference room with round table seating for 150 delegates and a stage for speakers. There should also be exhibitor space available (150-200m²).
3. JCM: 200m² conference room with theatre style seating for 140 delegates plus 15 break-out meeting rooms (five rooms of 40m²; ten rooms of 25m²).
4. Delegate accommodation: 400 delegates in single, double and twin bedrooms.

Provisional scheduling and expected participant numbers, by event

	Wednesday 14.10.20	Thursday 15.10.20	Friday 16.10.20	Saturday 17.10.20	Sunday 18.10.20	Monday 19.10.20
Extraordinary Congress		180	180			
Executive Committee Meetings (room: 40m ²)	7 (morning)					7 (all day)
Council Meeting (room: 100m ²)	24 (afternoon)					
Coaches' Conference	150 (afternoon)	150	150			
Awards Dinner (room: 400m²)			350-400			
Commission & JCM OC meetings			100			
JCM - 2 day meeting				130	100	

Please contact Lucy Trochet, FISA Governance Manager, at lucy.trochet@fisa.org if you are interested in bidding for these events and would like more information, by **30 June 2018**.