



**National Federations' Conference**  
8 December 2017  
London, Great Britain

**National Federations' Conference No. 2 of 2017**

The 2017 National Federations' Conference No. 2 will take place on Friday, 8 December 2017 and 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 Friday, 8 December 2017

**Where:** Park Inn Conference Centre, London Heathrow, Great Britain.

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

**What costs are covered by FISA:**

- conference fee for one delegate (including lunch)
- invitation to the World Rowing Awards evening on Friday, 8 December 2017, 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 7 or 8 December, depending on flights)
- for federations from other continents: up to two nights of single accommodation with bed & breakfast for one delegate per federation (for the night of 7 and/or 8 December depending on flights).

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

**Additional delegate:**

NFs may send one additional delegate to the conference. The NF will be responsible for all related costs including the conference fee of GBP 45.

**Registration:**

To register your attendance and your accommodation requirements please complete the online registration form: <https://worldrowingforms.wufoo.eu/forms/z1sdp7t9124qnxk/>

The deadline to register is **31 October 2017**

## Important information

### 1. Cancellations

If you need to cancel your accommodation and/or dinner reservations, please let us know at least 48hrs before the expected check-in date. Any costs incurred by FISA due to cancellations within 48hrs of the expected check-in date will be charged to the National Federation.

### 2. Additional charges

Please note, if you are bringing a guest, there will be an extra charge of £10 per day for double/twin room accommodation; additional nights at the hotel will also incur an extra charge of £89 per night (single room, special FISA event rate; £99 for a double room). You will be responsible to pay for these additional charges, including meals for your guests and any other ad-hoc room charges, directly to the hotel on your departure.

### 3. Hotel Address

Park Inn by Radisson Hotel & Conference Centre  
Bath Road  
Middlesex  
UB7 0DU  
Tel: +44 (0)20 8759 6628  
<http://www.rezidorparkinn.com/>

### 4. Airports

The closest airport is London Heathrow, with just a 10-minute bus transfer to the hotel. If possible, avoid arriving at the other London airports as the transfer times are very long.

### 5. Airport Transfers

Airport transfers will not be provided. You can easily reach your hotel from the arrival terminal (Heathrow Airport) with the 'Hotel Hoppa' buses. Please check on the following link for further information: <http://www.nationalexpress.com/en/airports/heathrow-airport.aspx>

If you have any questions, please send an email to [conferences@fisa.org](mailto:conferences@fisa.org)