

3 February 2017  
Lausanne, Switzerland

**To: Delegates of the 2017 FISA Extraordinary Congress**

**Re: Information for the 2017 FISA Extraordinary Congress in Tokyo,  
Japan, 9 – 12 February 2017**



You are registered to attend the 2017 FISA Extraordinary Congress. Below you will find some important information regarding the event. Please take a moment to read it through carefully.

### **1. Airport/Hotel Transport**

From 8 to 13 February, the Organising Committee (OC) will be providing a transport solution for registered delegates between Tokyo airports (Narita and Haneda) and the Congress hotel.

#### Arrivals:

The OC will greet you at the airport and direct you to public transport (bus or train) for your transfer to the hotel.

A map and instructions are attached. The OC staff will be able to help you if you have any questions on arrival.

#### Departures:

The delegate departure schedule will be available in the Congress area on the second day of Congress and OC staff will be available at the hotel to help you take public transport to the airport.

### **2. Congress & Accommodation Address:**

Shinagawa Prince Hotel Annex Tower  
10-30 Takanawa 4-chome, Minato-ku, Tokyo, 108-8611 Japan  
Tel: +81-3-3440-1111  
<http://www.princehotels.com/en/shinagawa/>

When you arrive at the hotel, for check-in please go to the Tour Desk on the 2<sup>nd</sup> Floor of the Main Tower, Shinagawa Prince Hotel. Delegate accommodation will be in the Main Tower.

The Congress will be held in "Prince Hall", on the 5th floor of Annex Tower of the Shinagawa Prince Hotel.

### **3. Congress Schedule - Draft**

#### Friday, 10 February 2017:

07:45hrs: Registration  
09:00hrs: Congress opens  
10:45hrs: Break  
12:30hrs: Buffet lunch  
13:45hrs: Congress reconvenes  
15:45hrs: Break  
17:30hrs: Congress adjourns  
19:30hrs: Nations' Dinner

#### Saturday, 11 February 2017:

07:30hrs: Registration (delegates are required to sign in on both days)  
08:30hrs: Congress voting  
10:45hrs: Break  
12:30hrs: Buffet lunch  
13:45hrs: Congress reconvenes  
15:45hrs: Break  
18:00hrs: Congress closes

### **4. Registration, Accreditation & Dress Code**

Delegates will be required to sign in on both days of the Congress. Please arrive on time for registration and no later than 30 minutes before Congress opens, so that we can start on time.

Delegates will receive their accreditation at registration, as well as a copy of the Agenda Papers. Accreditation must be worn at all times to ensure you have access to Congress and the Nations Dinner.

Those delegates with accompanying guests registered for the Nations Dinner may collect the guest accreditation on Friday from 19:00hrs at the Registration Desk.

Dress code for the Congress: Business Attire

### **5. Article 16: Debts (and voting rights)**

In accordance with Article 16 of the FISA Statutes, "member federations that have subscriptions in arrears or that have unresolved debts to FISA or to an organising committee of a FISA event, shall forfeit their voting rights,".

If your National Federation currently has outstanding debts with FISA please ensure these are received by FISA before 9 February 2017. Failure to do so may mean that you will not be allowed to vote at the 2017 Extraordinary Congress. If you have any questions on this matter please contact Lucy Trochet [lucy.trochet@fisa.org](mailto:lucy.trochet@fisa.org).

## 6. Social Media

The use of social media cannot be prohibited during Congress, however we request that social media be used responsibly. Individuals may be held personally liable for any commentary and/or material deemed to be obscene, offensive, defamatory or otherwise illegal, or infringing on any third party's rights.

## 7. Nations' Dinner

The Nations' Dinner will take place on Friday, 10 February 2017 at 19:30hrs in the banqueting room next to the Congress room. The Nations' Dinner is open to accredited delegates and invited guests only.

Dress code: Smart

## 8. Venue Tour – 08:50hrs, Sunday, 12 February 2017

For those delegates who have registered for the Tokyo2020 Venue Tour on Sunday, please meet at 08:50hrs in the lobby of the Main Tower, Shinagawa Prince Hotel. See attached document for more details.

## 9. Tourist information

You will find below some tourist information that has been provided by the OC.

SUNRISE TOUR <https://www.jtb-sunrisetours.jp/>. JTB Sunrise Tours is all about helping you explore the country of Japan. From geisha to sushi to anime to even World Heritage sites, we are committed to increasing global awareness of Japan as a travel destination. \*SUNRISE TOUR is open to all the tourists around Japan and not only for the Congress attendees.

GO TOKYO -Official Tokyo Travel Guide-<https://www.gotokyo.org/en/>

We thank you in advance for your participation at this Congress and look forward to seeing you in Tokyo.

Sincerely,



Matt Smith  
Executive Director