

Information for Candidates interested in organising a FIS Congress

1. Hotel

All Congress participants should be able to be accommodated in one or two suitably appointed adjacent hotels.

Capacity of hotel(s) approximately 350 to 400 persons with precise details of room breakdown in single, twin and double rooms.

2. Meeting and Function Rooms

Overview room needs

No of rooms	Room size/Equipment	Meetings	Time/hours
1	<ul style="list-style-type: none"> - U-Shape for 25 people - Tables on the side for supporting staff (4 – 5 people) - Theatre seating for approx. 20 guests 	FIS Council Meeting	1 day
1	<ul style="list-style-type: none"> - 800 – 1200m² - Classroom set up for Delegates approx.. 200 persons - theatre seating for approx.. 50 persons - 1 raise platform (stage) with room for one head table for 3 – 4 persons as well as classroom tables for 22 persons 	Congress session	1 day all day
3	<p><i>FIS Office</i></p> <ul style="list-style-type: none"> - 50 – 100 m² - tables, chairs, cable internet connection, storage of equipment 	FIS and FIS Travel Office	Approx.3 days/ all day

The meeting and function rooms should be well-appointed (daylight, air conditioning, beamers, screen) and within the hotel complex if possible, or within very close walking distance.

Technical Equipment FIS Council Meetings

Generally, the meeting rooms at most modern Hotel Convention centres have technical equipment integrated, at least screens, beamers, sound system.

The meeting room must be equipped with beamer and screen. Meeting rooms require availability of static and/or roving microphones and suitable audio-visual equipment including audio recording of the Council Meeting.

Technical Equipment Congress

Congress hall requires static and roving microphones, suitable audio video equipment for live streaming and audio recording of Congress, computer projection, lighting, etc.

Internet and business Services

Internet access in the rooms and other areas of the hotel must be free of charge, respectively included in the hotel rate. Additionally, the hotel should have a business service centre (printing, copying, internet terminals) for the use of Congress participants.

3. Cocktail reception and Gala Dinner

A cocktail reception and Gala Dinner with the announcement of the WSC Organisers will take place on the evening before the General Assembly.

The cocktail and buffet to accompany the announcement of the elected Organisers of the FIS World Championships is organised by FIS and paid for by the winning Organisers. Approximately 400 persons attend.

4. Transfers

A local travel agency will be appointed by FIS Travel Service and FIS to organise transfers from the airport (subject to location).

5. Organisation

FIS and FIS Travel Service will carry out the logistics, preparation and organisation of the Congress with the hotel, technical services provider, arrangements for group transportation, as well as handle all registrations.