| **Facts** | (please provide brief factual information only) |
| --- | --- |
| **National Ski Association?** |  |
| **Hosting city?** |  |
| **1. General information** | |
| Closest airport |  |
| Distance airport to hotel |  |
| Proposed dates (between mid May – mid June per FIS Statutes) |  |
| Season |  |
| Average outside temperature during proposed Congress dates |  |
| **2. Hotel** | |
| - Name of the Congress hotel  - Category of the Hotel |  |
| Total hotel capacity – breakdown of room types |  |
| - Number of restaurants in the hotel, type of cuisine  - Number of restaurants nearby the hotel |  |
| - Room rates (double/twin) per person (incl. breakfast and taxes)  - Room rates (single) (incl. breakfast and taxes)  - Included extra services (such as wifi, use of meeting rooms, coffee breaks) |  |
| If coffee breaks not included, price per person per day |  |
| Meal price ranges (approx.) |  |
| **3. Meeting and Function Rooms** | |
| Number of meeting and function rooms suitably equipped (pls. attach plan with room dimensions):  - 15 smaller meeting rooms (60 – 100m2)  - 12 large meeting rooms (100 – 200 m2)  - 1 room for Congress (1000 – 1200m2)  - 3 offices for FIS (100 – 200m2)  - FIS Travel Service (60 – 100m2)  - 3 -5 rooms for special meeting requests (60 – 100m2)  - 3 -5 rooms for breakfast meetings  (for 15 – 30 persons) |  |
| Location of meeting and function rooms (distance from hotel to meeting rooms if not in the hotel) |  |
| Internet access in meeting rooms, lobby area – other business services? |  |
| Cost of meeting rooms if not included in room rate |  |
| Provide list of technical equipment integrated in the meeting room/s, (e.g. screen (and size), projector/beamer, sound system, etc.) |  |
| **4. Exhibition** | |
| Suitable area for exhibition (approx. 200m2 + space for coffee break, location near the meeting rooms) |  |
| **5. Social Events** | |
| Restaurants or function spaces (in or outside depending on weather) for  - Welcome Evening  - Announcement of elected WSC Organisers (inside only)  - Gala Dinner |  |
| Welcome Evening proposal (cocktail, dinner, entertainment for approx. 800 persons). Partners: e.g. Sports Ministry, National Olympic Committee, Regional/Local Tourism Options? |  |
| Announcement of elected WSC Organisers (cocktail and buffet for approx. 1’000). Options? |  |
| Gala Dinner (for approx. 600 persons), Price range per person? |  |
| Proposals for FIS excursion (Thursday) with lunch |  |
| **6. Other information** | |
| Give information in regard to visa requirements and customs regulations |  |
| Other hotels proposed:  - Name  - Capacity  - Room rates |  |