



Lausanne, March 2024

REGISTRATION & IMPORTANT INFORMATION FIVB 39th WORLD CONGRESS

Dear President,

We would like to share some important information regarding the 39th World Congress which will be held in the city of **Porto, Portugal, from 15th to 17th November 2024**.

The congress will take place at the Sheraton Hotel in Porto, Portugal. However, official Congress accommodation will be the Sheraton Hotel and the Crowne Plaza Hotel. Both hotels are only located at 3-minute walk (230 meters) away from each other. The hotel assignment will be done by the congress secretariat depending on the arrival/ departure dates and room type selected at registration.

Once again this year, we are pleased to exceptionally offer a single room to the first delegate of each National Federation. His board and lodging will be covered by the FIVB from the official arrival date (14 November) to the official departure date (18 November).

The FIVB will be pleased to reserve and pay for the air ticket in economy class for the first delegate of National Federations in Categories 1 & 2.

Please find hereafter important information regarding the registration of your federation to the Congress.

Online platform

Please find hereafter the link to connect to the online platform to register your participation as well as share with us all the necessary information about your stay:

<https://congress.fivb.com/>

Your username and password are the credentials used for your VIS account.

To help you fill in the required information regarding your accommodation, please read the following, which is valid from the official arrival date (14 November) to the official departure date (18 November):

- 1st delegate - board and lodging in a single room (exceptionally this year again) will be paid by the FIVB
- 2nd delegate - all costs to be paid by the NF (if you need an additional single room or if you would like to share the room with the 1st delegate of your NF)
- Interpreter (for non-official languages) - all costs to be paid by the NF (there will be simultaneous interpretation in English, French, Spanish, Russian, Arabic & Portuguese)
- Guest; spouse & family - all costs to be paid by the NF

Only 2 delegates (and an interpreter if necessary for non-official language) will be allowed to enter the Congress Hall for logistical reasons.

Payment

Once your NF registration(s) have been verified by the Congress Secretariat, you will receive a payment link to settle the balance (if any). The invoice will have to be paid before the arrival day.

Credential letter & Proxy letter

The credential letter and proxy letter templates are attached to this document and can be also downloaded from the registration platform.

You are kindly requested to upload your credential letter (or your proxy letter only if you cannot attend) in the online platform.

Please attach proof to this Credential Letter that the delegate(s) is/are a member of the NF's Board or holds an official position in the NF as well as proof that he is a national or permanent resident of the country concerned.

Moreover, please note that we still **need to receive your original credential letter duly signed by the President and the Secretary General** by post mail as usual to the address:
FIVB, Congress Secretariat, Chemin Edouard-Sandoz 2-4, 1006 Lausanne, Switzerland.

Visas

You are responsible for checking if you need a visa to enter Portugal (and for any related costs). Please visit the website of the Ministry of Foreign Affairs of Portugal below to see if you are required to have a visa to enter the country:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>

Do not hesitate to contact the FIVB Congress Secretariat should you need a visa invitation letter from the host country so that you can request the visa to the Portuguese embassy/ consulate of your country.

You may find below the list of all embassies/ consulates for each country. When there is no Portuguese embassy/ consulate, an alternative Schengen embassy/ consulate is suggested:

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/where-should-you-lodge-a-visa-application>

Contact

Please use the following e-mail address for any Congress-related matters: congress@fivb.com

We thank you very much in advance for your attention and we look forward to seeing you in Porto.

Yours sincerely,
FIVB Congress Secretariat