

## 31<sup>st</sup> FIVB World Congress, Dubai, UAE 2008

Grand Hyatt Hotel, Dubai

### CONGRESS CIRCULAR LETTER N° 2

Lausanne, 1<sup>st</sup> November, 2007

**To: All affiliated National Federations  
Executive Committee Members  
Presidents of Councils & Commissions**

Dear Members,

As you have already been informed through our Circular Letter N°1, the 31<sup>st</sup> FIVB World Congress will be held in the Grand Hyatt Hotel, in Dubai, United Arab Emirates, from 16<sup>th</sup> to 17<sup>th</sup> June, 2008.

Following the formal invitation contained in our previous Circular Letter, we are now sending you important additional information and instructions pertaining to the preparation and participation in this Congress.

#### **1. ACCREDITATION OF THE DELEGATES**

##### **1.1 Right of accreditation**

1.1.1 Only those FIVB affiliated National Volleyball Federations up to date in the payment of their FIVB annual fees, paid to their respective Confederation, have the right to accredit delegates to the 31<sup>st</sup> FIVB World Congress.

1.1.2 The official list of affiliated National Federations up to date in the payment of their dues and financial obligations will be drawn up twenty-four hours prior to the Congress, at a meeting between the President of the FIVB Legal Commission and the Presidents of Confederations. The list will be based on the accreditation documents received no later than 1<sup>st</sup> March 2008 by the FIVB Secretariat in Lausanne.

1.1.3 The Federations that did not send, in due time, their registration documents to the FIVB Secretariat in Lausanne will not be included in the aforementioned official list.

## **1.2 Credential Letter (see model in Appendix 1)**

- 1.2.1 Only members of the National Federation can be accredited as Delegates. Delegates are accredited by means of a Credential Letter typewritten on official letterhead paper of the National Federation and with the official seal, signed by their President and Secretary General.
- 1.2.2 The Credential Letter contains the name of the Delegate formally appointed by the National Federation to speak and vote on its behalf. Only this Delegate will be paid board and lodging by the FIVB.
- 1.2.3 Notwithstanding, the National Federation may also nominate a Second Delegate in the same letter.
- 1.2.4. The original Credential Letter must be sent to the FIVB Secretariat in Lausanne by 1<sup>st</sup> March 2008 at the latest.

## **1.3 Proxy letter (see model in Appendix 2)**

- 1.3.1 An affiliated National Federation which meets the conditions for accreditation according to Art. 1.1 above but is unable to attend the Congress must entrust another affiliated National Federation to represent it.
- 1.3.2 This commitment is made in a Proxy Letter typewritten on official letterhead paper of the National Federation requesting, signed by its President and Secretary General and stamped with the official seal.
- 1.3.3 The Proxy Letter shall state the name of the National Federation whose accredited delegates will be representing the absent National Federation and copied to the respective Confederation.
- 1.3.4 The accredited delegates of an affiliated National Federation may represent only one (1) other affiliated National Federation through a Proxy Letter duly registered by the FIVB.
- 1.3.5 The original Proxy Letter must be sent to the FIVB Secretariat in Lausanne by 1<sup>st</sup> March 2008 at the latest.

## **1.4 Final Accommodation Reservation Form**

### **A. Board and lodging for participants**

#### **First Delegate of each country**

- a) The FIVB will pay the board and lodging (15<sup>th</sup> June evening to 18<sup>th</sup> June early morning - 3 nights and 2 days) for the First Delegate only, who is nominated by the affiliated National Federation on the condition **that your Federation has no outstanding debts with the FIVB.**

During your accreditation on 15<sup>th</sup> at the Grand Hyatt Hotel, Dubai, the situation of your National Federation will be verified. **If any debts have not been paid at this moment, THE FIVB WILL REFUSE TO COVER THE ABOVE-MENTIONED EXPENSES, and**

meal vouchers will not be given and your Delegates will not be accredited.

- b) **Executive Committee Members and Presidents of Councils and Commissions are obliged to attend the Congress, but they CANNOT represent their National Federation.** The National Federation concerned must nominate someone else as First Delegate, whose board and lodging expenses will be covered by the FIVB.
- c) **A National Federation representing another National Federation by Proxy is not entitled to be paid any expenses in addition to its own First Delegate's expenses.**
- d) **ALL EXTRA EXPENSES** (prolongation of stay, drinks, laundry, telephone calls, mini-bar, personal services, etc.) **WILL NOT BE COVERED BY THE FIVB UNDER ANY CIRCUMSTANCES.** On your arrival at the Grand Hyatt Hotel, Dubai, **YOU WILL BE REQUESTED TO PRESENT A CREDIT CARD OR PAY A DEPOSIT OF USD 150.00 AS A GUARANTEE** to cover these costs.

### **Second Delegate**

Before being accredited as Second Delegate, the Second Delegate must pay all his expenditure, including room (breakfast included) and board and when previously registered, the FIVB will reserve additional rooms at the Grand Hyatt Hotel, Dubai, for a **Second Delegate.**

**The NATIONAL FEDERATION, OR THE SECOND DELEGATE HIMSELF, WILL BE OBLIGED TO PAY THE ROOM,** (breakfast included) as per the choice indicated on the Final Accommodation Reservation Form, as well as the **DINNER ON 15<sup>th</sup>.** Meal vouchers will be distributed for lunches and dinners on 16<sup>th</sup> and 17<sup>th</sup> June as long as the corresponding invoice has been paid to the FIVB. **No deductions or discounts can be made,** as the prices are for groups and are not negotiable.

### **Spouses**

Spouses must also pay their own expenditure, but they will only be granted a reservation if and when the FIVB Secretariat has been previously and timely requested. **The NATIONAL FEDERATION OR THE SPOUSE WILL BE OBLIGED TO PAY THE ROOM** (breakfast included) as per the choice indicated on the Final Accommodation Reservation Form (Appendix 4), the dinner on 15<sup>th</sup>, the lunches and dinners on 16<sup>th</sup> and 17<sup>th</sup> June for which they will receive meal vouchers as long as the corresponding invoice has been paid to the FIVB. **No deductions nor discounts can be made,** as the prices are for groups and are not negotiable. Spouses will naturally not take part in the Congress.

### **Interpreters**

**Interpreters are accepted at their own expense only for Delegates not speaking and not understanding any one of the**

**six Congress official languages.** The official languages are English, French, Spanish, Russian, Arabic and Portuguese (but there will be no translation service available for Portuguese). Only duly accredited interpreters will be seated with their delegation in the Congress hall.

The number of rooms at the Grand Hyatt Hotel, Dubai is limited; we will therefore give priority to reservation requests in order of their arrival.

The prices of rooms and meals at the Grand Hyatt Hotel, Dubai are clearly indicated on the reservation form included herewith.

The reservation period foreseen for rooms at the Grand Hyatt Hotel, Dubai is from 15<sup>th</sup> June evening to 18<sup>th</sup> June morning (3 nights).

**B. Payment**

**After receipt by the FIVB Secretariat of your Final Accommodation Reservation Form, you will be sent an invoice.** The corresponding payment shall be made with the mention "Reservation 2008 Congress" as follows:

**If you prefer to pay by cheque, please make it in the name of the "Federation Internationale de Volleyball" and send it to:**

Fédération Internationale de Volleyball  
Chemin Edouard Sandoz 2-4  
1006 Lausanne  
Switzerland

**If you prefer to pay by bank transfer, please send it to:**

**USD account**  
UBS AG  
Place St-François 16  
Case Postale  
CH-1002 Lausanne  
Switzerland

Account: 0243-146146.71E IBAN N° CH92 0024 3243 1461 4671 E

Swift address: UBSWCHZH80A

**The payment must be received before, but no later than 1<sup>st</sup> March 2008. A receipt will be sent to you as soon as your payment has been registered. It is imperative that this receipt is presented during your accreditation upon your arrival at the Grand Hyatt Hotel, Dubai.**

If the payment has been made, but has not been registered by the FIVB, you are asked to bring evidence corresponding to the payment made. **No reservation will be confirmed without prior payment.** The last deadline for receiving the final accommodation reservation form is 31<sup>st</sup> March 2008.

## 2. **PRESENTATION OF PROPOSALS TO THE CONGRESS**

### 2.1 Prerequisites

In order to be legally submitted to the Congress, a proposal must be presented in writing and fulfil the following conditions:

- 2.1.1 Proposals coming from one of the FIVB supporting institutions (Councils, Commissions, etc.) must be written in the two (2) working languages: English and French and be sent to the FIVB Secretariat no later than 15<sup>th</sup> January 2008. These proposals must specify their prior approval by the FIVB Board of Administration.
- 2.1.2 Proposals coming from an affiliated National Volleyball Federation must be written in one of the working languages (English or French) and reach the FIVB Secretariat no later than 15<sup>th</sup> January 2008. These proposals require the prior approval of the FIVB Board of Administration or the supporting signature of five other affiliated National Federations.
- 2.1.3 All proposals to be brought to the consideration of the Congress must be sent by the FIVB Secretariat to the affiliated National Federations no later than three months before the opening of the Congress.
- 2.1.4 Proposals sent but received after 15<sup>th</sup> January 2008 will be forwarded to the next Congress, unless the 31<sup>st</sup> Congress in session decides otherwise by a **three-quarters majority of the members present**.

### 3. **ARRIVAL IN DUBAI**

The Congress delegates must arrive in Dubai on 15<sup>th</sup> June between midnight (of the night of 14/15 June) and 21:00 hrs **at the latest** in order to finish the accreditation and other arrangements in due time and to be ready to start the Congress in the morning of 16<sup>th</sup> June.

Please find enclosed with this letter:

- |   |            |
|---|------------|
| 1. Model of Credential Letter           | Appendix 1 |
| 2. Model of Proxy Letter                | Appendix 2 |
| 3. Agenda                               | Appendix 3 |
| 4. Final Accommodation Reservation Form | Appendix 4 |

We look forward to seeing you in Dubai, United Arab Emirates in 2008.

Yours sincerely,

Dr. Rubén ACOSTA H.  
President

Enclosures: 4

CC: Confederations (only for information)