

**WORLD ARCHERY
CONGRESS
INVITATION PACKAGE**



World Archery Congress

Gwangju (KOR)
2-3 September 2025



Version 1.2 (26 June 2025)

WORLD ARCHERY CONGRESS INVITATION AND INFORMATION PACKAGE

Dear Member Associations, Dear Congress Delegates,

This document has been created for those who will participate in the World Archery Congress. Congress delegates will need to register their participation for congress and book their accommodation for congress using WAREOS.

SCHEDULE OF THE CONGRESS

(As of May 6 2025)

Monday, 1 September	All day	Arrival of delegates
Tuesday, 2 September	8.00 am to 9.00 am	Registration
	9.00 am	Official Opening of the Congress
	6.00 pm	End of work session (day 1)
Wednesday, 3 September	8.00 am to 9.00 am	Registration
	9.00 am	Start of the work session (day 2)
	5.00 pm	Official Closing of the Congress
		Departure of delegates OR transfer to World Championships hotel reservation
Thursday, 4 September	All day	Departure of delegates

CONGRESS LOCATION

Kimdaejung Convention Center
30, Sangmunuri-ro, Seogu, Gwangju, Republic of Korea

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DEADLINES

Congress

Motions for rule changes	5 April 2025
Nominations for elections	4 June 2025
Congress delegates registration	5 August 2025
Proxy form	12 August 2025

There will be no exceptions made to these deadlines.

All [Congress related documents and deadlines are available here](#).

Hotel and transportation

Pre Entry Hotel reservation	3 June 2025
60% payment Hotel and Transportation	3 June 2025
Final Hotel Reservation	3 July 2025
Final Transportation	3 July 2025
100% payment Hotel and Transportation	1 August 2025

Hotel reservation requests are possible according to availability. No reservation is guaranteed without the payment.

Please also consult the cancellation policy for refund dates.

Visa

Visa support letter application	3 July 2025
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Visa exemption eligibility varies by country. Therefore, all participants are advised to check in advance whether a visa is required for entry into the Republic of Korea.

This information can be verified through the official website of the Korean Ministry of Foreign Affairs or by contacting the Korean Embassy or Consulate in your country.

Visa applications must be submitted by each individual participant.

The Organising Committee is not authorized to apply for visas on behalf of participants.

As visa processing times differ by country, we strongly recommend that you begin the application process as early as possible.

If you require an official invitation letter or visa support letter, please send your request along with a scanned copy of your passport to the Organising Committee no later than 3 July 2025

CONTACT : els7921@korea.kr

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CONGRESS REGISTRATION

According to World Archery constitution article 1.7.2 following maximum number of delegates is allowed:

- Member Association (national federation) – voting delegate and two other delegates. If there are three delegates in total, both genders must be presented.
- Continental Associations - two delegates
- Associate International Federations - two delegates

Each delegation could also bring interpreter, at their own cost. Interpreters, if any, have to be registered through WAREOS as well.

Congress registration, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed fully using WAREOS.

To register please follow this link: <https://extranet.worldarchery.org/>

Then, using your current Extranet account login, you will see a form to fill in with all your information.

In case there is registration done by **15 August** and no show at Congress, then federation will be charged according to registration. See cancellation policy for further details.

NOTE:

For those congress delegates that will also be attending the World Archery Championship as a coach or team manager etc, will need to register and reserve their accommodation separately for those events in WAREOS. However, for the time of Congress – the hotel must be booked under Congress

OFFICIAL CONGRESS HOTEL

Holiday Inn Gwangju / Ramada Plaza Gwangju

Hotel	Type	Price for single room	Price for double room	Meals included
Holiday Inn Gwangju	Type A	251.00 USD	251.00 USD (single use)	1 September - dinner 2-3 September - Half board* 4 September - Breakfast
			341.00 USD (double use)	
Ramada Plaza Gwangju	Type A	231.00 USD	231.00 USD (single use)	
			290.00 USD (double use)	
	Type B	-	330.00USD	

*Half board is for breakfast and dinner. Lunch will be served at the Congress Hall

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Holiday Inn Gwangju <https://higwangju.com>

Wifi, swimming pool, and fitness center are available free of charge. The sauna (spa) is available for an additional fee and can be booked directly at the hotel. Additional purchases in the hotel bar, café and minibar are at own expense.



Ramada Plaza Gwangju <https://www.ramadagwangju.com>

Wifi, fitness center are available free of charge. Additional purchases in the hotel bar, café and minibar are at own expense.



The check-in date for Congress is 1 September and the check-out 3-4 September. If you need early arrivals, please let us know by email els7921@korea.kr, so we can confirm if the rate and availability.

Check-in at the hotel is at 3:00 pm, rooms will not be available until this time. Check-out time is at 12:00 am, please make sure to check-out at the front desk before this hour. Early check-in and late check-out are subject to additional charges by the hour. For check-out after 6:00 PM, an extra night's stay will be charged.

Holiday Inn is within walking distance of the Congress venue, while Ramada Plaza will offer transportation services to and from the venue.

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In the event that the number of reservations exceeds the available hotel rooms, the Local Organising Committee (LOC) will provide alternative accommodation and transportation of equivalent standard.

TRANSPORT

Airport transfer

You can reserve pick up and drop off (round trip) from and to the airport via WAREOS. Transport is offered only from Incheon International Airport (ICN) to the Congress hotel(s).

Each way: **63USD / person**

Transport to World Championships hotels after Congress

The delegates who will stay in Gwangju, can arrange their transfer to World Championships hotel either by foot or by ordering taxi from the Congress hotel(s). This will be the fastest and most convenient solution as the end time of the Congress may slightly vary.

CANCELLATION POLICY

In case of registration and no show at Congress, federation will be charged according to details in WAREOS as of **12 August 2025**.

Refund of payments for registration fee, transport and/or hotel:

100% refund if cancellation is made **on or before 3 June 2025**

50% refund if cancellation is made **on or before 3 July 2025**

No refund for cancellations made **after 3 July 2025**

* All bank fees related to the refund will be deducted from the refund amount.

PAYMENT CONDITIONS

To confirm your hotel reservations and transport, a 60% deposit of the total amount, is to be paid by a bank transfer to the travel agency before 3 June 2025. Remaining payments (100%) **before 3 July 2025**. Reservations received after this date will be considered according to availability.

- Hotel and transportation prices are including VAT.
- All payments shall be made in USD by bank transfer.
- Credit cards and travel checks cannot be accepted.

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Bank information – hotel and airport transportation

Bank: KWANGJU BANK

Bank's Address: 225, Jebong-ro, Dong-gu, Gwangju, Republic of Korea

Bank Account Holder Name: GOOD PR GOOD COMPANY

Account Holder's Address: 58, Cheomdanjungang-ro 170beon-gil, Gwangsan-gu, Gwangju, Republic of Korea.

ACCOUNT NO/IBAN: 1127-020-106534

BIC/SWIFT CODE: KWABKRSE

All bank transfer fees (e.g. intermediary bank fees) are the responsibility of the sender.

CONTACTS

General information on the congress organisation and visa:

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Phone: +82 62 613 6324

Accommodation and transport:

Name: Jo Seong Eun

E-mail: els7921@korea.kr

Phone: +82 62 613 6324

WAREOS registration system, access to Extranet:

E-mail: support@archery.sport

Congress documents and procedures:

[Info link here](#)

E-mail: congress@archery.sport