

To  
Executive Board  
Honorary President  
Honorary First Vice President  
Honorary Secretary General

Lausanne, 16 July 2015

Dear President, dear Executive Board Member, dear Honorary Officer

We are fast approaching our World Archery 51<sup>st</sup> Congress and the World Archery Championships in Copenhagen. This information package provides you with the essential information in relation to the upcoming events, in particular our Congress.

The World Archery office has taken care of your reservation and in case of question you can contact Jenny Brugger at [jbrugger@archery.org](mailto:jbrugger@archery.org) or by phone +41 21 614 30 50 before 22 July and she will be at the Bella Sky Hotel as of the afternoon of 23 July.

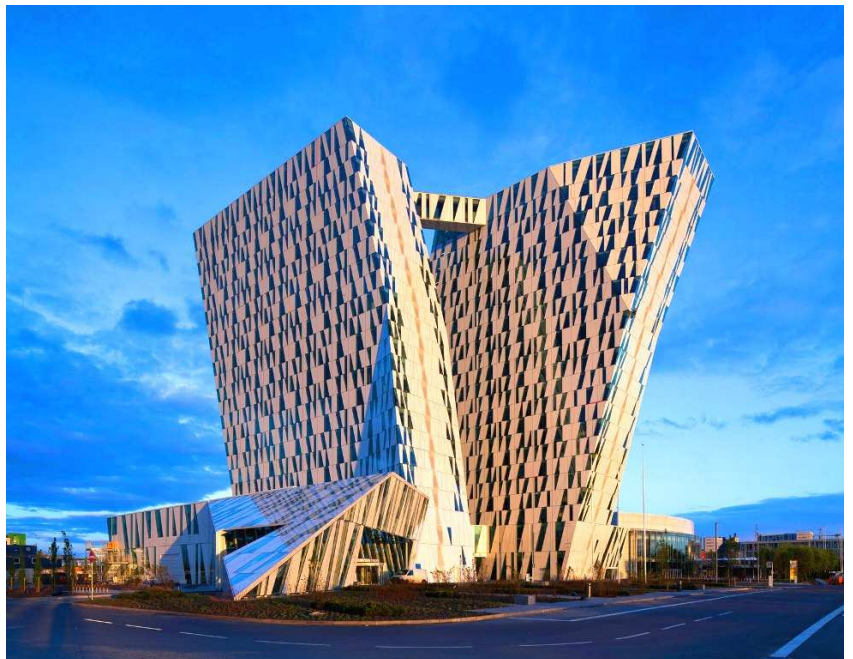
### **Hotel for World Archery**

We are staying at the Bella Sky Hotel which is one of the most special buildings in Copenhagen. Address is Center Boulevard 5 Copenhagen and it is very close to the airport.

### **Executive Board Meeting**

The Executive Board meeting will take place on 23 July at 09:00 in the board room on the top floor of the Bella Sky Hotel. It should finish latest at 12:00 but the room will be available for other meetings in the afternoon.

The agenda and documents will be sent by Monday morning since we are still finalising some issues with some by-laws that seem to be a discussion between the committees.





### **Congress Location**

The Congress will take place at the Crowne Plaza hotel which is 5-10 minutes from the two official hotels. Crowne Plaza address is:

Crowne Plaza Copenhagen Towers  
Oerestads Boulevard 114-118  
2300 Copenhagen S

### **Congress Transport**

Transportation will be arranged from the Bella Sky Hotel and will start at 07:45 with a shuttle service till 08:15 in the morning. A shuttle service will bring you back to the hotel at the end of the Congress or to the reception on Saturday.

### **Congress Registration and Accreditation:**

Your registration for Congress will be done in group 5  
Group 5: World Archery Executive Board, Officers, Guests and VIP and member associations that did not register in advance.

### **Proxies and Proxies registration**

The Proxies received by the deadline and the only proxies valid for congress are:

<b>Member Associations giving the proxy</b>	<b>Member Associations receiving the proxy</b>
Barbados	Bahamas
Bolivia	Malta
Costa Rica	Guatemala
Cuba	Canada
Dominican Republic	Venezuela
Ecuador	Brazil
El Salvador	Colombia
Guyana	Virgin Islands
Honduras	South Africa
Kenya	Egypt
Niger	Ivory Coast
Paraguay	Chile
Peru	Puerto Rico
Switzerland	Germany
Trinidad and Tobago	United States of America
Uruguay	Argentina

The Country having received the proxy will register at the same time they register their own country and will sign on the proxy paper. No new proxies can be presented at the time of Congress.



### **Congress meals**

Breakfast and dinner is in your hotel. A lunch buffet will be provided at the Congress hotel.

### **Welcome Reception**

Following the close of the first day of Congress a welcome reception will be offered by World Archery at the Bella Sky hotel until 20:00. Transportation will be organised from the congress hotel to the Bella Sky and for the ones staying in the Scandic a bus will be organised at the end of the reception to return to the Scandic hotel for dinner. If you do not wish to attend the reception and you are staying at the Scandic please inform the staff during the congress session. Attendance is not mandatory.

### **Opening Reception**

On Saturday 25, there will be an opening reception at the Bella Sky which will act as the Opening Ceremony for the World Championships. Details will be provided during the Congress. Attendance is not mandatory but kindly requested

### **Attending World Championships**

Your congress accreditation will not provide you any field access. If you are part of your team delegation and providing you are within the maximum number of officials allowed on the field of play, you have to pick up your accreditation as official in the Bella Sky accreditation desk. If you wish to stay and watch as Executive Board Member please visit the accreditation desk in the Bella Sky hotel upon arrival and they will provide you an accreditation.

### **Workgroups during Congress**

Four different workgroups will be organised during the Congress. Themes are in line with the World Archery Plan and are as follows:

- Strategic Plans for Member Associations: This will be moderated by Lars Haue Pedersen from TSE and Vicente Martinez, chair of the Working group
- Communications, Social Media and Internet: This will be moderated by Chris Wells, World Archery Communications Manager
- National Event Strategy: This will be moderated by Juan-Carlos Holgado and will show examples of successful event strategies currently used by Member Associations
- Working with the Archery Trade Industry: This will be moderated by the Archery Trade Association Team who are attending Congress to see how they can work closer with the Member Associations. This will focus mainly on expansion of membership and working closer within the industry.

Executive Board members are not allocated to any group and are free to assist or not.

### **Official photograph**

We want to have an official photograph of all Executive Board Members since the ones we have are out of date and we all look much better than two years ago. Therefore,



please coordinate with Chris Wells to have your photograph taken during the two days of Congress. The Organiser will also make a picture of all congress delegates and you should have that picture taken as well but this is for a different purpose and this can only be done on Friday.

### **Tablets**

Tablets will be distributed for voting and will include the full Congress documentation. At the end of Congress you will receive a tablet for your own personal use. However during the Congress we recommend you use your tablet from last congress or your personal computer. We will provide power at the head table.

### **Documentation**

No printed documentation will be provided as part of World Archery's commitment to protecting the environment. All documents are available on the website several weeks prior and will also be available on the tablets.

I have included the final candidature list as it will be published on the first day of congress. This one will only be distributed at the first day of Congress so please keep it for yourself at this time.

### **Tea/Coffee breaks**

There will be two breaks per session.

### **Elections**

As in previous Congresses, elections will be done electronically, one after the other. Although, we understand that you want to congratulate the winners, we explicitly ask all delegates to remain seated during the voting process and wait until the tea/coffee break to congratulate the newly elected officers.

### **Initial Schedule**

The agenda is available on the internet. However the program looks as such

#### **Day 1:**

##### *Morning*

Official welcome and reports from the President, Secretary General

Coffee Break

Finance, Committee Reports

Interpretations, by-laws

Motions and Proposals

##### *Lunch*

Introduction of the working groups

Working Groups rotation 1 and 2

Report on the Rio 2016 Olympic and Paralympic Games

Awards, Plaquettes and other presentations



## **Day 2:**

### *Morning*

Elections

Reports on cooperation with other organisations

Working Groups - rotation 3

### *Lunch*

Working Groups – rotation 4

Presentations by Organising Committees of future events

Presentation by the Tokyo 2020 Olympic and Paralympic Games

Recommendations coming from the working groups

Close of Congress

## **Internet Streaming and access to the hall**

As in Belek - Antalya two years ago, all plenary sessions of Congress will be webcast on [www.archery.tv](http://www.archery.tv). Only if Congress decides to go for a session "in camera", the sessions are therefore open to the public through the internet. However access to the hall is only allowed for accredited persons.

## **Dress regulations**

The World Archery Congress is the highest authority in the sport of Archery and therefore business dress (tie and suit for men and equivalent for women) is appropriate for all sessions of Congress.

## **Health and safety**

Due to fire regulations in the building two firemen will be on site during the Congress sessions. In case of emergency all delegates should follow their instructions and leave the hall as quickly as possible.

## **Specific requests**

If anyone has a specific request please contact Caroline Murat who is in charge of congress operations. Caroline can be contacted by email at [cmurat@archery.org](mailto:cmurat@archery.org) or during the Congress on +41 79 357 15 48. In case of any other problem you can also reach me on +41 79 614 30 52.

On behalf of World Archery we wish you a safe trip to Copenhagen and we look forward welcoming you in Wonderful Copenhagen. We thank already the Danish LOC composed of the World Archery Denmark, Sport Event Denmark and Wonderful Copenhagen for their great preparation.



WORLD ARCHERY  
FEDERATION  
FÉDÉRATION  
MONDIALE  
DE TIR À L'ARC



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We remain at your disposal, should you need any further information.

Yours Sincerely,

Tom DIELEN  
Secretary General