



WORLD ARCHERY
FEDERATION
FÉDÉRATION
MONDIALE
DE TIR À L'ARC

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To
President Member Association
Secretary General Member Association
Congress Delegates
Committee Members
Congress Guests

Lausanne, 16 July 2015

Dear President, dear Secretary General, dear Archery Family friend,

We are fast approaching our World Archery 51st 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.

Congress delegates should have booked their accommodation with the LOC. If there are any issues, please contact Louis Gjøe Larsen by email at hotels@archery2015.com, +45 5 189 54 80 - louis@archery2015.com

World Archery Officers, who are not part of their country's delegation and guests, the World Archery office has taken care of your reservation. Any questions, please contact Jenny Brugger at jbrugger@archery.org or by phone +41 21 614 30 50 before 22 July. Jenny will be at the Bella Sky Hotel as of the afternoon of 23 July.

Congress Location

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 Scandic Hotel and the Bella Sky Hotel, starting at 07:45 with a shuttle service until 08:15 in the morning. A shuttle service will bring the delegates back to the hotel at the end of the Congress or to the reception on Saturday.

Congress Registration and Accreditation:

If you have registered for Congress through the online registration you can go to the Crowne Plaza to the registration desk which will be split in five groups.

Group 1: Member Associations with acronym A-D

Group 2: Member Associations with acronym E-J

Group 3: Member Associations with acronym K-P

Group 4: Member Associations with acronym Q-Z – CA's

Group 5: World Archery Executive Board, Officers, Guests and VIP and member associations that did not register in advance.

If you have not registered within the deadline, you should inform World Archery as soon as possible and latest upon arrival in Copenhagen so that an accreditation can be prepared.

We will try to provide the best possible service but priority will be given to those Member Associations that registered on time. This can be done in either of the accreditation centres at Bella Sky or Scandic Hotel

Letter of authorisation

If you are not the President or Secretary General of a Member Association that is listed in the Member Associations Directory on our website, you are required to produce a letter, signed by either of the two signatories, of your federation to be able to vote.

Proxies and Proxies registration

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

Member Associations giving the proxy	Member Association receiving the proxy
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



Countries having received a 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 served in your respective hotel. A lunch buffet will be provided at the Crowne Plaza Hotel during Congress 24/25 July.

Welcome Reception

Following the closing of the first day of Congress, 24 July, a welcome reception will be offered by World Archery at the Bella Sky hotel for 1 1/2 hours starting around 18:30. Transportation will be organised from the Congress hotel to the Bella Sky. For those staying in the Scandic, a bus will be organised at the end of the reception to the Scandic hotel for dinner. If you do not wish to attend the reception and you are staying at the Scandic, please inform World Archery staff during the congress session. Attendance is not mandatory.

Opening Reception

Saturday 25 July, 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 and participating teams will be briefed upon arrival. Busses will be organised from the Scandic hotel for teams staying at that hotel. Attendance is not mandatory but kindly requested.

Attending World Championships

Congress delegates that wish to attend the Championships are free to do so during the qualifications and eliminations. For championship finals, a ticket will be required. Congress accreditations will not provide you with any field of play access. If you are part of your team delegation and provided you are within the maximum number of officials allowed on the field of play, you have to register as official in WAREOS and pay the officials' entry fee.

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.

All Congress delegates will be divided in four groups who will rotate through all four sessions giving an ideal opportunity to experience all the four working groups.

Official photograph

We would like to have an official photograph of all delegates at the Congress. We therefore ask all of you, on Friday 24 July, to pass through the official area for taking photographs by the LOC. Please take the opportunity to do this as soon as possible, before the end of Friday. We also ask you while doing this to provide one excellent idea that World Archery or your Member Association should work on by the next Congress.

Seating in Congress hall

For all those that have registered on time, will find their name and miniature national flag on the table they are to be seated within the Congress hall. Anyone that did not register on time will be seated upon availability and we cannot guarantee a name plate and country flag.

Tablets

Tablets will be distributed for voting and will include all congress documentation. Tablets must stay in the room at the end of the first day so they can be fully charged for the voting on the second day. Other instructions will be given on site for activities on the second day of Congress.

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.

The only exception to this rule will be the list of candidatures received, which will be distributed at the start of the session on day 1.

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 following Congress agenda is available on the internet:

Day 1:

Morning

Official welcome and reports from the President, Secretary General
Coffee Break
Finance, Committee Reports
Interpretations, Bylaws
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
Closing 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. 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

Any specific request, please contact Caroline Murat who is managing Congress operations. Caroline can be contacted by email at cmurat@archery.org or during the Congress on +41 79 357 15 48

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

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

Yours Sincerely,

Tom DIELEN
Secretary General