



WORLD ARCHERY CONGRESS

INVITATION & INFORMATION PACKAGE

Mexico City (Mexico)

Version 1.0 – 31 July 2017

Dear Member Associations, dear Congress Delegates:

This document has been created for those persons not part of a National Team participating in the World Championships, but will participate in the World Archery Congress. These persons will need to book their accommodation directly and not using the National Teams invitation package (hotel booking and local transportation arrangements).

Please find here below the information needed for this booking.

SCHEDULE of the CONGRESS

(As of 15 March 2017)

Thursday, 12 October 2017	as of 9.00 am	World Archery Executive Board meeting
Friday, 13 October 2017	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)
Saturday, 14 October 2017	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
<i>Date and time to be confirmed</i>		Meeting of the newly elected World Archery Executive Board

Lunch will be organized for delegates and other Congress participants on 13 and 14 October.



CONGRESS REGISTRATION

As it was done in Copenhagen, Congress Registration will be managed on WAREOS.

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

Then, using your current WAREOS account login, you will see a form (as shown below) to fill in with all your information.

Voting delegate	
Family Name	<input type="text"/>
Arrival	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>
Departure	<input type="text" value="yyyy-mm-dd"/>
Notes (Food Allergy, Wheelchair use, Special Dietary requests, etc.)	
<input type="text"/>	
Delegate	
Family Name	<input type="text"/>
Arrival	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>
Departure	<input type="text" value="yyyy-mm-dd"/>
Notes (Food Allergy, Wheelchair use, Special Dietary requests, etc.)	
<input type="text"/>	
Delegate	
Family Name	<input type="text"/>
Arrival	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>
Departure	<input type="text" value="yyyy-mm-dd"/>
Notes (Food Allergy, Wheelchair use, Special Dietary requests, etc.)	
<input type="text"/>	
Interpreter	
Family Name	<input type="text"/>
Arrival	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>
Departure	<input type="text" value="yyyy-mm-dd"/>
Note (Food Allergies, Wheelchair use, Special Dietary requests, etc.)	
<input type="text"/>	



Hotels	Single Room	Double Room
Hotel Camino Real Polanco (5 Star) Mariano Escobedo 700 Col. Anzures, 11590 Mexico D.F.	218 USD\$	218 USD\$
Meals: Breakfast and Dinner (Full hot & cold Buffet)	30 USD\$ each	30 USD\$ each

Hotel Camino Real Polanco (Official Hotel of World Archery Congress)

The hotel room rates are per room, per night, including free internet (1 device per person). Lunch and coffee/tea breaks will be at no additional charge. Additional purchases in the hotel bar, café and minibar is at own expense.

*The check in at the hotels is at 3.00pm, rooms will not be available until this time; the check-out is at 12.00pm, please make sure to do the check out at the front desk before these hour, otherwise and extra night will be charged.

*The Congress dates are the check in on the 12th and check out on the 15th of October 2017, if you need early arrivals or late departures, please let us know through email the email below so we can confirm if there is availability.

Transportation will be provided between Sevilla Palace, and Fiesta Americana to Congress hotel.

NOTE: Should you have any food allergies or dietary requirements, please email them using the address below:

Mrs Marcela Barrera marcela.barrera@mgoevents.com

CC Mrs Maite Gomez maite.gomez@mgoevents.com



Hotel Reservation / Transportation Form

Please fill in the Excel file.

Payment for the Hotel

60% of accommodation should be paid before 04.08.2017, and without payment, you cannot guarantee the reservation.

Rest 40% of accommodation and should be paid before 30.08.2017

As soon as a transaction is done, please send the proof of payment given by the bank.

Wire transfer charge must be paid by the participant, MGOevents nor World Archery Federation are responsible for that cost.

The invoice of the balance will be issued after the payment is checked.

***Payment Conditions (Hotel Fee)**

Bank information:

INCOMING WIRE TRANSFER INSTRUCTIONS	
Title on Account:	MGO USA, INC
Account #:	898085832188
Beneficiary Bank:	Bank of America
Routing Number:	063000047 /063100277 (paper & electronic)
Swift Code:	BOFAUS3N
MGO USA, INC Address:	3625 NW 82 Ave, Suite 407, Doral, Florida 33166
Bank Address:	3025 NW 87th Ave, Miami, FL 33172
Registration Number:	95-1388345

All payments will be made in USD\$ by BANK TRANSFER. Bank transfer fees are responsible on the SENDER. Credit cards and travel cheques will not be accepted.

Please return the "Accommodation Form" with the participants information attached before 04.08.2017 by e-mail to:

Mrs Marcela Barrera marcela.barrera@mgoevents.com

CC Mrs Maite Gomez maite.gomez@mgoevents.com



Transportation Form

Member Association:
Number of Persons:

*Arrival Information Mexico City Airport

Arrival	
Flight No.	
Date	
Time	

*Departure Information Mexico City Airport

Departure	
Flight No.	
Date	
Time	

Date: _____

Signature of Secretary General _____

Please note that Organising Committee will ensure transportation from and to Mexico City International Airport.

Please return this document before 13.09.2017 by e-mail to:

Carlos Yopez carlosy@moveo-lab.com

CC Alfonso Roldan alfonso@moveo-lab.com



Organising Committee Contacts:

General information on the congress:

Name: Paola Mora

E-mail: paola.moveolab@gmail.com

Phone: +45 28977842

Accommodation for the congress:

Name: Mrs Marcela Barrera

E-mail: marcela.barrera@mgoevents.com

Phone: +52 33 3146 5844

Transportation for the congress:

Name: Carlos Yopez

E-mail: carlosy@moveo-lab.com

Phone: +45 28977842

Visa:

Name: Gaby Rodriguez

E-mail: visa.WAC2017@gmail.com