

**WORLD ARCHERY
CONGRESS
INVITATION PACKAGE**



World Archery Congress

Berlin (GER)
27-28 July 2023



Version 1.0 (3 March 2023)

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 1 March 2023)

Wednesday, 26 July	All day	Arrival of delegates
Thursday, 27 July	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)
	<i>Followed by</i>	Dinner at Congress hotel
Friday, 28 July	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
Saturday, 29 July	All day	Departure of delegates

CONGRESS LOCATION

Titanic Chaussee Berlin
Chausseestraße 30
10115 Berlin
www.titanic-hotels.com



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DEADLINES

Congress

Motions for rule changes	27 February 2023
Nominations for elections	28 April 2023
Proxy form	27 June 2023
Congress delegates registration	6 July 2023

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	25 March 2023
50% payment Hotel	25 March 2023
Final Hotel Reservation	25 April 2023
Final Transportation	25 June 2023
100% payment Hotel and Transportation	25 June 2023
Payment deadline for those not using official hotel	6 July 2023

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	25 June 2023
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Be aware that you might need to start the process earlier depending on the process times in your embassy.



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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 **6 July** 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, otherwise registration fee will apply.

REGISTRATION FEE

There is **no registration fee** for delegates who book their hotel for two nights in official congress hotel. This must be booked in WAREOS under Congress, not under World Championships.

360 € is the Congress registration fee for delegates who do not stay at least two nights in Congress hotel. It includes buffet lunches and coffee breaks on both day of Congress and dinner on first evening. This fee does not include any transportation.

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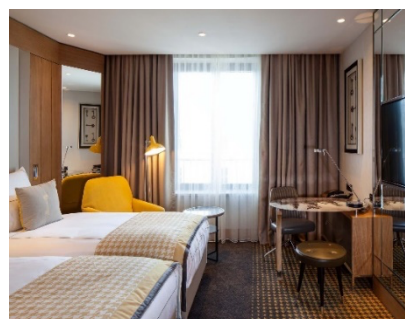
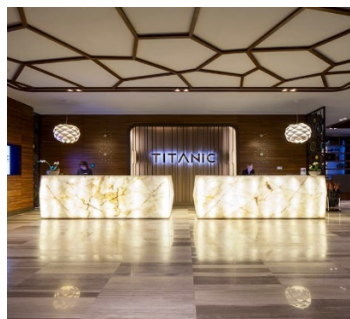
OFFICIAL CONGRESS HOTEL

Titanic Chaussee Berlin

The hotel has free Wifi. The hotel room rates for Congress are **per person**, per night and include all coffee breaks during the Congress.

Titanic Chaussee Berlin	Meals included	Price for single room	Price for double room per person
26-27 July	26 July - dinner, 27 July - full board, 28 July - breakfast, lunch	294 EUR	227 EUR
28 July	28 July - dinner 29 July - breakfast	264 EUR	197 EUR

Spa, swimming pool, and gym with additional fee, that can be booked directly at the hotel at own expenses. Additional purchases in the hotel bar, café and minibar are at own expense.



The check-in date for Congress is 26 July and the check-out 28-29 July. If you need early arrivals, please let us know by email birgit.huhn@hktravelplus.de, 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 do the check-out at the front desk before this hour, otherwise an extra night will be charged.

NOTE: In case you do not reserve the Congress hotel through Congress WAREOS, registration fee will apply.

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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 Berlin Brandenburg Airport (BER) to the Titanic hotel and back.

Each way: **35 EUR / person**

Public transport

There is a metro station near by the official Congress hotel. The main train station is 2km from the hotel and connected with metro. The taxi from train station is around 15-20€.

Transport to World Championships hotels after Congress

The delegates who will stay in Berlin, can arrange their transfer to World Championships hotel either by foot, by metro or by ordering taxi from the Titanic hotel. 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 6 July 2023.

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

100% refund in case of cancellation 25 March 2023

50% refund in case of cancellation 25 April 2023

PAYMENT CONDITIONS

To confirm your hotel reservations and transport, a 50% deposit of the total amount, is to be paid by a bank transfer to the travel agency before 25 March 2023. Remaining payments (100%) **before 25 June 2023**. Reservations received after this date will be considered according to availability.

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

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Bank information – hotel and airport transportation

BANK: Volksbank Alzey-Worms eG
ADDRESS: Marktplatz 19, D-67547 Worms
BANK ACCOUNT HOLDER NAME: hk travel plus GmbH
ACCOUNT NO/IBAN: DE15 5509 1200 0080 5183 07
BIC/SWIFT CODE: GENODE61AZY

Bank transfer fees are the responsibility of the sender.

Bank information – registration fee (if no hotel reservation in Congress WAREOS)

BANK: Wiesbadener Volksbank
ADDRESS: Schillerstraße 4, 65185 Wiesbaden
BANK ACCOUNT HOLDER NAME: German Shooting Sport and Archery Federation
ACCOUNT NO/IBAN: DE16 5109 0000 0008 8088 80
BIC/SWIFT CODE: WIBADE5W

Bank transfer fees are the responsibility of the sender.

CONTACTS

General information on the congress organisation and visa:

Name: Ms. Julia Matheis
E-mail: matheis@dsb.de
Phone: +49 611 46807-415

Accommodation and transport:

Name: Ms. Birgit Huhn
E-mail: birgit.huhn@hktravelplus.de
Phone: +49 6131-217098-0

WAREOS registration system, access to Extranet:

E-mail: support@archery.sport

Congress documents and procedures:

[Info link here](#)

E-mail: congress@archery.sport

