**STANDING ORDER**

**XVIII International Conference**

**International sport Federation of Firefighters and Rescuers**

Date: **November 13-17, 2017**

Venue: **Banskа-Bystrica** (**Slovak Republic)**

**1. Mandatory information for delegates**

You need to provide the following information:

1. Registration form in the prescribed form.

2. Scan of the first page of the passport, by which there will make the trip (format: pdf / jpg).

3. Information: date and time of arrival/departure, flight number, train, including a wagon, vehicle.

4. For accreditation:

- Name of department, service, organization and occupied position at work (fully);

- Head of delegation / delegates / members of the delegation.

5. Information on reservations for accommodation in the official hotel

of the Conference (single, double, twin).

This information will be used by the organizers of the Conference for the meeting and departure, hotel reservation, production of accreditation badges and other issues.

**2. Registration of participants**

The participants of the Conference provide the confirmation letter about participation in the event, registration form and other information (in accordance with paragraph 1) **no later than 25 October, 2017** in two addresses (paragraph 9).

**3. Official hotel of accommodation**

# Official Hotel *«Congress Hotel Dixon Resort 4\*»*.

# Location: *Švermova 32, 974 04 Banská-Bystrica.*

**4. Accommodation cost**

Accommodation cost (excluding the exchange rate during staying):

- Single room 90 € Euro;

- Double room 70 € Euro per person

**5. Accreditation and registration**

Accreditation and registration will organize in the Hotel ***«Congress Hotel Dixon Resort 4\*»*** 13 November 2017 from 15.00 (according to local time).

**6. Transport**

The participants will be provided with transport during the official period of staying.

**7. Meal**

The participants of the Conference during the official period of the event will be provided with food in the Hotel ***«Congress Hotel Dixon Resort 4\*»***.

**8. Financial documentation**

The financial documentation on accommodation is provided by the Administration of the Hotel.

Business trip documention for certification must be submitted in day of accreditation and registration.

**9. Contacts**

**- The Executive Committee of the International Sport Federation of Firefighters and Rescuers**:

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**- The Organizers: Marian Dritomsky (Director of the Division of the Firefighting Units Management):**

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