

37th USPE Congress

7th – 9th October 2016 in Berlin/Germany

Invitation

The German Police Sports Board of Trustees (Deutsches Polizeisportkuratorium; DPSK) has been entrusted to organise the 37th USPE Congress from 7th – 9th October 2016 in Berlin.

1. Participants

According to Article 9 of the USPE Statutes, every Country can send up to two delegates. Every Country has two votes; every Member of the USPE Executive Committee (EC) has one vote.

The members of the USPE Technical Commission are invited guests by the USPE.

2. Date

Arrival: 7th October 2016

Departure: 9th October 2016

3. Accommodation

The Organiser provides the accommodation for the Delegates and the Members of the USPE Executive Committee, the USPE Technical Commission and Guests of the participating countries from 7th – 9th October 2016. The catering provided by the organiser starts with dinner on 7th October and ends with breakfast on 9th October 2016.

The accommodation will take place in the

Holiday Inn Berlin City West

Rohrdamm 80

13629 Berlin

www.hotel-berlin-city-west.com

4. **Venue**

The Congress will take place in the hotel.

5. **Provisional Schedule**

7th October 2016

Throughout the day Arrival of the participants, transfer to the hotel, check-in

19:00 – 23:00 h Dinner in the hotel (Buffet)

8th October 2016

06:30 – 10:00 h Breakfast in the hotel

08:30 h Check of the delegates/participants,
Delivery of voting papers

09:00 – 17:00 h Congress

11:00 – 11:15 h Coffee break

13:00 – 14:00 h Lunch

16:00 – 16:15 h Coffee break

18:30 h Transfer to the Gala Banquet

19:00 h Gala Banquet

00:00 h Transfer Hotel

9th October 2016

06:30 – 10:00 h Breakfast

Throughout the day departure, transfer to the airports/train station

6. **Travel information**

The organizer will provide the transportation from

- Berlin-Tegel Airport (TXL; approx. 15 min. transfer) or
- Berlin-Schönefeld Airport (SXF; approx. 90 min. transfer) as well
- Berlin Main Train station (Hauptbahnhof; approx. 30 min. transfer)

to the hotel according the travelling details of all the delegations.

Delegations that need a VISA are requested to contact the host in time.

Note: The rooms are available from 14:00 h on the arrival day and must be left until 12:00 h on the day of departure.

7. **Expenses**

4.1 Travelling expenses

Each member country will defray its own travelling expenses.

The travelling expenses of the USPE-Officials will be paid by the USPE.

4.2 Board and lodging

The country organising the Congress is entirely responsible for all expenses caused by the Congress. It provides board and lodgings free of charge to up to two delegates of the participating countries as well the officials of the USPE.

Guests

Expenses for guests and/or experts have to be paid by the respective member country.

The costs for accommodation of guests will be:

- Single room: 330.00 € per person
- Double room: 270.00 € per person
- Guests staying together with a delegate/official: 210.00 €

This includes transfer from the airports/train station, 2 nights in the hotel, full board starting with dinner on 7th October 2016 ending with breakfast on 9th October 2016, Gala Dinner at 8th October 2016 and participation in the Guests program.

The organiser will send respective invoices in time.

The hotel offers special rates for USPE, if someone would like to come earlier or stay longer:

Holiday Inn City West (Congress hotel):

Single room: 79.00 € per night incl. breakfast

Double room: 99.00 € per night incl. breakfast

8. Elections/Applications

The 37th Congress has to elect the following positions:

Executive Committee:

- President
- one Vice-President
- General Treasurer
- one Assessor

Technical Commission:

- four Members of the Technical Commission

Furthermore:

- two Auditors

The Registration Form for Candidates (Form 2) must be sent to the USPE Office until **7th July 2016** (Date of arrival; by e-mail or postal service).

Applications and of Member Countries must be sent to the USPE Office until **7th July 2016** (Date of arrival; by e-mail or postal service). They have to be in one of the official languages of the USPE (English, French, or German).

9. Registration

Each participating member country/USPE Official is requested to send the enclosed forms by E-Mail to:

1. Office of the USPE Secretary General (office@uspe.org)
2. Organising Committee (congress2016@uspe.org)
3. Deutsches Polizeisportkuratorium (info@dpsk.de)

Please meet the following deadlines:

Form 1:	Registration	28 th January 2016
Form 2:	Candidates for election	7 th July 2016
Form 3:	Participants names	14 th July 2016
Form 4:	Travelling Details	8 th September 2016

10. Reachability:

OC USPE Congress
Radelandstr. 21
13589 Berlin
Germany

Phone: +49 30 4664 99 44 77
E-Mail: congress2016@uspe.org

11. Notes:

As to the Gala Dinner, you are requested to be dressed to the occasion.

Sincerely yours

Fred Kusserow
USPE Secretary General

Rigo Klapa
1st Chairman of the DPSK

Berlin, 2nd December 2015

