

Berlin, 30th July 2018

38th USPE Congress

2nd – 4th November 2018 in Liberec/Czech Republic

The UNITOP Czech Republic has been entrusted to organise the 38th USPE Congress from 2nd – 4th November 2018 in Liberec/Czech Republic.

1. General organiser

Union Sportive des Polices d'Europe (USPE)

2. Organiser

UNITOP Czech Republic

3. Date

Arrival: 2nd November 2018

Depart: 4th November 2018

4. Venue

The Congress will take place at the Congress hall of the hotel Babylon in the town of LIBEREC.

5. Accommodation

The accommodation will take place in the hotel Babylon

www.hotelbabylon.cz

The organizer will provide the accommodation for the Delegates and the Members of the USPE Executive Committee, the USPE Technical Commission and Guests of the participating countries in the days of 2nd – 4th November 2018.

The catering provided by organizer starts with dinner on Friday 2nd November and ends with breakfast on Sunday 4th November 2018

6. Travel information/VISA procedure

6.1 Travel information

The organiser will provide the transportation from the Prague Airport (110 km to Liberec) or from the Train Station according to the travelling details of all the delegations.

Delegates arriving by their own cars are requested to go directly to the hotel.

The organiser will provide the necessary shuttles during the Congress.

The exact schedules will be given to the participants on arrival day.

6.2 VISA Information

Delegates which need a VISA are requested to contact the host in time.

7. **Safety Requirements**

The organiser has to make sure that all safety requirements are met. The organiser is responsible for a safety and security analysis of the risks during the 38th USPE Congress to determine the necessary precautions and measures.

8. **Insurance**

Everyone involved in the 38th USPE Congress is responsible for his/her own insurance cover.

The participating Member Countries are responsible for and undertake to conclude all necessary and adequate insurance cover (e.g. accident and health insurance) for their whole delegation members at their own expense for the whole duration of the Congress.

Claims for damages against the USPE are expressly excluded.

9. **Provisional Timetable**

A program for guests will be offered by UNITOP Czech Republic during the congress at Saturday, 3rd November. Details will follow.

2nd November 2018

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

3rd November 2018

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
in the evening Gala Banquet

4th November 2018

In the morning Breakfast
Throughout the day Departures, Transfer to the airport

10. Expenses

10.1 Travelling expenses

Each member country will defray its own travelling expenses. The travelling expenses of the USPE-Officials will be paid by the USPE.

10.2 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: 100.00 € per night

Double room: 150.00 € per night

Guests staying together with a delegate/official: 75.00 € per night

This includes transfer from the airport, 2 nights in the hotel, full board starting with dinner on 2nd November 2018 ending with breakfast on 4th November 2018, Gala Dinner at 3rd November 2018 and participation in the Guests program.

The payment of the guests for their stay in the official date of the Congress must be paid in cash upon arrival at the hospitality desk of the local organizing committee.

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

Single room: 70.00 € per night incl. breakfast

Double room: 85.00 € per night incl. breakfast

The costs for extra nights have to be paid directly at the hotel reception.

11. Elections/Applications

11.1 Elections

The 38th Congress has to elect the following positions:

Executive Committee:

- Vice-President
- Secretary General
- 4 Assessors (1 for a term of 2 years)

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 2nd August 2018 (Date of arrival: by e-mail or by postal service).

11.2 Applications

Applications of Member Countries must be sent to the USPE Office until **2nd August 2018** (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).

12. Registration

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

1. Office of the USPE Secretary General (office@uspe.org)
2. UNITOP CR (unitop@policie-sport.cz; fiesta@cbox.cz)

Please meet the following deadlines

Form 2 Candidates	2 nd August 2018
Form 1 Registration/Number of participants	31 st August 2018
Form 3 Participants Names	30 th September 2018
Form 4 Travelling Details	15 th October 2018

13. Restriction of personality rights

Participants consent through their entry that their personal data/information shall be recorded for the entire congress in a file.

They also consent that photographs/film recordings produced prior to, during and after the event may be used for the purpose of USPE public relations work.

14. Disclaimer

The USPE and the hosts shall not assume any liability in the event of accidents, theft and other events of damage or loss.

The disclaimer shall be recognised upon registration for the event.

15. Notes

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

Fred Kusserow
USPE Secretary General

Vladislav Husak
President Unitop CR