Munich, July 2, 2019

Dear Colleagues,

In reference to my letter dated June 14, 2019 regarding the Extraordinary General Assembly which will be held in Munich, GER, we would now like to provide you some more details. The ISSF HQ relies on your cooperation to guarantee a smooth organization. May I therefore please ask you to return all forms within the deadlines.

Please note that all forms and correspondence should either be sent by fax to +49-89-54435544 or email to munich@issf-sports.org with copy to doris@issf-sports.org.

**Dates**
A Workshop for all interested Delegates will be held on **December 6, 2019**
The Extraordinary General Assembly will be held on **December 7, 2019**

**Location**
Marriott Hotel München
Berliner Straße 93
80805 München
GERMANY

**Delegates Registration Form**
Deadline: **November 1, 2019**
In the attachment, you will find the Registration Form for Delegates. Please enter the names of your delegates and return the form as early as possible to the ISSF HQ.

Two delegates per federation may be entered except when two federations represent one country each will have one (1) delegate.
Hotel and Assistance Form

Deadline: August 18, 2019
We kindly ask that you complete and return this form to the ISSF Headquarters if you wish to make hotel reservation for your delegate(s) in the Marriott Hotel. Please return this form as soon as possible. Please note that the number of rooms is limited and only forms received within the deadline can be confirmed. Any changes or reservations received after the deadline are subject to availability.

Financial Assistance
If you wish to apply for financial assistance, please tick the appropriate boxes in the Hotel and Assistance Form. Each nation can apply for the reimbursement of one economy flight ticket to Munich and/or the payment of the official hotel (double room) for a maximum of three days. The possible reimbursement of the flight ticket will be handled individually with each Member Federation.

Additional Room Requests
If you would like to book additional rooms in the Marriott Hotel at your own expenses, please indicate so in the Hotel and Assistance Form. If you do not require any additional rooms, leave this part of the form blank.

The following room rates will apply:
Single Room: 165 EUR (includes breakfast, WiFi and VAT)
Double/Twin Room: 190 EUR (includes breakfast, WiFi and VAT)

Visa Support Form
Deadline: November 1, 2019
In case you require a visa to come to Germany, please fill in the enclosed Visa Support Form and return it with a copy of your passport to the ISSF Headquarters as early as possible.

Proxy
If, for any reason, a Member Federation will not be able to participate in the 2019 Extraordinary General Assembly with its own delegate, it may give its written proxy to the delegation of another federation (ISSF Constitution, Art. 1.6.10). This rule requires that a proxy may only be given to another Member Federation and not to a person and that each federation can only carry proxy representation for one other Member Federation. If you plan to give your proxy to another federation, please provide your written proxy and related correspondence as early as possible to munich@issf-sports.org with copy to doris@issf-sports.org.

If you have any questions or comments, please do not hesitate to contact the ISSF HQ.

Best regards

Alexander Ratner