**STANDING ORDER**

**XX International Conference**

**International Sport Federation of Firefighters and Rescuers**

Date: November 19-22, 2019.

Venue: Karaganda (Republic of Kazakhstan).

**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 19th of October, 2019** in two addresses (paragraph 9).

**3. Official hotel of accommodation**

# Official Hotel: *«Cosmonaut Hotel 4 \*»*.

# Location: 100019, Republic of Kazakhstan, Karaganda city Krivoguz, 162 A.

**4. Accommodation cost**

Accommodation cost:

- Single room ~94 €;

- Double room ~117,5 € per person;

- Junior Suite Room ~126,82 €;

(All prices can be changed).

Hotel payment in rubles upon check-in or by Visa, MasterCard (in this case currency conversion is at the internal rates of the Bank).

**5. Accreditation and registration**

Accreditation and registration will organize in the Hotel ***«Cosmonaut Hotel 4 \*»*** 19th of November 2019 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 ***«Cosmonaut Hotel 4 \*».***

**8. Financial documentation**

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

Business trip documentation 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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**- Sport Federation of Firefighters and Rescuers of Emergency Commission of the Ministry of Internal Affairs of the Republic of Kazakhstan:**

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**- Department of Emergency Situations of the Karaganda region:**

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