**STANDING ORDER**

**XXIII International Conference**

**of the International Sport Federation of Firefighters and Rescuers**

Date: November 11-15, 2022.

Venue: Istanbul city, Republic of Turkey.

**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 20th of October, 2022** in two addresses (paragraph 9).

**3. Official hotel of accommodation**

Official Hotel: ***«Hyatt Regency Istanbul Ataköy 5\*».***

# Location: [Ataköy 2-5-6. Kısım, Rauf Orbay Caddesi Sahil Yolu No:2/1, Istanbul, Türkiye, 34158](https://www.google.com/maps/search/?api=1&query=Atak%C3%B6y+2-5-6.+K%C4%B1s%C4%B1m%2C+Rauf+Orbay+Caddesi+Sahil+Yolu+No%3A2%2F1%2C+Istanbul%2C+T%C3%BCrkiye%2C+34158).

**4. Accommodation cost**

Accommodation cost:

- Single room 90 Euros;

- Double room 105 Euros per room.

Hotel payment in Euros 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 ***«Hyatt Regency Istanbul Ataköy 5\*»*** 11th of November 2022 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 ***«Hyatt Regency Istanbul Ataköy 5\*».***

**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 Directorate of the International Sport Federation
of Firefighters and Rescuers:**

Tel: +7 (499) 272- 47-49, +79152054072

E-mail: isffr.2001@gmail.com

**- Fire Brigade of Istanbul Fire Department of the Republic of Turkey:**

Address:

Tel.: +90 (543) 543 43 65

E-mail: evrim.engin@ibb.gov.tr