

FEDERATION
INTERNATIONALE
DE NATATION

FINA OFFICE
Avenue de l'Avant-Poste 4
1005 Lausanne
Switzerland

Phone: 41-21 / 310 47 10
Fax: 41-21 / 312 66 10
<http://www.fina.org>

MEMORANDUM

TO: ALL FINA MEMBER FEDERATIONS

FROM: FINA, Lausanne

DATE: 06th November 2008

**RE: 1st FINA SWIMMING COACHES WORLD
CONFERENCE
15-17 January 2009 // Singapore (SIN)**

BUREAU 2005 - 2009

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Algeria

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LIC. JAVIER OSTOS MORA
Mexico

Dear Sirs,

Following our correspondence dated 24th October 2008, we are very pleased to inform you that a meeting was held on 1st November 2008, with the representatives of the Singapore Sports Council and Singapore Swimming Association.

At this meeting the following items related to the 1st FINA Swimming Coaches World Conference were confirmed:

➤ **PLACE** :

MARINA MANDARIN HOTEL, SINGAPORE (SIN)

➤ **DATES** :

ARRIVAL	15 January 2009	(Morning)
OPENING	15 January 2009	18H00
CONFERENCE	16 and 17 January 2009	All day
DEPARTURE	17 January 2009	(Evening)

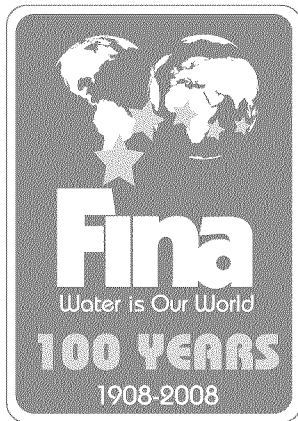
➤ **PARTICIPANTS** :

Coaches from all FINA Member Federations are invited to attend.

SPORT IN
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PROGRAMME



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OLYMPIQUE



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➤ **ACCOMMODATION :**

The accommodation will be arranged at the same place where the Conference will be held:

Marina Mandarin Hotel
37th Floor, South Tower
333 Orchard Road
Singapore 238867
Tel: (65) 6235 7788
Fax:(65) 6235 6688

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FINA, with the support of the Singapore Sports Council and Singapore Swimming Association, will provide for **one participant of each Member Federation** 1 (one) room and meals for the 15 and 16 January 2009. The sponsored room (single occupancy) can be upgraded to Twin sharing room at S\$ 70/night, to be covered by the National Federation.

➤ **ADDITIONAL PARTICIPANTS :**

For additional delegates each National Federation or participant should cover the cost of the rooms as following:

Price bed and breakfast single room: US\$ 250/night

Price bed and breakfast twin room: US\$ 300/night

Note: 1US\$ = 1.46 S\$

For Hotel Reservation please contact:

Damien Ler
OC Singapore
Tel: (65) 6258 1011
Fax: (65) 6258 4793
Email: damien.ler@swimming.org.sg

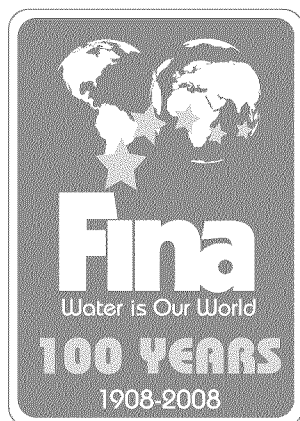
➤ **REGISTRATION :**

A registration fee of US\$ 200 will be charged for each additional coach /delegate to be registered by a National Federation. The fee shall be paid directly at the Conference at the occasion of the Registration.

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This fee will include: 2 lunches (16th and 17th January 2009)
3 dinners (15th, 16th and 17th January 2009)
Coffee-breaks

Please be informed that the Farewell Dinner, hosted by FINA, will be held on 16th January 2009.

The invitation will be included in the Welcome-Kit, to be received by all the participants.

Additionally, we would like to inform you that the Conference programme will be finalized no later than 30th November 2008 and will be forwarded to all National Federations.

In order to be registered for this Conference, please send back to the OC Singapore and copy to FINA the attached registration form duly completed by **NO LATER THAN 17th November 2008.**

We look forward to seeing you in Singapore and to receiving your reply as soon as possible.

Yours faithfully,

Cornel Marculescu
Executive Director

CM/ms

Annex: Registration Form

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1st FINA SWIMMING COACHES WORLD CONFERENCE 2009

15 – 17 JANUARY 2009

SINGAPORE (SIN)



REGISTRATION FORM

NATIONAL FEDERATION: _____

Will attend: YES NO

1st Representative: _____ (Last Name) _____ (First Name)

Position within NF: _____

2nd Representative: _____ (Last Name) _____ (First Name)

Position within NF: _____

CONTACT DETAILS: Tel. _____
Fax _____
Email _____

TRAVEL INFORMATION:

➤ ARRIVAL

DATE FLIGHT NUMBER TIME

DATE FLIGHT NUMBER TIME

➤ DEPARTURE

DATE FLIGHT NUMBER TIME

DATE FLIGHT NUMBER TIME

PLEASE RETURN THIS FORM NO LATER THAN 17th NOVEMBER 2008
FINA OFFICE: FAX (41-21) 312 6610 OR EMAIL: singapore2009@fina.org
OC SINGAPORE: FAX (65) 6258 4793 OR EMAIL: damien.ler@swimming.org.sg