



No. 79/2021

TO UEFA MEMBER ASSOCIATIONS

For the attention of  
the President and the General Secretary

Your reference	Your correspondence of	Our reference	Date
		GS/dci/mpt	22 November 2021

### **46th Ordinary UEFA Congress, Vienna, Austria, 11 May 2022**

Dear Sir or Madam,

We are pleased to invite you to the 46th Ordinary UEFA Congress taking place on Wednesday 11 May 2022. In this regard, we would like to provide you with the following information:

#### **Programme**

A copy of the official programme with more details will be sent to you in due course.

#### **Tuesday 10 May 2022**

Arrival of all Congress delegates and guests

19:30 46th Ordinary UEFA Congress official dinner (venue will be communicated to you in due course)

#### **Wednesday 11 May 2022**

10:00-12:00 46th Ordinary UEFA Congress – venue: Wiener Messe

#### **Registration**

In order to prepare the official printed programme, we kindly ask you to provide us with the names of your delegates by email to [congress@uefa.ch](mailto:congress@uefa.ch) by **Monday 28 February 2022**.

Your delegates will then be invited to register for the event via the usual online form.

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## **Voting rights**

Article 18(1) and (2) of the *UEFA Statutes* stipulates that: "Each Member Association shall have one vote" and that "Votes by proxy shall not be permitted."

## **Congress agenda**

As required by Article 15 of the *UEFA Statutes*: "A Member Association wishing to include a proposal on the agenda for an Ordinary Congress must submit it in writing to the Administration at least two months before the Congress is due to take place. The proposal must be clearly formulated, together with brief reasons for the proposal." The deadline for receipt of such a proposal is therefore **midnight CET on Friday 11 March 2022**.

In accordance with Article 13(3) of the *UEFA Statutes*, the Congress agenda and related documents will be sent to you at least four weeks before the event.

## **Participants and costs**

In accordance with Article 12(2) of the *Rules of Procedure of the UEFA Congress*, "A Member Association may be represented at the Congress by a maximum of three delegates."

Regarding costs:

- UEFA will cover the delegates' **accommodation costs** from Tuesday 10 to Wednesday 11 May (one night).
- **Travel costs, extra nights and charges for late cancellation or failure to attend** must be paid by the association concerned.
- Delegates are asked to settle **their personal expenses** (telephone, laundry, bar bills, etc.) directly with the hotel on checking out.

## **Hotel accommodation**

For your information, **The Ritz Carlton Vienna** and the **Grand Hotel Wien** have been selected as the UEFA delegate and guest hotels. They are both very central and located immediately next to each other, just two minutes by foot.

## **Travel**

UEFA member associations are responsible for booking their delegates' travel to the UEFA Congress. Based on the programme and the location, we recommend that they plan to arrive in Vienna by 16:00 hrs CET on Tuesday 10 May if possible. For departure, we ideally recommend Wednesday 11 May after

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the Ordinary UEFA Congress but flight take-off should not be before 14:30hrs CET in order to allow the event to close and transfer to the airport in good time.

### **Insurance**

We recommend that all delegates take out appropriate travel, accident and civil liability insurance for their trip to Vienna.

### **Visa and health requirements**

If you require a visa to enter Austria, we can assist you by providing an official invitation letter. For further information on visa requirements, please visit:

<https://www.help.gv.at/Portal.Node/hlpd/public/content/355/Seite.1206001.html>

To get up-to-date information about entry to Austria and pre-travel clearance, please click [here](#). UEFA is working closely with the Austrian Football Association and local safety authorities to ensure that the 2022 UEFA Congress is organised in accordance with all the necessary protective measures to safeguard the UEFA member association delegations travelling to this important event.

Should you need any further information at this stage, please contact the UEFA guest management team by email to [congress@uefa.ch](mailto:congress@uefa.ch).

We look forward to welcoming you to Vienna for the 46th Ordinary UEFA Congress.

Yours faithfully,

**UEFA**



Theodore Theodoridis  
General Secretary

cc:

- UEFA Executive Committee
- European members of the FIFA Council
- UEFA honorary members
- FIFA, Zurich