



No. 46/2022

TO UEFA MEMBER ASSOCIATIONS

For the attention of  
the president and the general secretary

Your reference	Your correspondence of	Our reference	Date
		FEDU/lud/uma	4 <sup>th</sup> July 2022

**13th UEFA Grassroots Conference  
12–16 September 2022, Madrid**

Dear Sir or Madam,

We are pleased to invite two representatives of your association to attend the 13th UEFA Grassroots Conference.

**Aims**

The conference will be an opportunity to reconnect with the national association grassroots community in person after the long COVID-19 period, celebrate specific grassroots achievements and discuss the way forward. It will assist the national associations in the strategic development of the grassroots game, with a particular focus on developing grassroots clubs and using flexible formats to create the best playing environment for everyone who wants to take part.

**Participants**

Each association is invited to send two delegates involved in grassroots football at the national level. We highly recommend that these be the **grassroots manager** and the person responsible for **club development**.

**Programme**

The conference starts at 9:00 on Tuesday 13 September and ends with an official dinner on the evening of 15 September. A detailed programme and pre-event content pack will be distributed to registered participants well in advance of the event. Participants will also be invited to download a specially developed conference app.

**Languages**

Simultaneous interpreting will be provided into English, French, German, Russian, Spanish and BCSM.

**Travel**

National associations are requested to arrange their delegates' flights. Delegates should arrive at Madrid Barajas International Airport (MAD) during the day on Monday 12 September and leave on the morning of Friday 16 September. Upon receipt of the flight booking confirmation and the completed

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reimbursement form (see enclosure), UEFA will reimburse participating associations up to a maximum of €750 per person for international travel in economy class, credited to their account at UEFA.

**Venue**

Hilton Madrid Airport  
Avenida de la Hispanidad 2-4  
28042 Madrid  
Spain  
Phone: +34 911 53 40 00

<https://www.hilton.com/en/hotels/madaphi-hilton-madrid-airport/>

**Accommodation**

UEFA will pay for a single room for each delegate at the Hilton Madrid Airport Hotel, with full board. Any other personal expenses must be settled directly with the hotel upon check-out.

**Airport transfers**

A shuttle service to and from the airport will be provided.

**Visas**

Delegates who require a visa are requested to contact their nearest Spanish embassy in good time before the event. The Royal Spanish Football Federation will be pleased to help if necessary. Please send any requests for support to [grassroots@uefa.ch](mailto:grassroots@uefa.ch).

**COVID-19**

Delegates are responsible for ensuring that they meet the Spanish government's health requirements. Up-to-date information can be found on the Spain Travel Health portal: <https://www.spth.gob.es/>

**Insurance**

National associations must arrange all necessary insurance coverage for their delegates.

**Online registration**

Your grassroots manager will soon receive an email with a registration form, which we ask you to complete for both delegates by Monday 15 August.

If you have any questions, please contact [grassroots@uefa.ch](mailto:grassroots@uefa.ch).

Yours faithfully,

**U E F A**



Theodore Theodoridis  
General Secretary

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Enclosure

- Reimbursement form

cc (with enclosures)

- UEFA Executive Committee
- UEFA Development and Technical Assistance Committee (DATAC)
- UEFA Grassroots Football Panel
- European members of the FIFA Council
- FIFA, Zurich