



No. 80/2022

TO UEFA MEMBER ASSOCIATIONS

For the attention of
the President and the General Secretary

Your reference	Your correspondence of	Our reference GS/dci/mpt	Date 21 December 2022
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47th Ordinary UEFA Congress, Lisbon, Portugal, 5 April 2023

Dear President,
Dear General Secretary,

We are pleased to invite you to the 47th Ordinary UEFA Congress taking place in Lisbon on Wednesday 5 April 2023. In this regard, we would like to provide you with the following information:

Programme

Tuesday 4 April 2023

Arrival of all Congress delegates and guests
19:30 - 47th Ordinary UEFA Congress Official Dinner (venue: Convento Do Beato, Lisbon)

Wednesday 5 April 2023

09:00-13:00 – 47th Ordinary UEFA Congress (venue: Congress Center Lisbon, Pavilion 2)

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 Sunday 5 February 2023**.

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.

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."

Registration, Participants and Travel

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.**" Please provide your three delegate names by email to congress@uefa.ch by **Monday 30 January 2023** at the latest. After providing your names, the UEFA VIP Guest Management team will contact you to organise your attendance via the usual online form.

Cost information:

- UEFA will cover up to three delegates' accommodation costs from Tuesday 4 to Wednesday 5 April (one night).
- Your travel costs, any additional nights or charges for late cancellation must be paid by the national association concerned.
- All delegates are asked to settle any personal expenses (telephone, laundry, bar bills, etc.) directly with the hotel when checking out.

Following is some useful information to assist with your planning:

Flights: member associations are responsible for booking their own travel to attend the UEFA Congress. Based on the programme, we recommend arrival in Lisbon by latest 16:00hrs WET/GMT on 4 April. For departure, we recommend Wednesday 5 April after the event, but please note flight take-off should **not be before 15:00hrs WET/GMT** to allow the event proceedings to close and transfer to the airport.

Hotel: the Corinthia Lisbon Hotel has been selected as the UEFA VIP delegate and guest hotel.

If you have any further questions regarding this event or attendance conditions, please feel free to contact the team at congress@uefa.ch.

Insurance

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

Visa and health requirements

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

<https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>

To get up-to-date information about entry to Portugal and pre-travel clearance, please click [here](#). UEFA is working closely with the Portuguese Football Federation and local safety authorities to ensure that the 2023 UEFA Congress is organised in accordance with all the necessary protective measures to safeguard the UEFA member association delegations travelling to this important event.

We look forward to welcoming you to Lisbon for the 47th Ordinary UEFA Congress.

Yours faithfully,

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Theodore Theodoridis
General Secretary

cc

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