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TO UEFA MEMBER ASSOCIATIONS

For the attention of
the president and the general secretary

Your reference	Your correspondence of	Our reference	Date
		lud/ski8	3 July 2023

**14th UEFA Coach Education Conference
18–21 September 2023, House of European Football, Nyon, Switzerland**

Dear president, dear general secretary,

We are pleased to invite your head of coach education and one senior coach educator to attend the 14th UEFA Coach Education Conference.

Aims

This coach education summit is a regular event anchored in our national associations' agendas. Held every three years, it provides an excellent platform for exchanges between educational leaders across Europe and beyond. The focus for this conference will be the latest developments regarding the Coaching Convention in various specialist areas as well as the improvement of coaching in the women's game.

Participants

Each association is invited to send their **head of coach education** and **one senior coach educator**. Additional places have been assigned to **female coach educators**.

Programme

The conference starts at 9:30 on Tuesday 19 September and ends with a closing dinner on Wednesday 20 September. A detailed programme 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

The event will be held in English. Simultaneous interpretation will be provided as required.

Travel

National associations are requested to arrange their delegates' flights. Delegates should arrive at Geneva airport (GVA) on Monday 18 September and leave on the morning of Thursday 21 September. UEFA will contribute €500 per person for international travel. This contribution will be credited to the participating association's account at UEFA.

Venues

Conference

UEFA - House of European Football
Route de Genève 46
1260 Nyon
Switzerland
+41 (0) 22 994 44 44
www.uefa.com

Hotel

Crowne Plaza Geneva
Avenue Louis-Casari 75-77
1216 Cointrin, Genève
Switzerland
+41 (0) 22 710 30 00
<https://geneva.crowneplaza.com/>

Accommodation and meals

UEFA will pay for a single room for each delegate at the Crowne Plaza Geneva, with breakfast included. Lunches and dinners will be provided either at the hotel or at UEFA's headquarters. Any other personal expenses must be settled directly with the hotel upon checkout.

Airport transfers

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

Visas

If delegates require a visa to enter Switzerland, we can assist by providing an official invitation letter. Please send any requests for assistance to football.education@uefa.ch.

Dress code

The dress code during the day will be athletic. We will provide each conference participant with two adidas polo shirts and a tracksuit.

Insurance

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

Online registration

Your head of coach education will soon receive an email with a registration form. Please complete this for all delegates by **Friday 4 August 2023**.

If you have any questions, please contact football.education@uefa.ch.

Yours faithfully,

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Theodore Theodoridis
General Secretary

CC

- UEFA Executive Committee
- UEFA Development and Technical Assistance Committee
- UEFA Jira Panel
- European members of the FIFA Council
- FIFA, Zurich