



No. 57/2023

TO UEFA MEMBER ASSOCIATIONS

For the attention of
the President and the General Secretary

Your reference	Your correspondence of	Our reference	Date
		GS/dci/yhaf	30 October 2023

48th Ordinary UEFA Congress, Paris, France, 8 February 2024

Dear Sir or Madam,

We are pleased to invite you to the 48th Ordinary UEFA Congress taking place in Paris on Thursday 8 February 2024. In this regard, we would like to provide you with the following information:

Programme

Wednesday 7 February 2024

Arrival of all Congress delegates and guests

19:30 48th Ordinary UEFA Congress official dinner (venue: Palais Brongniart, Paris)

Thursday 8 February 2024

09:00–11:00 48th Ordinary UEFA Congress (venue: Maison de la Mutualité, Paris)

18:00–18:45 2024/25 UEFA Nations League draw* (venue: Maison de la Mutualité, Paris)

The programme for after the UEFA Nations League draw will be communicated to you in due course.

*The UEFA Nations League draw will take place after the Ordinary UEFA Congress, in the evening. Each member association may be represented by up to five delegates at the draw. We expect that the three delegates attending the UEFA Congress will also attend the draw, together with the national team head coach and press officer. Should your delegation for the draw differ from this proposal, please inform us accordingly.

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 8 December 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."** An invitation will be sent to each member association to register its three delegates for the UEFA Congress and the UEFA Nations League draw. In parallel, the head coach and press officer will receive an invitation and online registration form link for the UEFA Nations League draw.

Cost information:

- UEFA will cover the accommodation costs of up to three delegates from Wednesday 7 to Thursday 8 or Friday 9 February (depending if they attend only the UEFA Congress or the draw as well).
- Delegates' 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.

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 arriving in Paris by 16:00 CET on Wednesday, 7 February and departing on Friday, 9 February, although delegates who do not plan to attend the draw could also opt to leave in the afternoon/evening of Thursday 8 February.

Hotel: the Hotel Du Collectionneur has been selected as the UEFA VIP delegate and guest hotel.

If you have any further questions regarding the UEFA Congress or about your delegates' attendance of this event and the UEFA Nations League draw, 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 Paris.

Visa and health requirements

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

<https://www.diplomatie.gouv.fr/en/coming-to-france/requesting-a-visa/>
<https://france-visas.gouv.fr/en/web/france-visas/>

UEFA is working closely with the French Football Federation and local authorities to ensure that the 2024 UEFA Congress is organised in accordance with all the necessary security measures to safeguard the UEFA member association delegations travelling to this important event.

We look forward to welcoming you to Paris for the 48th 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