



2018 ARF Ordinary Congress Invitation

August, 2018

Palembang, Indonesia

Dear Asian Rowing Family Members,

According to the decision made on the 2017 Asian Rowing Federation (ARF) Ordinary Congress, the 2018 ARF Ordinary Congress should be held during 2018 Asian Games (19th-24th August, 2018). After being approved by ARF Executive Committee, the 2018 ARF Ordinary Congress will be held at 23rd August, 2018 in Palembang, Indonesia. ARF sincerely welcomes the delegates from all National Federations to attend the Congress.

1. General Information

- **Date:** 23rd August, 2018 (Provisionally at 15:00)
- **Location:** The Excelton Hotel Palembang, Jl. Demang Lebar Daun No. 58 Palembang 30137- South Sumatera Indonesia
(Meeting Room TBC)
- **Contact Person:** Miss. Flora Meng via office_arf@sports.cn.
- **Attendance:** Two delegates only from each federation. Other attendance will be observers.

2. Accommodation and Meals

Due to the Asian Games, the hotel reservation is very scarce. Even though the OC has tried to contact the hotels for reservation, the most convenient way of reservation for delegates is to reserve the accommodation and meal by yourselves.

For delegates wishing to stay in the Excelton Hotel Palembang, which will be the hosting hotel of 2018 Congress, the OC manages to get a discount price. Delegates are welcomed to contact directly with the Excelton Hotel Palembang for the reservation. The contact person is (Please also cc to the OC via podsidayung@gmail.com for monitoring):

Ms. Lince Jojor

Email Address: lince.jojor@excelton.id

Tlp/ What shapp : +62 821 7671 0710

Price (Room with Breakfast only)

Deluxe Room (King/ Twin)	IDR 1.500.500, - nett/room/ night
Club Room (King only)	IDR 2.722.500, - nett/room/ night

- The above rates are NETT, inclusive of 21% government tax and service charge and non-commissionable
- Confirmation of room booking should be received latest on 23 April 2018
- 20% of deposit from total payment should be received 1 week after confirmation
- 50% of deposit from total payment should be received 1 month before

arrival time

- Full payment should be received 7 days before arrival time
- Safe Deposits Box and Coffee or Tea Making facilities in each room

3. Transportation

Delegates shall arrange your own transportation to the Congress.

4. Accreditation Application for 2018 Asian Games

The policy and requirements of the delegates accreditation application to the competition venue of the 2018 Asian Games will be announced soon.

5. VISA Application

The policy and requirements of VISA application will be announced soon.

6. ExCo. Member Nomination

According to the Article 28, 29 and 31 of ARF Statutes, one President and three Vice Presidents shall be elected by the 2018 Congress for a term of four years as it will be in the year of the Asian Games. Member federations wishing to nominate candidates are asked to complete the Nomination Form and submit it by 12th July 2018.

7. NF's Proposal

Any federation wishing to submit an additional agenda item or a specific proposal for inclusion in the Agenda, please send your proposals to ARF Office by e-mail via office_arf@sports.cn at no later than 12th July 2018 (Six weeks ahead of Congress according to ARF Statutes).

8. Suspension of Right to Vote in Congress

According to the Article 13 of ARF Statutes and the decision of ExCo., any member federation whose subscription in any year of 2015, 2016, 2017 or 2018 is outstanding will have no right to vote in 2018 Congress. Any federation wishing to submit the outstanding subscription, please bring the cash to the 2018 Congress.

Attachment List:

- *Provisional 2018 Congress Agenda* (Will be circulated soon)
- *Congress Attendance Sheet*
- *ARF Nomination Form for 2018 Congress*
- *Visa Application Form* (Will be circulated soon)
- *Accreditation Application Form for 2018 Asian Games* (Will be circulated soon)

Welcome to Palembang, Indonesia!

Deadlines:

ARF Nomination Form for 2018 Congress ----- 12th July, 2018

Annex 1: Attendance Sheet----- 12th July, 2018

Annex 2: Visa Application Form----- TBC

Annex 3: Accreditation Application Form 2018 Asian Games----- TBC