TO THE MEMBERS OF FIFA

Circular no. 1467
Zurich, 15 January 2015
DSG/mfa/tha/dse

6th FIFA Women’s Football Symposium in Vancouver, 3-5 July 2015

Dear Sir or Madam,

We are pleased to announce that FIFA will host the 6th FIFA Women’s Football Symposium during the FIFA Women’s World Cup 2015™ in Canada. The three-day event will be held in Vancouver from 3 to 5 July 2015. The programme will also include attendance at the final of the FIFA Women’s World Cup Canada 2015™.

Participants:

FIFA is pleased to invite the president of your member association as well as the main person in charge of all women’s football matters at your association. The criteria for the second delegate are: female, must speak one of the four FIFA languages (English, French, Spanish, German), is the person who knows best what is happening in regard to women’s football in your member association.

Should you wish to send additional delegates (at your own cost), we kindly ask you to contact us via e-mail at wfsymposium2015@fifa.org. After the registration deadline (18 February 2015), we will inform you about the availability.

Programme:

The programme will be split up into three parts:

3-4 July 2015  Workshops for the persons in charge of women’s football at the member associations (the presidents are of course welcome to attend)

5 July 2015  Meeting with the presidents (mandatory) of the member associations and the persons in charge of women’s football at the member associations

5 July 2015  Attendance at the final of FIFA Women’s World Cup Canada 2015™ for all delegates who participated in the symposium

You will receive a more detailed programme in due course.
Application procedure:

FIFA will send a link to the main e-mail account of your member association at the beginning of February 2015 with instructions to guide you through the application procedure. Should you not receive this link, we kindly ask you to contact us by sending an e-mail to wfsymposium2015@fifa.org.

You are requested to complete the online registration form by 18 February 2015 at the latest. The second delegate is also requested to fill in the attached CV form and to send it back to wfsymposium2015@fifa.org by the above date. We do not require the CV form of your president.

Travel:

FIFA Travel & Transport will contact you in due course to arrange your trip to Canada in accordance with your individual programme.

Accommodation:

The symposium will take place at the Hyatt Regency Vancouver hotel. The delegates will stay either at the Hyatt Regency Vancouver or at a hotel that will be communicated at a later date.

Hyatt Regency Vancouver
655 Burrard St,
Vancouver
BC V6C 2R7, Canada

Tel.: +1 604-683-1234

Visa:

Each participant is responsible for organising his/her own entry visa for Canada as well as the necessary transit visa. Please read the attached information about visa procedures and contact your nearest Canadian embassy or consulate to enquire as to which visa formalities are required for your delegation to obtain an entry visa for Canada.

If you require a visa, please send a scanned copy of your passport to visasupport@fwwc.2015.ca with the subject: visa support (FIFA Women's Football Symposium). You will receive a letter of invitation for the visa application.

Finance:

FIFA will cover the cost of accommodation, travel (in economy class) and meals according to the programme for the FIFA Women's Football Symposium participants.
We thank you in advance for your cooperation and look forward to welcoming you to Vancouver for an interesting symposium and an exciting final of the FIFA Women's World Cup 2015™.

Yours faithfully,

FÉDÉRATION INTERNATIONALE
DE FOOTBALL ASSOCIATION

Markus Kattner
Deputy Secretary General

Enclosure mentioned

cc:  - FIFA Executive Committee
     - Confederations
     - Members of the Committee for Women's Football and the FIFA Women's World Cup™
     - Members of the Organising Committee for the FIFA U-20 Women's World Cup
     - Members of the Organising Committee for the FIFA U-17 Women's World Cup
     - Development Officers
CV FORM

Member Association: ____________________________________________

1. Family Name: ____________________________ Given Name: ____________________________
2. Date of birth: ____________________________
3. E-mail address: ____________________________
4. Mobile telephone number: ____________________________
5. Current position/function in the member association: ____________________________
   since: ____________________________
6. Volunteer: □ paid by the Member Association: □
7. Percentage of employment: ____________________________
8. Language/s: English □ French □ Spanish □ German □
9. Experience and activities related to Women’s Football (player, coach, administration...)
   Period from/to experience/activities
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Signature of Participant

Name: ____________________________
Date: ____________________________

Please fill in and send this form back via e-mail by 18 February 2015 at the latest.
(e-mail: wfsymposium2015@fifa.org)
Important visa information

1 - Do I need a visa to enter Canada?

Citizens of certain countries and territories need a Temporary Resident Visa (TRV) to enter Canada. Consult the following link for a full list of countries requiring a visa to enter Canada: http://www.cic.gc.ca/english/visas.asp.

All visas must be obtained at a Canadian visa office abroad. Visas are not available at the border or at the airport.

2 - How do I apply for a TRV?

Applicants have a number of options for submitting their visa application: by mail, in person (if this service is available in your country of residence), at a Visa Application Centre or through E-applications (e-Apps).

Participants should visit the website of the visa office responsible for processing their visa application to determine the best option for them. The following link will be helpful: http://www.cic.gc.ca/ENGLISH/information/offices/apply-where.asp.

Applicants who need a visa but require their passport for other travel are encouraged to submit their visa application online. Once the processing of the application has been finalised, the applicant will be contacted and instructed on how and where to submit his/her passport.

3 - Do I need a letter of invitation to apply for a TRV?

Yes, applicants must include the letter of invitation issued to them by the FIFA Women’s World Cup Canada 2015™ National Organising Committee with their visa application. Please send a scanned copy of your passport to visasupport@fwwc.2015.ca with the subject: visa support (FIFA Women’s Football Symposium).

4 - Do I need to provide biometric information with my visa application?

If you are a citizen of one of these countries or territories you will need to provide biometrics with your visa application. You can provide biometrics at a Visa Application Centre (VAC).

To find the VAC closest to your place of residence, visit http://www.cic.gc.ca/english/information/offices/vac.asp

To learn more about biometrics, consult http://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?t=19
5 - What makes a person inadmissible to Canada?

Under the Immigration and Refugee Protection Act a number of reasons can make a person inadmissible to Canada. These reasons include providing false information on your visa application, having a serious financial or health problem, or committing a crime (e.g. driving under the influence of drugs or alcohol). Additional information on inadmissibility is available at http://www.cic.gc.ca/english/information/inadmissibility/index.asp

6 - I may be inadmissible, what should I do?

Normally, if you are inadmissible to Canada, you will not be allowed to enter. If you have a valid reason to travel to Canada, you may be issued a temporary resident permit. This process may require additional processing time for your TRV so it is recommended that you apply well in advance of your travel; the cost for this permit is an additional CAD 200.

7 - How long will it take for my TRV application to be processed?

To obtain information on processing time, please consult the website of the visa office responsible for processing your application at http://www.cic.gc.ca/english/information/offices/apply-where.asp.

Visa applications should be submitted no later than three weeks in advance of travel.

8 - Do you need more information?

Consult the Citizenship and Immigration Canada website
Consult the website of the visa office responsible for processing your application

Please note that if you do not follow the guidelines and regulations outlined by Citizenship and Immigration Canada, your entry into Canada cannot be guaranteed to occur in a timely manner.