

**Presidents/Secretary Generals
Americas Paralympic Committee**

Bonn, Brasília, 18 April 2008
PRE-APC – 0305/08

Invitation to the following events:

- **Pre-Registration Delegation Meetings (Pre-DRM)**
- **Seminar on Capacity Building for NPC Administrators**
- **Women in Paralympic Sport Leadership Summit**

Dear President/Secretary General,

The Americas Paralympic Committee (APC) in co-operation with the International Paralympic Committee (IPC) is pleased to invite your NPC to take part in the following events:

- Pre-Registration Delegation Meetings (Pre-DRM)
- Seminar on Capacity Building for NPC Administrators
- Women in Paralympic Sport Leadership Conference

These events will take place from 14-21 June 2008 in Caracas, Venezuela thanks to the collaboration with the National Paralympic Committee of Venezuela (VNPC).

The correct preparation for the accreditation and sportentry process for the Paralympic Games is a crucial step to have successful participation of National Paralympic Committees in the 2008 Beijing Paralympic Games. To ensure that the greatest number of persons from the Americas can take part in these events it was decided together with the Beijing Paralympic Games Organizing Committee (BOGOC) to have the Pre-DRMs for the Americas in Caracas, Venezuela. This meeting will allow the NPCs to clear any doubts on the processes that were mentioned earlier directly with the representatives of the Accreditation and Sport Entry Departments of BOGOC.

We also take this opportunity to offer other important events for the development of the region: Seminar on Capacity Building for NPC Administrators and Women in Paralympic Sport Leadership Summit.

The Seminar on Capacity Building feeds perfectly with IPC policy to support the human resources development and in this way improve quality of administration of NPCs. The reference document is the new NPC Administration Handbook which the IPC will issue in September 2008. Other topics like strategic planning, finance, marketing among others are included and presented by different experts from the Paralympic Movement.

The last event is the Women in Paralympic Sport Leadership Summit. The goal for this event is to support the participation of women in the Paralympic Movement at all levels. This event is part of a broader programme started by the IPC in 2004 which has had events in three other regions. The facilitator is an international expert and the materials have been developed in co-operation with the IPC Women in Sport Committee.

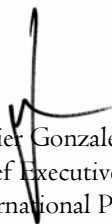
The events will be delivered primarily in Spanish with simultaneous translation into English. Accommodation, food and local transportation are covered by the National Paralympic Committee of Venezuela thanks to support from the Venezuelan Government. Participating NPCs must cover the costs for their flights.

Attached you can find more information about the detailed programme and requirements for participation. Please confirm your participation in these important events for the development of the Americas region. If you have any questions please contact us (+55 61 3031 3030) or by e-mail (aparsons@cpb.org.br)

Kind Regards,



Andrew Parsons
President
Americas Paralympic Committee



Xavier Gonzalez
Chief Executive Officer
International Paralympic Committee

2008 COMBINED EVENT (PRE-DRM MEETING 2008 BEIJING PARALYMPIC GAMES, NPC
ADMINISTRATION SEMINAR, LEADERSHIP TRAINING / WOMEN IN SPORT SUMMIT)
JUNE 14th to JUNE 21st
CARACAS, VENEZUELA

INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM

1) **Deadline**

Please note that **each** individual is required to complete one accreditation form and submit it to the Americas Paralympic Committee no later than **23 May 2008**

2) **Passport Expiry Date**

The date of expiry of your passport should not be less than six months after the departure from Venezuela.

3) **Rules one guide dogs entries;**

According to the immigration regulation of Venezuela, a guide dog is permitted for entry into Venezuela under the following circumstances:

- A health certificate must be carried
- A rabies vaccination certificate must be carried. If the injection was given more than 30 days ago, the dog can enter Venezuela. If the vaccination was given within 30 days, the dog will be kept in quarantine at the Airport for making up the days he is short of.

4) **Invitation Letter to get a entry visa.**

Please check with the Venezuelan Embassy or Consulate in your country if you need to apply for an entry visa. If you need a visa please contact directly the National Paralympic Committee of Venezuela to get your invitation letter.

Comité Paralímpico de Venezuela

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2008 COMBINED EVENT (PRE-DRM MEETING 2008 BEIJING PARALYMPIC GAMES, NPC
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CARACAS, VENEZUELA

REGISTRATION INFORMATION

Conditions for participation:

Each National Paralympic Committee is entitled to send up to four participants of which at least one must be a woman. One additional female person can be registered.

Deadline

Please submit the registration forms before May 23rd to the Americas Paralympic Committee by e-mail to luciana.scheid@cpb.org.br or by fax +55 61 3031 3023

Registration Fee per person:

100 EURO

For two or three events

70 EURO

For one event

The registration fee includes

- Transport from/to Airport Internacional de Maiquetía Simón Bolívar in Caracas
- Local transport if necessary
- Accommodation in a double room
- Meals (breakfast, lunch, dinner) and Coffee Breaks (starting with dinner on 14 June and ending with breakfast on 21 June)
- All training materials for the events

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Registration Form (Use upper case)

Name of Organization:.....

Phone number (indicate country and city code):.....

Fax (indicate country and city code):.....

E-mail:.....

The following representatives will attend (please insert name) for the (checked) period

1) Name: Mr./Ms. Position:

Arrival date:..... Departure date:.....

2) Name: Mr./Ms. Position:

Arrival date:..... Departure date:.....

3) Name: Mr./Ms. Position:

Arrival date:..... Departure date:.....

4) Name: Mr./Ms. Position:

Arrival date:..... Departure date:.....

5) Name: Mr./Ms. Position:

Arrival date:..... Departure date:.....

CONFIRMATION

Name and surname of President/Secretary General Signature:..... Date:.....	Official Stamp of the organization:
The above-mentioned official duly confirms the organization's endorsement of this delegation	

Please send this form back to the Americas Paralympic Committee (luciana.scheid@cpb.org.br)

before 23 May 2008

**Combined Events Programme
14-21 June 2008
Venezuela**

Saturday June 14th	Sunday June 15th	Monday June 16th	Tuesday June 17th	Wednesday June 18th	Thursday June 19th	Friday June 20th	Saturday June 21st	
Arrivals	Breakfast							Departures
	Session 1 09:00-10:30	Pre-DRMS & Networking Sessions	Pre-DRMS & Networking Sessions	Introduction to Paralympic Sport Presentation on Classification Presentation on Anti-Doping Issues (Xavier Gonzalez)	Business and Strategic planning (Georg Schlachtenberger)	continued	Action plans for the Americas related to promoting girls and women.	
	Coffee Break							
	Session 2 11:00-12:30	continued	continued	Introduction to the Paralympic Games Update from the Paralympic Games Organization Committee (Xavier Gonzalez)	continued	Women in the Americas	continued	
	Lunch							
	Session 3 14:00-15:30	continued	Introduction to the Paralympic Movement (Andrew Parsons)	Introduction to Communication means, Marketing and Branding (Georg Schlachtenberger)	Leadership Training part 1	Creating a framework for Action Plan	Conclusion	
	Break							
	Session 4 16:00-17:30	continued	Presentations of the NPC's structure Functions and responsibilities of NPCs (Georg Schlachtenberger)	Introduction to Sponsoring (Georg Schlachtenberger) Introduction to Event Management (Xavier Gonzalez)	Leadership Training part 2	continued		
Dinner 18:30								