

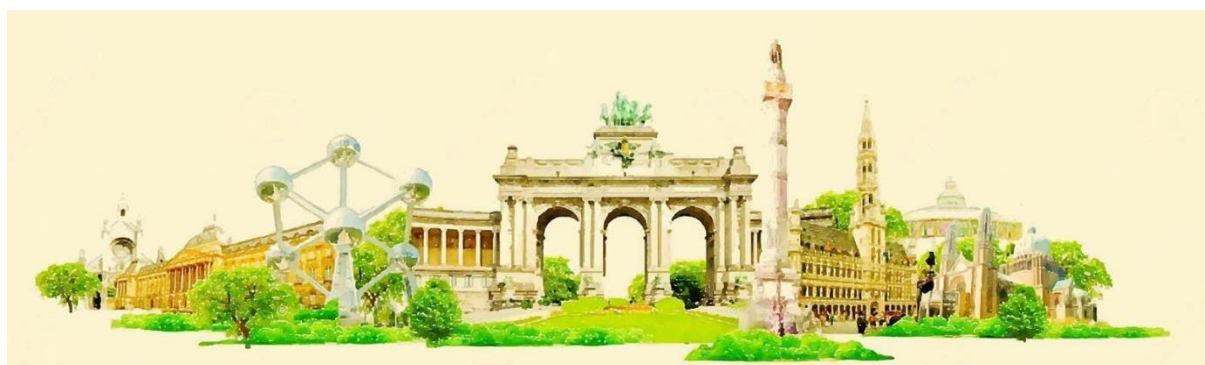
**CONSEIL INTERNATIONAL DU SPORT MILITAIRE**  
**INTERNATIONAL MILITARY SPORTS COUNCIL**  
**CONSEJO INTERNACIONAL DEL DEPORTE MILITAR**  
المجلس الدولي للرياضة العسكرية



*The CISM General Secretariat*

*Le Secrétariat Général du CISM*

# Invitation



## **CISM Board of Directors** **Meeting 2024/1**



Invitation to  
**CISM BOARD OF DIRECTORS MEETING 2024/1**

CISM HQ – Brussels, Belgium  
18<sup>th</sup> to 21<sup>st</sup> February 2024

To: (See Distribution List)

Subject: CISM 2024/1 Board of Directors (BoD) Meeting

Date: November 2023

In my capacity as President of the International Military Sports Council, I have the pleasure to convoke all members of the CISM Board of Directors to the First Board of Directors Meeting 2024.

The CISM General Secretariat will host our sessions in Brussels / Belgium, from 18<sup>th</sup> February to 21<sup>st</sup> February 2024.

I am looking forward to meeting you all on that occasion.

Friendship through sport!

Sincerely yours,



Colonel Nilton Gomes Rolim Filho  
CISM President

The CISM General Secretariat  
Le Secrétariat Général du CISM



Invitation to  
**CISM BOARD OF DIRECTORS MEETING 2024/1**  
CISM HQ – Brussels, Belgium  
18<sup>th</sup> to 21<sup>st</sup> February 2024

To: (See Distribution List)

Subject: CISM 2024/1 Board of Directors (BoD) Meeting

The CISM General Secretariat will host the “CISM BOARD OF DIRECTORS MEETING 2024/1”. This way, I have the honor to invite the CISM Board of Directors members to participate in this meeting, from 18<sup>th</sup> to 21<sup>st</sup> February 2024, which will be held in CISM HQ, in Brussels, Belgium.

Brussels, November 2023.



Navy Captain Roberto Recchia  
CISM Secretary General

## DISTRIBUTION LIST

- CISM President
- CISM Vice Presidents
- CISM Secretary General
- CISM Board of Directors Members
- CISM Treasurer General
- President CISM Sports Committees Representative
- Presidents CISM Commissions (non-Board members),
- CISM Headquarters Staff

## 1. GENERAL PROGRAM

Date	Time	Activity	Location	Dress Code
18Feb24	All day	Arrival BoD members	Airport or Train Station / Ibis City Centre	Casual
19Feb24	0850 0900	Official Photo	CISM HQ	Class A
	0900 1700	BoD 1 <sup>st</sup> Session	CISM HQ	Service Uniform
	1830 2030	Open House Ceremony	CISM HQ	Class A
20Feb24	0900 1700	BoD 2 <sup>nd</sup> Session	CISM HQ	Service Uniform
21Feb24	All day	Departure BoD members	Airport or Train Station	Casual

There will not be opening and closing ceremonies, gift exchange, cultural day and partner program.

## 2. ACCOMMODATIONS

All participants will be accommodated at the **IBIS City Centre**, rue Joseph Plateau, n 2, 1000 Brussels, Belgium. You can find more detailed information [here](#).

18 <sup>th</sup> – 21 <sup>th</sup> February 2024 (3 nights)	Single room	€ 124
	Double room	€ 139



The reservation procedure consists of filling in the reservation form (Annex 3) and sending it to IBIS. Your filled reservation form must be sent to IBIS Hotel via email: [h1030-re@accor.com](mailto:h1030-re@accor.com). **Each reservation must be made with credit card details.**

According to the agreement set by IBIS Hotel City Centre, the hotel will keep the rooms blocked **until 19<sup>th</sup> January 2024**. This way, CISM HQ strongly suggests confirming your reservation before this deadline. After the deadline, room reservations will be subject to availability.

The participants will settle the bill for the reservation (which includes room, breakfast, and city tax), at the front desk before their departure. Payment by cheque is not accepted.

Reservations can be modified or canceled free of charge (only by fax or per email) until 72 hours, working day, before arrival. In case of a no-show, the amount of the whole stay will be charged to the credit card provided by the participant on the reservation form.

Partners are welcome, even if no specific program will be arranged.

Extra expenses such as telephone call fees, laundry services, additional drinks etc., must be paid by the participants.

### **3. TRAVELLING AND TRANSPORT**

Each participant is responsible for his/her flight/trip to Brussels/Belgium. The CISM General Secretariat will provide the necessary transport from the IBIS City Centre to CISM HQ and CISM HQ to IBIS City Centre only.

Therefore, participants are responsible for their transfer from the airport/train station to the IBIS City Center upon arrival and from the hotel to the airport/train station on departure from Brussels.

From the airport, there is the possibility to take a taxi, train or bus.

#### BY BUS

Every airport bus departs and arrives at the bus station at Level 0. By bus, take Bus number 12 to SCHUMAN Station. At SCHUMAN Station take the Metro Line 1 (Direction Gare de l'Ouest) or Line 5 (Direction Erasmo) to Sainte-Catherine Station. From there, the Hotel is a 4-minute walk (250 m).

#### BY TRAIN

You will find the train station directly under the Departure and Arrival Halls of the airport (level -1). The escalator or lift will take you directly to the platform (or into the airport).

Check the [SNCB schedule](#) to plan your train journey. The main route usually is take the train to Central Station. From Central Station take Metro 1 Line (Direction Gare de l'Ouest) or Line 5 (Direction Erasmo) to Sainte-Catherine Station. From there, the Hotel is 4 minutes' walk (250 mt).

#### BY TAXI

The driver of an airport taxi will drive you to your destination:

- They will be waiting for you right in front of the arrival hall
- Reservations in advance are not necessary
- An official airport taxi takes you directly to your destination

Do not use unlicensed taxis. If you have not booked a taxi in advance, the official taxis will be waiting for you when you leave the arrivals hall. You can recognize an official taxi by the T- license plate and the blue-yellow symbol at the front of the taxi.



The Brussels Airport provide more detailed information about taxi and transfers from the airport on their [website](#)

For detailed information on Brussels public transportation ([STIB-MIVB](#)) or [planning routes](#) using the city's public transport, please check the company website.

Local transfer from IBIS City Centre to CISM HQ and back on the meeting day 19<sup>th</sup> and 20<sup>th</sup> of February will be arranged by the CISM HQ.

#### **4. CONFERENCE FEE**

Upon the receipt of the Final Entry, the CISM HQ will issue an invoice to cover the operational and administrative costs of the meeting. The amount will be € 90 per participant. The invoice can be paid through money transfer on the indicated CISM bank account reporting the related invoice number.

#### **5. FACILITIES AND LANGUAGE**

Both sessions will take place at the CISM HQ building and English will be the official working language.

#### **6. CUSTOMS AND VISA PROCEDURES**

Information concerning passports, visas, vaccinations and required vaccination certificates may be obtained with the Belgium Embassy or Consulate in your country.

Participants of countries non-signatory of the Schengen Agreement have to apply for Schengen visas at the Belgium Embassy serving your country, **at least 8 weeks** prior the departure to the BoD meeting.

**The CISM HQ staff is not in a position to intermediate the issuing nor provide visas upon arrival.**

#### **7. EXPECTED CLIMATE AND WEATHER**

The weather in February may vary from 0° to 10° Celsius. Rain may be expected.

#### **8. MEDICAL CARE**

Adequate medical facilities can be available for first aid.

**IMPORTANT:** CISM HQ does not have hospitals nor is being supported by the Belgium Armed Forces. This way, in case of need it will be used private medical services as required. As these services are not free of charge, participants must have insurance that will fully cover the entire costs of treatment.

All costs must be paid by the participants.

#### **9. ENTRY FORMS**

The preliminary agreement of participation, in accordance with Annex 2, must be returned to the CISM HQ by **15<sup>th</sup> December 2023**.

The final entry of participation including flight details and accommodation requirements, in accordance with Annex 3, must be returned by: **19<sup>th</sup> January 2024**.

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**10. POINT OF CONTACT**

CISM Strategy and General Affairs Director  
Colonel CLAYTON RICARDO PONTES  
Phone: +32 471 79 83 25  
E-mail: [clay.pontes@milsport.one](mailto:clay.pontes@milsport.one)

CISM Protocol and Events Manager  
Major DANIEL LAFFRATTA CARDOSO  
Phone: +32 0470 48 03 06 / +55 24 999 43 26 75 (WhatsApp)  
E-mail: [dca@milsport.one](mailto:dca@milsport.one) / [cism@milsport.one](mailto:cism@milsport.one)

Enclosures

- Annex 1 – Preliminary Agreement
- Annex 2 – Final Entry
- Annex 3 – IBIS City Centre Reservation Form



**ANNEX 1 – PRELIMINARY AGREEMENT**

**TO BE RETURNED TO CISM HQ BEFORE 15<sup>th</sup> DECEMBER 2023**

**Participation BoD Meeting 2024/1**

**CISM General Secretariat**

<b>Address:</b>	Rue Maurice Liétart, 16 1150 Brussels - Belgium
<b>Mobile:</b>	+32 470 48 03 06 / +55 24 999 43 26 75
<b>E-Mail:</b>	<a href="mailto:dca@milsport.one">dca@milsport.one</a> / <a href="mailto:cism@milsport.one">cism@milsport.one</a> (Major DANIEL LAFFRATTA CARDOSO)

**NATION**

PARTICIPANTS			ACCOMMODATIONS	
Position/Role	Rank	Name, First Name	Single	Double

**TRANSPORT INFORMATION**

PLANE	( )	TRAIN	( )	CAR	( )
-------	-----	-------	-----	-----	-----

**YOUR CONTACT**

<b>Rank / Name</b>	
<b>Phone / Mobile</b>	
<b>Fax</b>	
<b>E-Mail</b>	

DATE	SIGNATURE	RANK/NAME

**ANNEX 2 – FINAL ENTRY**

**TO BE RETURNED TO CISM HQ BEFORE 19<sup>th</sup> JANUARY 2024**

**Participation BoD Meeting 2024/1**

CISM General Secretariat	
Address:	Rue Maurice Liétart, 16 1150 Brussels - Belgium
Mobile:	+32 470 48 03 06 / +55 24 999 43 26 75
E-Mail:	<a href="mailto:dca@milsport.one">dca@milsport.one</a> / <a href="mailto:cism@milsport.one">cism@milsport.one</a> (Major DANIEL LAFFRATTA CARDOSO)

**NATION**

PARTICIPANTS			ACCOMMODATIONS	
Position/Role	Rank	Name, First Name	Single	Double

TRANSPORT INFORMATION						
PLANE	( )	TRAIN	( )	CAR	( )	
ARRIVAL	Flight		Date		Time	
DEPARTURE	Flight		Date		Time	

YOUR CONTACT	
Rank / Name	
Phone / Mobile	
Fax	
E-Mail	

DATE	SIGNATURE	RANK/NAME

The CISM General Secretariat  
 Le Secrétariat Général du CISM

**ANNEX 3 – RESERVATION FORM**



Ibis Brussels City Centre  
 Joseph Plateaustraat 2  
 1000 Brussels  
 BELGIUM  
 Tel:  
 Fax: +32 2 541 89 59  
[H1030-re@accor.com](mailto:H1030-re@accor.com)

**Reservation Form**

Group: CISM GROUP  
 Room allotment: From: 18 February 2024 To: 21 February 2024  
 Reference: 913339

Name: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Mail: \_\_\_\_\_

*Stay, please mention the date of stay*

arrival date: .....  
 departure date: .....  
 number of nights: .....

*Credit Card information*

Number: -----  
 Expiry date: /  
 Holders Name: .....

Date		Price per room per night	
<i>Rooms are pre-booked, at this negotiated rate for above nights. Should you need additional nights, please contact us directly.</i>			
<u>18-02-2024:</u>	<input type="checkbox"/>	Single Room	€ 123,24 city tax of 4,24 is included
	<input type="checkbox"/>	Double Room	€ 138,24 city tax of 4,24 is included
<u>19-02-2024:</u>	<input type="checkbox"/>	Single Room	€ 123,24 city tax of 4,24 is included
	<input type="checkbox"/>	Double Room	€ 138,24 city tax of 4,24 is included
<u>20-02-2024:</u>	<input type="checkbox"/>	Single Room	€ 123,24 city tax of 4,24 is included
	<input type="checkbox"/>	Double Room	€ 138,24 city tax of 4,24 is included
<i>Meals</i>			
		Breakfast:	INCLUDED

**Expiry date for reservations: 19-01-2024**

After this date the hotel no longer guarantees the availability of rooms and the negotiated rate.  
 All cancellations and modifications of reservation must be done in writing to the hotel, at the latest 72 hours prior to the confirmed arrival. If you do not cancel your reservation following this procedure, the hotel will be entitled to charge you for the entire stay booked. Cancellation and modifications are only considered as valid if approved in writing by the hotel.  
 In case of no-show, the entire stay booked will be charged and your room will be kept for you until 11AM the day following your expected arrival date. Afterwards, the room will be offered as freely available.  
 In case of early departure, the remaining night(s) will still be charged.  
 All hotel expenses should be paid directly to the hotel upon check-out.  
 Rooms are available from 16:00 PM.