

**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 2025/1**

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Invitation to

**CISM BOARD OF DIRECTORS MEETING 2025/1**

CISM HQ – Brussels, Belgium

17<sup>th</sup> to 22<sup>nd</sup> February 2025

To: (See Distribution List)

Subject: First CISM Board of Directors Meeting of 2025

Date: 30<sup>th</sup> October 2024

As the CISM President I have the honor to convoke all CISM Board of Directors to its First Board of Directors Meeting of 2025 (BoD 2025/1) whose activities will take place from February 17<sup>th</sup> to 22<sup>nd</sup>, 2025.

We are pleased to announce that the CISM General Secretariat will host the meeting at our Headquarters in Brussels, Belgium.

I am confident that all Board of Directors members will attend in a way that allows us to become the global leader in military sports.

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

Friendship through sport!

Sincerely yours,

Colonel Nilton Gomes Rolim Filho  
CISM President

16B rue Maurice Lietaert– B-1150 Brussels, Belgium

Phone: (+32) 2 64765820 – Fax: (+32) 2 6475387 – E-mail: [cism@milsport.one](mailto:cism@milsport.one) – Website: [www.milsport.one](http://www.milsport.one)

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CISM HQ – Brussels, Belgium

17<sup>th</sup> to 22<sup>nd</sup> February 2025

To: (See Distribution List)

Subject: First CISM Board of Directors Meeting of 2025

The General Secretariat of the International Military Sports Council (CISM) is pleased to announce that the "CISM BOARD OF DIRECTORS MEETING 2025/1" will be hosted at the CISM HQ in Brussels, Belgium. We extend a cordial invitation to all CISM Board of Directors members to participate in this important meeting, scheduled to take place from February 17<sup>th</sup> to 22<sup>nd</sup>, 2025. We look forward to productive discussions and valuable contributions.

Brussels, 30<sup>th</sup> October 2024.

Navy Captain Roberto Recchia  
CISM Secretary General



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- TUE Committee: LtCol Christoph Holtherm (GER)
- Parasport Working Group: TBC
- CISM Headquarters Staff

## 1. GENERAL PROGRAM

Date	Time	Activity	Location	Dress Code
17Feb25	All day	Arrival BoD members	Airport or Train Station Ibis City Centre	Casual
18Feb25	0850 0900	Official Photo	CISM HQ	Class A
	0900 1700	BoD 1 <sup>st</sup> Session	CISM HQ	Service Uniform
19Feb25	0900 1700	BoD 2 <sup>nd</sup> Session	CISM HQ	Service Uniform
	1800 2200	77 <sup>th</sup> CISM anniversary celebration	CISM HQ	Casual
20Feb25	Morning	CISM International Day of Military Sports 2025	Heverlee, Belgium	Physical Training/Sports Uniform
21Feb25	All day	Executive Time	-	-
	All day	Departure BoD members	Airport or Train Station	Casual
22Feb25	All day	Departure BoD members	Airport or Train Station	Casual

There will not be opening and closing ceremonies and gift exchanges.

## 2. ACCOMMODATIONS

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

17 <sup>th</sup> – 22 <sup>nd</sup> February 2025	Single room	€ 125,30
	Double room	€ 139,30

The prices above include the city tax of €5,30 per room.

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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: [h3152-re1@accor.com](mailto:h3152-re1@accor.com). **Each reservation must be made with credit card details.**

**According to the agreement set by IBIS Hotel City Centre, 50% of non-reserved rooms will be released after January 17<sup>th</sup>, and 100% will be released after February 2<sup>nd</sup>. CISM HQ strongly suggests confirming your reservation before these deadlines.** After these deadlines, room reservations will be subject to availability.

The participants will settle the accommodation bill (including room, breakfast, and city tax) at the front desk before departure. Payment by check is not accepted.

**Reservations can be modified or canceled free of charge (only by fax or email addressed to the hotel) up to 72 hours before arrival. (by 13 Feb 2025, 16:00, Brussels time)**

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**In case of a no-show or late cancellation, 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.

The participants must pay for extra expenses such as telephone call fees, laundry services, additional drinks, etc.

### **3. INTERNATIONAL DAY OF MILITARY SPORTS RUN**

On February 20<sup>th</sup>, all board members are invited to a special event organized by the Belgian Armed Forces in coordination with the CISM Headquarters to celebrate the International Day of Military Sports and the CISM anniversary.

The International Day of Military Sports will be celebrated with a sports event in the city of Heverlee. As a participant, you will have the option to either walk (5 km) or run (5 or 10 km), depending on your fitness level and personal preferences. We advise you to bring your sports gear (clothes and running shoes). CISM HQ will provide transportation to and from the event site, which is included in the Conference Fee. The organization will also offer breakfast and a light-lunch on the run site.

It will be an opportunity for a fun and exciting day filled with physical activity and to showcase "friendship through sport!"

### **4. TRAVELLING AND TRANSPORT**

Each participant is responsible for their 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, taking a taxi, train, or bus is possible.

#### **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).

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**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 involves taking the train to Central Station. From Central Station, take the Metro 1 Line (Direction Gare de l'Ouest) or Line 5 (Direction Erasmo) to Sainte-Catherine Station. From there, the Hotel is a four-minute 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
- the official airport taxis take you directly to your destination

Do not use unlicensed taxis. If you have not booked a taxi in advance, the official taxis will await 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, just like the picture:



The Brussels Airport provides more detailed information about taxis and transfers from the airport on its [website](#).

Please check the company website for detailed information on Brussels public transportation (STIB-MIVB) or planning routes using the city's public transport.

The CISM HQ will provide a shuttle service from IBIS City Centre to CISM HQ and back on February 18th and 19th, the meeting days, and for the Military Sports Day Run at the Herverlee barracks on February 20<sup>th</sup>.

For the transport to attend the CISM



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## 5. CONFERENCE FEE

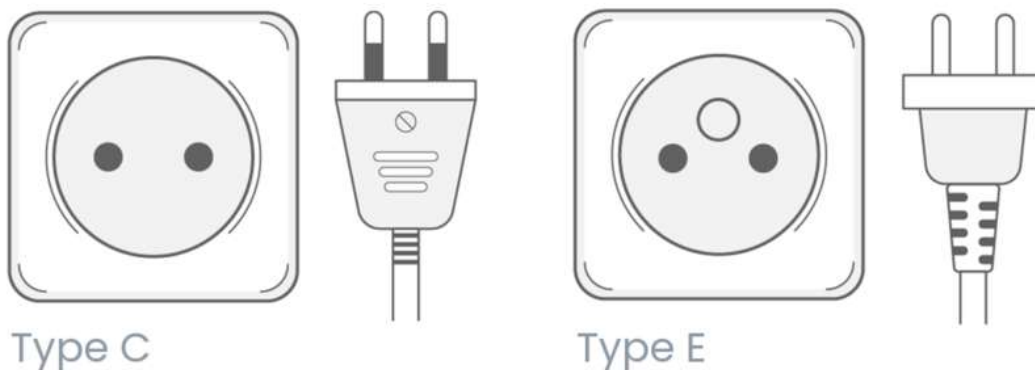
Upon receiving the Final Entry, the CISM HQ will issue an invoice to cover the operational and logistic costs of the meeting. The amount will be € 125 per participant. The invoice can be paid in cash or by credit card at the CISM HQ and with a transfer to the indicated CISM account mentioned in the invoice.

## 6. LANGUAGE AND FACILITIES

Both sessions will occur at the CISM HQ building, and English will be the official language.

Free high-speed Wi-Fi will be available throughout the CISM HQ building.

Brussels uses power outlets and plugs of types C and E. All power sockets in the city provide a standard voltage of 220V with a standard frequency of 50Hz.



## 7. CUSTOMS AND VISA PROCEDURES

The Belgium Embassy or Consulate in your country can provide information about passports, visas, vaccinations, and required vaccination certificates.

Participants from countries that are non-signatory of the Schengen Agreement must apply for Schengen visas in their country at least eight weeks before departure for the BoD meeting.

**The CISM General Secretariat is not in a position to intermediate the issuing process or provide visas upon arrival.** An invitation letter can be provided upon request to assist with the participant's visa application.

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## 8. EXPECTED CLIMATE AND WEATHER

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

## 9. MEDICAL CARE

Adequate medical facilities can be available for first aid.

IMPORTANT: CISM HQ does not have hospitals or a first aid team. Therefore, in case of need, the participant should be taken to the nearest private medical services. As these services are not free of charge, participants must have insurance that will cover the entire cost of treatment. The participants must pay all these costs.

## 10. ENTRY FORMS

The preliminary agreement of participation, Annex 1, must be returned to the CISM HQ by **17<sup>th</sup> December 2024**.

The final entry of participation, including flight details and accommodation requirements, in accordance with Annex 3, must be returned by **17<sup>th</sup> January 2025**.

## 11. POINTS OF CONTACT

a. 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)

b. 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)

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**ANNEX 1 – PRELIMINARY AGREEMENT**

**To be Returned to CISM HQ before 17<sup>th</sup> December 2024**

**Participation BoD Meeting 2025/1**

<b>CISM General Secretariat</b>	
<b>Address:</b>	Rue Maurice Liétart, 16B 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**

<b>PARTICIPANTS</b>			<b>ACCOMMODATIONS</b>	
Position/Role	Rank	Name, First Name	Single	Double

<b>TRANSPORT INFORMATION</b>					
PLANE	<input type="checkbox"/>	TRAIN	<input type="checkbox"/>	CAR	<input type="checkbox"/>

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

<b>DATE</b>	<b>SIGNATURE</b>	<b>RANK/NAME</b>

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**ANNEX 2 – FINAL ENTRY**

**To be Returned to CISM HQ before 17<sup>th</sup> January 2025**

**Participation BoD Meeting 2025/1**

CISM General Secretariat	
Address:	Rue Maurice Liétart, 16B 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	Surname, First Name	Single	Double

TRANSPORT INFORMATION						
PLANE	<input type="checkbox"/>	TRAIN	<input type="checkbox"/>	CAR	<input type="checkbox"/>	
ARRIVAL	Date		Time		Flight	
DEPARTURE	Date		Time		Flight	

Responsible for filling the form	
Rank / Name	
Phone / Mobile	
Fax	
E-Mail	

DATE	SIGNATURE	RANK/NAME

16B rue Maurice Liétart– B-1150 Brussels, Belgium

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**ANNEX 3 – ROOM RESERVATION FORM**

**To be sent to IBIS City Center**

ibis



Ibis Brussels City Centre  
Joseph Plateaustraat 2  
1000 Brussels  
BELGIUM  
Tel:  
Fax: +32 2 541 89 59  
[H3152-re1@accor.com](mailto:H3152-re1@accor.com)

Reservation Form																																																						
Group:	CISM GROUP																																																					
Room allotment:	From:	17 February 2025	To:	22 February 2025																																																		
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Phone:	_____																																																					
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Mail:	_____																																																					
<p align="center"><i>Stay, please mention the date of stay</i></p> <p>arrival date: .....</p> <p>departure date: .....</p> <p>number of nights: .....</p>																																																						
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<p align="center"><i>Date Price per room per night</i></p> <p align="center"><i>Rooms are pre-booked, at this negotiated rate for above nights. Should you need additional nights, please contact us directly</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Room</th> <th>Price</th> <th>Tax</th> </tr> </thead> <tbody> <tr> <td rowspan="2">17-02-25</td> <td><input type="checkbox"/></td> <td>Single Room</td> <td>€ 125,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Double Room</td> <td>€ 140,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td rowspan="2">18-02-25</td> <td><input type="checkbox"/></td> <td>Single Room</td> <td>€ 125,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Double Room</td> <td>€ 140,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td rowspan="2">19-02-25</td> <td><input type="checkbox"/></td> <td>Single Room</td> <td>€ 125,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Double Room</td> <td>€ 140,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td rowspan="2">20-02-25</td> <td><input type="checkbox"/></td> <td>Single Room</td> <td>€ 125,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Double Room</td> <td>€ 140,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td rowspan="2">21-02-25</td> <td><input type="checkbox"/></td> <td>Single Room</td> <td>€ 125,30</td> <td>city tax of 5,30 is included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Double Room</td> <td>€ 140,30</td> <td>city tax of 5,30 is included</td> </tr> </tbody> </table>					Date		Room	Price	Tax	17-02-25	<input type="checkbox"/>	Single Room	€ 125,30	city tax of 5,30 is included	<input type="checkbox"/>	Double Room	€ 140,30	city tax of 5,30 is included	18-02-25	<input type="checkbox"/>	Single Room	€ 125,30	city tax of 5,30 is included	<input type="checkbox"/>	Double Room	€ 140,30	city tax of 5,30 is included	19-02-25	<input type="checkbox"/>	Single Room	€ 125,30	city tax of 5,30 is included	<input type="checkbox"/>	Double Room	€ 140,30	city tax of 5,30 is included	20-02-25	<input type="checkbox"/>	Single Room	€ 125,30	city tax of 5,30 is included	<input type="checkbox"/>	Double Room	€ 140,30	city tax of 5,30 is included	21-02-25	<input type="checkbox"/>	Single Room	€ 125,30	city tax of 5,30 is included	<input type="checkbox"/>	Double Room	€ 140,30	city tax of 5,30 is included
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<p align="center"><i>Meals</i></p> <p>Breakfast: INCLUDED</p>																																																						

**Expiry date for reservations:**

**02-02-2025**

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.

Please return this completed form by email ([H3152-re1@accor.com](mailto:H3152-re1@accor.com)) or by fax (+32 2 541 89 59)

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