**GENERAL INFORMATION**

The 2019 Tennis Europe Coaches’ Conference will be hosted by the Belarus Tennis Federation in Minsk, Belarus from 22 – 25 May 2019.

**EVENT PROGRAMME**

The conference will focus on National Training Centers, the meeting will be open for 100 coaches endorsed by the National Associations (2 coaches per Tennis Europe member nation).

The complete programme and a full list of speakers due to appear at the event will be published in early April.
PARTICIPANTS
The conference is open to a maximum 100 participants. Speakers making a presentation at the conference will not be counted towards their country’s quota.

DRESS CODE
Feel free to dress in casual or tennis clothes during the conference.

ACCOMMODATION
Hotel must be booked directly through Belarus Tennis Federation through the attached form and sent to: belarustennis@gmail.com and copy Tennis Europe at maciejs@tenniseurope.org

TENNIS EUROPE CONFERENCE PACKAGES


There are two packages available for 3 nights:
Conference package for 3 nights in a single room: €420 per person.
Conference package for 3 nights in shared (twin) room: €360 per person.

Each package includes:
- Welcome drink (22 May)
- Buffet Dinner (22 May)
- Breakfast (23 May)
- Lunch (23 May)
- Welcome Dinner (23 May)
- Breakfast (24 May)
- Lunch (24 May)
- Official Dinner (24 May)
- Breakfast (25 May)
- Coffee breaks during the conference
- Accommodation in selected type of room
MENTHE EUROPE COACHES' CONFERENCE
Minsk, Belarus | 22 - 25 May 2019

**TRAVEL & VISA INFORMATION**
Delegates should arrive on Wednesday 22 May before 19.00 hours, and can leave on Sunday 25 May after breakfast. The Tennis Europe Coaches’ Conference will take place on 23 May (09.00 – 19.00) and on 24 May (09.00 – 19.00). Minsk is served by Minsk National Airport (MSQ), the main international airport for Belarus and is located approximately 40 km from the venue. The airport has regular daily flights from major, international airlines as well as charter and low-cost airlines.
For full details on airlines flying into Minsk please visit the Minsk Airport website: [http://airport.by/en](http://airport.by/en)

**TRANSFERS (Official Arrival and Departure days – 22 May, 25 May)**
Please note that a free-of-charge bus will provide transport between the venue and Minsk airport only on the official arrival day 22 May and the official departure day of 25 May.
On arrival at Minsk Airport please make your way to the exit. You will find a driver and Tennis Europe staff with Tennis Europe sign at the exit.
Further information concerning bus schedules will be published in early April together with the Conference programme, and a map of the airport and the transportation stop location.
A shuttle service from the hotel to the airport will also be operating on the official departure day.

**TRANSFERS (Other dates)**
Any delegates arriving or departing outside of the official date, and wishing to take a private transfer, is entirely responsible for their arrangements.

For general information regarding visa requirements for Belarus please refer to the website of Republic of Belarus Ministry of Foreign Affairs ([http://mfa.gov.by/en](http://mfa.gov.by/en)).

Attendees requiring a visa to enter Belarus MUST obtain it in advance of travel.

Please note that according to the Presidential Decree No.8 dated January 9, 2017 (with the amendments effective from July 27, 2018), foreign citizens of 74 countries can enter Belarus, exit from the territory of Belarus only through the State border checkpoint of the Republic of Belarus “Minsk National Airport”, and temporarily stay in the territory of Belarus visa-free for a period of up to 30 days.
TENNIS EUROPE COACHES' CONFERENCE
Minsk, Belarus | 22 - 25 May 2019


Should you require visa assistance, please contact the Belarus Tennis Federation at the following email address:

MARIA TSYLINSKAYA, belarustennis@gmail.com

You will need to provide the following information: name as per passport, date of birth, passport number and expiry date, dates of stay in Minsk and the contact details of the Embassy or Consulate where you will apply for your visa. It is the responsibility of attendees to check visa requirements and to obtain your visa in advance of travel.

ี้ ENTRY DEADLINE
The entry and travel detail forms must be completed correctly and returned to Tennis Europe by 24 April 2019 at latest, with payment submitted to the hosts by the same date.

The deadline for receipt of entries, payments and travel details for coaches is 24 April 2019.

The forms can be completed online at the following links:
Entry: Entry Form
Travel: Travel Form

ี้ HOST NATION CONTACT PERSON
For any queries please contact:
ANTON YUSPA, Secretary General of Belarus Tennis Federation, belarustennis@gmail.com
ITF/TENNIS EUROPE DEVELOPMENT PROGRAMME
The ITF/Tennis Europe Development Programme supports the 2019 Coach Education Conference.

Accommodation can be offered to participants from member nations that are eligible for the ITF/Tennis Development Assistance in 2019. This year countries classified as Tier 1, Tier 2, Tier 3 and Tier 4 countries are encouraged to apply for the grants.

All interested nations must enter their representative using the online form.

After completing the entry form, grants may be formally requested from Tennis Europe’s Development Manager Maciej Szymonski: maciejs@tenniseurope.org and Development Officer for Europe Vitor Cabral: itf.vitor.cabral@gmail.com.

The deadline to request the accommodation grant is Friday, 24 April 2019.

Receipt of the grant is subject to the following conditions:
✓ Representatives nominated by national federations must work closely with the federation.
✓ Delegate has a reasonable level of English in order to be able to follow the conference.
✓ Delegate is able to report to the other coaches in his/her country about the contents of the conference.

PAYMENT PROCEDURE
Payments must be made according to the procedures.
Payment for the conference package needs to be paid directly to the Belarus Tennis Federation.
Payment for the conference fee (420/360 Euros) needs to be paid directly to Belarus Tennis Federation.
Belarus Tennis Federation
2A Gertsena str, Minsk, Belarus
BELAGROPROMBANK, SWIFT: BAPBBY2X, code 964
A/C NO: BY11BAPB30152216300400000000

ENTRY CHECKLIST
1. Complete Entry Form (deadline – 24 April) here
2. Submit Travel Details (deadline – 24 April) here