

Memorandum

Travel Grant - BWF AGM 2020



Friday 14 February 2020

Dear Members and Continental Confederations

Further to our notice of 12 February ([linked here](#)), please find attached and below, information on the travel subsidy for each eligible Member Association and Associate Member – for the BWF Forum and AGM 2020, Aarhus, Denmark on **Thursday 21** [Forum] and **Friday 22 May** [AGM].

1. Travel Subsidy for One Delegate per eligible Member /Associate Member

- Each Member / Associate Member whose delegate attends the AGM and Forum, shall receive a travel subsidy to assist in covering the costs of air travel to the AGM. The attached gives the subsidy for the airfare each Member / Associate Member.
- BWF will also cover the cost of 3 nights accommodation in the official hotel. An additional nights accommodation will be paid for one delegate if that delegate also attends their Continental Confederation AGM if this is also held in Aarhus the day before the BWF Forum on Wednesday 20 May.
- Members / Associate Members must first pay for the hotel and a month after the Forum / AGM, this the total (travel subsidy / accommodation) can be claimed / will be reimbursed to the Member / Associate Member.
- The travel subsidy is for one delegate per eligible Member / Associate Member attending.
- Members / Associate Members who did not submit their 2019 Schedule A by 31 January 2020 are not eligible to receive a travel subsidy – in the chart, there is a \$0 figure represented against their name.
- We strongly recommend that you book early. Please note the arrival airport where the host is providing transport - **Billund Airport** – BLL.

2. Planning for the Forum and AGM 2020

- Decide early who will be your delegate (s).
- Ask your delegate to check the expiry date in his/her passport – they will need at least 6 months validity from the date of travel.
- Check if the delegate needs a visa to travel to Denmark – if so, use this website link to access the visa application form ([linked here](#)) and complete this as soon as possible – deadline is **1 April 2020**.

- Book flights early to **Billund Airport** – BLL.
- Once you know your flight arrival time – use this website link to access the visa application form ([linked here](#)) and complete the online Arrival Transport and Accreditation forms.
- Complete the hotel booking - use this website link to access the visa application form ([linked here](#)) and complete this as soon as possible – deadline to book and pay is **25 March 2020**.

If you have any questions related to the online forms, please contact the host association – Nicolaj Knudsen, Tel: +45 70 60 50 76, event@badminton.dk

3. Delegates Nomination Form

- Please download the Delegates Nomination Form from the BWF website ([linked here](#)).

If you have any questions related to these, please contact the host association – Nicolaj Knudsen, Tel: +45 70 60 50 76, event@badminton.dk

Kind regards

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