



IPC Swimming Summit

1-3 June 2009, Berlin, Germany

“The Water is Open, Make Your Splash, Create the Wave.”

Dear Participants of the Summit,

The purpose of this communication is to provide information on the preparation to the Summit.

IPC Swimming would like to encourage you to prepare for the Summit by involving all your stakeholders: athletes, coaches, NPC representatives, officials, organizing committee and media representatives. You, as a delegate, will be responsible to represent your Team's point of view and therefore we would invite you to talk with the different client groups, discuss the themes determined, make your own proposals and then decide what you want to accomplish from the Summit.

Open Space Technology (OST)

The specific areas of topics will be determined by you and your team in your discussions beforehand. We expect you to bring your suggestions to the opening circle of the Summit and we will create the atmosphere to collectively explore them.

As per the enclosed agenda, the Summit will allow you to decide the topics that you want to discuss. This will happen right in the beginning of the Summit, but there is a possibility to add or delete topics during the Summit as well.

The Summit will have different sessions and you will be able to join to the session in which you are most interested. You will be able to lead or contribute to a session and if you feel that there is nothing more to be shared or learned then you can move to another group and join to the conversation there.

Summit Schedule

The Summit schedule is attached to this e-mail and it outlines the timeframes for each session. As organizers of the summit we have set the timeframes but not specific order of events or workshops. You will do this during the first session.

Discussion Papers

IPC Swimming offers to the applicants the opportunity to prepare and submit a brief discussion paper in advance of the Summit. The purpose of a discussion paper is to share ideas on a subject area for which delegates believe may be discussed at the Summit. The discussion paper will allow other delegates to consider the view points prior to the Summit.

The discussion paper must:

- not exceed four (4) pages
- be submitted electronically to ipcswimming@paralympic.org
- be submitted not later than 20th May 2009

Having read a discussion paper related to the respective Themes will provide a useful background for delegates and it is recommended they are read prior to the Summit.

All discussion papers submitted meeting the criteria above will be posted on the IPC Swimming website as they are received.

The Summit will provide a forum for real dialogue to take place.

Summit Facilitator

The facilitator for the Summit is Mr. John Stuart. Should delegates have questions in relation to the format or process of the Summit i.e. Open Space Technology (OST) please contact John on john.stuart@teamworkspacific.com



Summit Website

There are regular updates being made to the Summit webpage and in particular discussion papers are being added. Delegates should be reading the material in advance of the Summit. The webpage link is: http://www.paralympic.org/release/Summer_Sports/Swimming/IPC_Swimming_Summit/

Summit Hotel

The official summit hotel is the Holiday Inn City Berlin City East. All applicants received a Booking Form that is to be sent back to the Hotel by **8 May 2009**. Please note that the Hotel is keeping the special room rates just until this day.

Welcome / Information Desk

There will be a Welcome / Information Desk located at the Summit Hotel, on the first floor, where you can register at your arrival and pick up your welcome bag and confirm your departure transfer.

Internet

Internet (wireless) is available and tickets can be purchased at the reception (€ 8,- for a total of 60 minutes to be used within 24 hours or € 17,- for 24 hours non-stop). For more information, please visit the hotel's website at www.hi-berlin.com.

Ground Transportation

A shuttle transfer to the Holiday Inn City Berlin City East will be provided from both airports – Berlin Tegel and Berlin Schönefeld. Detailed information re ground transportation will be provided at a later stage. If delegates have not already done so please to put the arrival/departure details in the on-line registration system.

There will be a significant number of delegates requiring arrival and departure transfers and therefore it will not be possible to arrange an arrival transfer on the day of arrival.



Language of the Summit

As previously advised the official language of the summit is English, no translation service will be provided.

Dress Code

The dress code for the Summit will be casual.

Summit Timelines

Date	Action
11-20 May 2009	Submit discussion papers
Sunday, 31 May 2009	Arrival to the Summit
1-3 June 2009	IPC Swimming Summit
3 June 2009	Departure