



**Hörsching, 10.12.2015**

**GB: Guidelines for motions, discussion points and federation reports layout for  
INF-FNI Congresses**

Motions and discussion points for INF-FNI Congresses must respect following criteria:

1. Motions and discussion points must be presented on separate sheets.
2. Deadlines for sending motions and other documents are shown in the congress invitation and must be respected.
3. These documents must be presented as follows:
  - Be written on official federation paper containing the federation header, a signature, stamp and date.
  - Different sheets for different languages must be used (3 INF-FNI languages, useful for trilingual Download)
  - Must contain the motion text, followed by the arguments and a financial impact.
  - Statute modification motions must also contain the old and the new proposed text.
  - Federations needing translation assistance: Refer to Congress 2016 invitation.

**Use of the "open" and new "protected" INF-DOWNLOAD-CENTRE: (DL)**

- All documents (motions, discussion points and reports) are uploaded to their respective tabs in the "open" DL" as soon as received. (Also the congress minutes, but without full names)
- All financial items as well as the congress minutes (with full names) are uploaded to the new "protected" DL.
- 2 months before the congress, the finalized agenda will be published together with:
- 3 compiled PDF files respectively for motions, discussion points and reports sorted in the logical sequence of the congress agenda. (Replacing all previous documents) This ensures that all federations have all documents in their possession.
- Federations and delegates will be informed to check new documents items.

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Monday to Friday: 9 - 11.00 / Montag bis Freitag: 9 - 11.00 Uhr / du lundi au vendredi: de 9 à 11.00

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