



Basel, 05 March 2024

**2024 IHF Trophy South America Zone in Colombia
- Information Letter #1 for Referees -**

We are pleased to inform you that you are nominated for the 2024 IHF Trophy South America Zone taking place in Palmira, Colombia, from 23 to 27 April 2024.

Please find hereafter a first set of information.

Travel organisation

Please note that arrival in Palmira is scheduled for 21 April and departure for 28 April 2024.

Please check carefully if you need a visa for Colombia or if there are any additional travel restrictions to take care of and, if so, which steps have to be taken. In this case, kindly inform the IHF Office (ihf.office@ihf.info) in copy to Ignacio Pascual (ignaciopascual@ihf.info).

In this regard, please make sure that an up to date passport copy and photo of yours are uploaded on the IHF Nominees Platform and that you fill in the information about your home airport. The IHF will then contact you with a flight proposal.

Accident and health insurance

Please be informed that the IHF will effect an accident and health insurance for all IHF nominees of the 2024 IHF Trophy South America Zone in Colombia, covering the entire period of the event plus the corresponding travel days. Should a written insurance confirmation be required for your visa application, please contact the IHF Office.

Daily allowances and expenses

Kindly be informed that the IHF will book and cover the costs for your flight tickets, as well as the costs for board and lodging and local transportation. Additionally, each referee will receive a compensation of CHF 200 per person for the complete period. Additional expenses related to your travel such as visa fees, vaccination costs, bus or train tickets can be claimed back via the "Compensation Form", which will be uploaded to the "Files" section of the IHF Nominees Platform. Such expenses will only be paid if a corresponding receipt is submitted. Travel expenses amounting to more than CHF 100 per person have to be pre-confirmed by the IHF Office. You can find the compensation form together with the bank details form in the "Files" section of the IHF Nominees Platform. Please complete these forms electronically and submit them to the IHF Office (ihf.office@ihf.info) in copy to Ignacio Pascual (ignaciopascual@ihf.info) as soon as you have returned back home.