

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

FIG ACROBATICS GYMNASTICS WORLD CUP

B CATEGORY

AGF Trophy

Baku, Azerbaijan

November 17 & 18, 2018



DIRECTIVES

Event ID: 15801

Dear affiliated Member Federation,

Following the decision of the FIG Presidential Commission, the Gymnastics Federation of the Republic of Azerbaijan) has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person: Rui Vinagre 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 32 Fax: +41 (0) 21 321 55 19 / Sport department: +41 (0) 21 321 55 29 E-mail: rvinagre@fig-gymnastics.org Website: www.fig-gymnastics.com
HOST FEDERATION	Azerbaijan Gymnastics Federation Contact Person: Azer Novruzov MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 493 3011 / Mob: +99450 200 5085 Fax: +99412 493 9500 E-mail: office@agf.az Website: www.agf.az
LOCATION	Baku, Azerbaijan
DATE	November 17 & 18, 2018
VENUE	MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue AZ1029, Baku, Azerbaijan Tel: +99412 566 9699 Fax: +99412 566 9694 Website: www.mga.az



The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted the 30th Rhythmic Gymnastics European Championships (2014), the 1st WTF World Cadet Taekwondo Championships (2014), as well as 2015 NN Table Tennis Club ITTF-Europe Top 16 CUP”, Open Joint Azerbaijan Championships in Gymnastics Disciplines (held as a Test Event for the 1st European Games (2015), Competitions in 6 Gymnastics Disciplines of the 1st European Games (2015), the FIG Artistic Gymnastics World Challenge Cup AGF Trophy (2016), the FIG Trampoline Gymnastics World Cup AGF Trophy (2016 & 2017), the FIG Rhythmic Gymnastics World Cup AGF Trophy (2016 & 2017), the Opening Ceremony of the 42nd Chess Olympiad (2016), the FIG Artistic Gymnastics Individual Apparatus World Cup AGF Trophy (2017), events in 3 gymnastics events of the 4th Islamic Solidarity Games (2017), 2017 CEV U16 Volleyball European Championship among Women.

The Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favourite training camp venue of many gymnasts all over the world.

During the given tournament, Training and Warm-up facilities will be located within the MGA.

APPARATUS SUPPLIER

Manufacturer: SPIETH
 Elastic Swing Floor "Moscow"
 Produced by Janssen-Fritsen: "Apollo Antwerp 2013"

A detailed list of SPIETH Gymnastics (FIG certified) equipment to be used for this world cup will be published on the FIG website.

PROVISIONAL SCHEDULE

November 15 (Thursday)	Arrival of delegations
November 16 (Friday)	Training, Podium Training, Orientation Meeting, Judges' Instruction Scoring System Training for Judges
November 17 (Saturday)	Qualifications
November 18 (Sunday)	Finals
November 19 (Monday)	Departure of delegation

PARTICIPATION

The World Cup Competitions consist of Qualifications and Finals in all 5 categories.

Participation in the Qualifications:

- All competitors must take part in the qualifications.
- In case of a tie at any place, the tie-breaking rules as set up for the World

Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with same final score will receive the same World Cup points.

Participation in the Finals:

Category A and B tournaments must offer a Final in all 5 categories.

- The top eight units with no more than 2 per NF/per category from the qualifications qualify for the Finals. If there are less than 9 units, only 6 will proceed to the Final, with no more than 2 pairs or groups per NF.
- In addition, if the Organizing Member Federation has not qualified in any category, it may nominate one participation in max. 1 category of its choice.
- Maximum participation in the finals is therefore 8+1 participants in one category and 8 in the other four categories.
- Such “Wild Card Participant” must have participated in the respective category in the qualification.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

World Cup Competitions may exceptionally be combined with other Competition.

Cancellation Policy

- The organizing member Federation (LOC) may cancel the competition in the respective category if at the time of the definitive entry there are less than 4 countries registered in a category. In case of such a cancellation, the LOC must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations (NF).
- The participating member Federations (NF) may cancel its participation in a specific category without any penalty or payment for fees, accommodation and meals already booked, in case of less than 4 participating countries in that category after the definitive deadlines.
- Procedure and deadlines for the cancellation of a category by the LOC or participation by the NF is as follows:
 - FIG shall inform LOC and NF about the participation, within 5 days after the Definitive registration deadline.
 - LOC and NF have the possibility to cancel the event (in a specific category) respectively their participation within 5 days after information by the FIG. Such notification must be sent by e-mail or fax to the FIG. Cancellations after this deadline will not be accepted.

“HORS CONCOURS” GYMNASTS

The Organizing Member Federation is allowed to add only for the qualifications “hors concours” competitors. These competitors are in addition to the official participants of the Organizing Member Federation’s competitors; they must be named before the start of the qualifications and **cannot qualify for the final**. They will have to start first.

The Organizing Member Federation is allowed to name 1 Men’s Pair, 1 Woman’s Pair, 1 Mixed pair, 1 Women’s Group and 1 Men’s Group as “hors concours” competitors.

FEDERATIONS INVITED	The Organising Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Acrobatic Gymnastics.																																				
SIZE OF DELEGATION AND FIG LICENCE	<p>Participation is limited to 3 “units” per NF in each category</p> <p>Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. The Organizing Committee will be responsible for checking the validity of the gymnast’ Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration. The Organising Member Federation (OMF) may limit the participation with criteria to be defined by the OMF. Those criteria must be approved by the FIG.</p> <p>The maximum size of the invited delegation is as follows:</p> <table border="1" data-bbox="491 533 1422 952"> <tr> <td>Head of delegation</td> <td></td> <td>1</td> </tr> <tr> <td>Team Manager</td> <td>(if 4 and more units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 8 and more units)</td> <td>2</td> </tr> <tr> <td>Coaches</td> <td>(if 1 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 2 to 5 units)</td> <td>2</td> </tr> <tr> <td></td> <td>(if 6 to 8 and more units)</td> <td>3</td> </tr> <tr> <td></td> <td>(if 9 and more units)</td> <td>4</td> </tr> <tr> <td>Gymnasts</td> <td>(3 units per category)</td> <td>39</td> </tr> <tr> <td>Medical Doctor</td> <td></td> <td>1</td> </tr> <tr> <td>Paramedical Staff</td> <td>(if 1 to 3 units)</td> <td>1</td> </tr> <tr> <td></td> <td>(if 4 and more units)</td> <td>2</td> </tr> <tr> <td>Judges</td> <td></td> <td>2</td> </tr> </table> <p><i>A unit being a pair or a group.</i></p> <p>Out of competition gymnasts will not be accepted Age limit: minimum 15 years (born in 2003 or before)</p>	Head of delegation		1	Team Manager	(if 4 and more units)	1		(if 8 and more units)	2	Coaches	(if 1 units)	1		(if 2 to 5 units)	2		(if 6 to 8 and more units)	3		(if 9 and more units)	4	Gymnasts	(3 units per category)	39	Medical Doctor		1	Paramedical Staff	(if 1 to 3 units)	1		(if 4 and more units)	2	Judges		2
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JUDGES AND JURIES	<p>The number of Juries (judges’ panels) may be decided by the organizing member federation depending on the number of participating competitors and judges.</p> <p>The Juries are set up by a draw - directed by the FIG Technical Representative - from the judges present at the event. Priority will be given to the judges of the highest category.</p> <p>A jury must consist of one Chair of Judges’ Panel, 4 Artistic, 4 Execution and 2 Difficulty judges. No panel may include more than one member from a single federation (excluding the CJP and D judges) Please see also “General and ACRO Specific Judges’ Rules”.</p> <p>The FIG Technical Representative will serve as President of the Superior Jury.</p> <p>Each participating federation must provide minimum one judge. Failure to do so will result in a fine of Swiss Francs 2’000.- to be paid to the Organizing Member Federation.</p> <p>The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.</p>																																				

FIG TECHNICAL DELEGATE AND EC MEMBER	The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG. The FIG Technical Delegate will serve as President of the Superior Jury.															
REGISTRATION DEADLINES	<p>Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the FIG website (http://www.fig-gymnastics.com) or accordingly. These registrations will only be accepted from FIG Gymnastics Member Federations.</p> <table border="1" data-bbox="424 315 1487 521"> <tr> <td>Provisional registration</td> <td>July 12, 2018</td> <td>(4 months prior to the event)</td> </tr> <tr> <td>Definitive registration</td> <td>September 12, 2018</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>October 12, 2018</td> <td>(4 weeks prior to the event)</td> </tr> </table> <p>Last registrations are subject to fines as follows:</p> <table border="1" data-bbox="424 622 1487 786"> <tr> <td>Fine for missing or late Provisional registration (if any)</td> <td>CHF 500.-</td> </tr> <tr> <td>Fine for missing or late Definitive registration</td> <td>CHF 750.-</td> </tr> <tr> <td>Fine for missing or late Nominative registration</td> <td>CHF 500.-</td> </tr> </table> <p>Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegation members concerned will not be authorized to participate.</p>	Provisional registration	July 12, 2018	(4 months prior to the event)	Definitive registration	September 12, 2018	(2 months prior to the event)	Nominative registration	October 12, 2018	(4 weeks prior to the event)	Fine for missing or late Provisional registration (if any)	CHF 500.-	Fine for missing or late Definitive registration	CHF 750.-	Fine for missing or late Nominative registration	CHF 500.-
Provisional registration	July 12, 2018	(4 months prior to the event)														
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Fine for missing or late Nominative registration	CHF 500.-															
DRAWING OF LOTS	The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration. After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website															
ENTRY FEES	No Entry Fee will be applied for this event.															
ACCOMMODATION	<p>Boulevard Hotel***** (Official Hotel) Address: Baku White City Baku, Azerbaijan Tel.: +99412 310 0010 Fax.: +99412 310 0011 Website: www.boulevardhotelbaku.com</p> <p>The costs per person/night at Boulevard Hotel are as follows: EUR 145.- (single room, including breakfast) EUR 85.- (twin room, including breakfast)</p> <p>Emerald Hotel***** Address: 4 Mehdi Abbasov str., Baku, Azerbaijan Tel.: +99412 520 4441, +99412 520 4144 Website: www.emeraldbaku.com</p> <p>The costs per person/night in Emerald Hotel are as follows: EUR 55.- (single room, including breakfast) EUR 45.- (twin room, including breakfast)</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates.</p> <p>The Accommodation Form must be submitted to the LOC online by September 12, 2018 at the very latest. The link and sign in details to access the online program will be sent to the participating countries after the provisional entry's deadline.</p> <p>The Hotel rooms will be allocated on a "first come, first serve" basis.</p> <p>The invited participating federations must pay for the accommodation expenses of their delegation members.</p>															

	<p>The total costs for the accommodation must be paid to the LOC by October 12, 2018.</p>
MEALS	<p>The LOC proposes the following options for having meals at the below-mentioned hotels/competition venue and costs which can be ordered by delegations if they wish:</p> <p>Boulevard Hotel Lunch - EUR 20.- (each) Dinner - EUR 25.- (each)</p> <p>Emerald Hotel Lunch - EUR 15.- (each) Dinner - EUR 15.- (each)</p> <p>Lunch will also be offered at MGA (competition venue) at the cost of EUR 15.- (each).</p> <p>The invited participating federations must pay for the meals expenses of their delegation members.</p> <p>While the Meals' request must be submitted to the LOC online by October 12, 2018 at the very latest, the costs for the meals must be paid to the LOC by October 12, 2018 as well. The link and sign in details to access the online program will be sent to the participating countries after the provisional entry's deadline.</p>
CANCELATION POLICY	<p>Accommodation:</p> <p>Rooms cancelled from September 12, 2018 to October 12, 2018 will be subject to a cancellation fee of 30% of the total accommodation cost.</p> <p>Rooms cancelled after October 12, 2018 until arrival of the delegations on site or "no shows" will be subject to a cancellation fee of 100% of the total accommodation cost.</p> <p>Meals</p> <p>Meals cancelled after November 1, 2018 will be subject to a cancellation fee of 100% of the total meal cost.</p>
FINAL BANQUET	<p>The Organizing Committee will host a Farewell Banquet for all Delegation members (provided their accommodation was booked through the Organizing Committee) at the conclusion of the event in the evening on November 18, 2018.</p>
INTERNATIONAL TRANSPORTATION	<p>The LOC will meet and see of the official members of the delegations at Heydar Aliyev International Airport (GYD), bus or railway station in Baku.</p> <p>The Travel Details must be submitted to the LOC online by October 12, 2018. The link and sign in details to access the online program will be sent to the participating countries after the provisional entry's deadline.</p> <p>The invited participating federations must pay for the travel costs of their delegation members.</p>
LOCAL TRANSPORTATION	<p>The LOC will organize shuttle buses from Official Hotels to the Competition Venue (training venue is within the competition venue) and back.</p> <p>The LOC will organize buses for sightseeing tour and farewell banquet as well.</p>
VISA	<p>Please verify immediately with your travel agent or Embassy or Consulate of Azerbaijan in your country if a visa is required for your travel to Azerbaijan. The LOC will assist you with a visa support letter provided that the request is made to the LOC online by October 12, 2018 at the latest. The link and sign in details to</p>

	<p>access the online program will be sent to the participating countries after the provisional entry's deadline.</p> <p>More information about the visa can be obtained on the following links: 1) http://www.mfa.gov.az/?language=en&options=content&id=184 2) http://mfa.gov.az/?language=en&options=content&id=277 3) http://mfa.gov.az/files/file/visa%20fees.pdf 4) www.evisa.gov.az</p> <p>The more information on visa can be obtained from the LOC's following e-mail: office@agf.az</p>
INSURANCE	<p>The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation. The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance.</p> <p>The LOC will subsequently offer insurance at the Federations own charge as follows: 15 Euro per person/day.</p>
ACCREDITATION	<p>Accreditation cards will be distributed at the Accreditation Centre situated at the Competition Venue upon arrival of the delegations.</p> <p>The following items will be checked there with the Heads of delegations:</p> <ul style="list-style-type: none"> - FIG license - Total payment of participation - Insurance – every delegation member needs a valid insurance - Music exercises - Tariff sheets - National anthem and national flag - Transport – confirmation of departure <p>In order to accelerate the process of the accreditation, each participating Federation is kindly requested to upload photos and passport copy of each member of its delegation (gymnasts, head of delegation, team manager, judges, coaches, medical staff and etc.) into the LOC's online program. The link and appropriate codes for access to the online program will be sent to each participating Federation after the deadline of the Provisional Registration.</p> <p>The deadline for the photos upload (identity colour photo in JPG format, size – 45mm x 35mm, resolution: 800x600plx) is October 12, 2018. Please clearly indicate the corresponding full name (with correct spelling) in the file title.</p> <p>Uploading of photos in due time will prevent the delegations from waiting at the accreditation centre.</p>
FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) will not be allowed to participate in these World Cups.</p> <p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p>

BANK ACCOUNT INFORMATION	<p>Beneficiary: AZERBAIJAN GYMNASTICS FEDERATION Address: MGA - Milli Gimnastika Arenası (National Gymnastics Arena) 178 Heydar Aliyev Avenue, Baku, Azerbaijan Beneficiary's Account: AZ75PAHA38190EURHC0190012035 Beneficiary's Bank: "PASHA Bank", Baku, Azerbaijan SWIFT: PAHAAZ22 Correspondent Account: Raiffeisen Bank International AG Account with Institution: Am Stadtpark 9, 1030 Vienna SWIFT BIC: RZBAATWW Correspondent account No.: 1-55.081.095</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: FIG World Cup in Acrobatic Gymnastics AGF Trophy in 2018. The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>										
TIE BREAKING RULES	<p>In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. The gymnasts with same final score will receive the same World Cup points.</p>										
PRIZE MONEY	<p>The organising member federation must pay a minimum prize money per medallist as follows:</p> <p style="text-align: center;">B - Tournaments: Total minimum 7'800.- (Swiss Francs):</p> <p>The Prize Money, free of any deductible taxes, will be distributed in CHF as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>For Tournaments Category B:</u></td> <td style="text-align: right;">Total CHF 7.800.-</td> </tr> <tr> <td colspan="2"><i>Pairs and Groups</i></td> </tr> <tr> <td>• Gold 300.- (per gymnast)</td> <td></td> </tr> <tr> <td>• Silver 200.- (per gymnast)</td> <td></td> </tr> <tr> <td>• Bronze 100.- (per gymnast)</td> <td></td> </tr> </table> <p>In case of a tie, the prize money will be added and divided by the number of gymnasts:</p> <p>1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2) 1, 2, 2, (prize money for rank 2 and 3 is added and divided by 2)</p> <p>No prize money, medals and World Ranking Lists points will be given, if there are less than 4 participating Member Federations per category. This must be mentioned in the invitations.</p>	<u>For Tournaments Category B:</u>	Total CHF 7.800.-	<i>Pairs and Groups</i>		• Gold 300.- (per gymnast)		• Silver 200.- (per gymnast)		• Bronze 100.- (per gymnast)	
<u>For Tournaments Category B:</u>	Total CHF 7.800.-										
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• Gold 300.- (per gymnast)											
• Silver 200.- (per gymnast)											
• Bronze 100.- (per gymnast)											
ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST	<p>In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation.</p> <p>Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:</p> <ul style="list-style-type: none"> • Men's Pairs • Women's Pairs • Mixed Pairs • Women's Groups • Men's Groups 										

Pairs are listed **by name**, but considered **as an entity**.
In case of change of partner, the Mixed Pair is considered as a new Pair.

Groups are listed **by name**, but considered **as an entity**.
One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio.

The World Cup Points are assigned to the competitors as follows:

Finals: ranking from 1st to 8th place

Qualifications: ranking from 9th to 16th place

Rank	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12
8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

In the case that there are less than four (4) units participating per apparatus or per category, no World Cup Points will be given.

“Wild Card Participants” will not receive any World Cup Points.

“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE ANNUAL WORD CUP

The winner of the annual World Cup per category is the individual gymnast / pair / trio / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:

A special award ceremony will be held at the last World Cup Competition of the year (Cat. A) in which the World Cup winner will receive the World Cup.

EVENT MANAGER

Natalya Bulanova
Tel.: +99412 493 3011
E-mail: td@agf.az

MEDIA

Communication policy is planned to be implemented via the Federation’s official website, Facebook page and twitter account.

Press Officer Bika Abdullayeva
Tel: +99412 493 3011
E-mail: info@agf.az

SOCIAL MEDIA	www.facebook.com/pages/Azerbaijan-Gymnastics Federation/156431321068611 https://www.youtube.com/channel/UCI8-Mfc5w5pchi33D2aWmxA www.twitter.com/AzerbaijanGym https://www.instagram.com/agf.az/
MEDICAL SERVICES	The Local Organizing Committee will provide first aid medical services. Physiotherapists will be present during the competitions.
OFFICIAL HOSPITAL	City Hospital 18, Yusif Vezir Chamanzaminli str., Baku, Azerbaijan Tel.: +99412 449 9274
DOPING CONTROLS	<p>For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls at its own charge. Failure to do so will result in the deposit being lost in full.</p> <p>Appropriate medical premises will be provided to carry out a required number of doping controls by AMADA (Azerbaijan National Anti-Doping Agency) according to the WADA regulations.</p>
MARKETING	FIG advertising and publicity norms must be respected.
VIDEO CONTROL SYSTEM	SMART SCORING Company will provide a scoring and result service, including video control system, which allows the recording, storage and provision of compilation of the recorded images for the Difficulty Judges, the Superior Jury and the President of the Superior Jury. The videos will be sent to the FIG within one week after the competition.
RULES AND REGULATIONS	<p>The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> – Statutes – Code of Ethics – Technical Regulations – License Rules – Code of Points and relevant Newsletters – General Judges' Rules – Specific Judges' Rules for Acrobatic Gymnastics – Medical Organization of the Official FIG Competitions – Doping Control Rules – Media Rules – Apparatus Norms – Advertising and Publicity Rules – Accreditation Rules – Regulations for Awards Ceremonies <p><i>and subsequent decisions of the FIG Executive Committee</i></p>

DEADLINES SUMMARY	Provisional Registration (on line / FIG)	July 12, 2018
	Definitive Registration (on line / FIG)	September 12, 2018
	Nominative Registration (on line / FIG)	October 12, 2018
	Accommodation Request (online / AGF)	September 12, 2018
	Travel Details' Submission (online / AGF)	October 12, 2018
	Visa Request (online / AGF)	October 12, 2018
	Photo's upload	October 12, 2018
	Meals Request (online / AGF)	October 12, 2018
	Payment of the Accommodation Costs	October 12, 2018
	Payment of the Meals	October 12, 2018
Payment of the fine for missing judge	October 12, 2018	

Sincerely yours,

Baku, 19.12.2017



Nurlana Mammadzada
Secretary General
Azerbaijan Gymnastics Federation