



## DIRECTIVES

**Event ID: 14371**

Dear UEG affiliated Member Federation,

The Swiss Gymnastics Federation has the pleasure to invite your Federation to participate in the aforementioned official UEG International Event.

<b>DISCIPLINE</b>	Men's Artistic Gymnastics	
<b>HOST FEDERATION</b>	Swiss Gymnastics Federation <u>Contact Person:</u> Mr. Ruedi HEDIGER, Managing Director Bahnhofstrasse 38 5001 AARAU, Switzerland Phone +41 62 837 82 00 Fax +41 62 824 14 01 E-mail <a href="mailto:stv@stv-fsg.ch">stv@stv-fsg.ch</a> <a href="http://www.stv-fsg.ch">www.stv-fsg.ch</a>	
<b>LOCAL ORGANIZING COMMITTEE</b>	EM Kunstturnen Bern 2016 <u>Contact Person:</u> Ms. Lisa WORTHMANN, Secretary General Haus des Sports Talgut-Zentrum 27 3063 ITTIGEN, Switzerland Phone +41 31 359 75 00 E-mail <a href="mailto:delegations@ec-bern2016.com">delegations@ec-bern2016.com</a> <a href="http://www.ec-bern2016.com">www.ec-bern2016.com</a>	
<b>LOCATION</b>	BERN, Switzerland	
<b>DATE</b>	<b>May 25 – 29, 2016</b>	
<b>VENUE</b>	<u>Competition Hall</u> PostFinance-Arena Mingerstrasse 12 3014 BERN, Switzerland Phone +41 31 336 80 80 <a href="http://www.postfinancearena.ch">www.postfinancearena.ch</a>  Venue capacity: 6000 seats	
	<u>Training &amp; Warm-up Hall</u> BERNEXPO (Hall 2.2) Mingerstrasse 6 3014 BERN, Switzerland Phone +41 31 340 11 11 <a href="http://www.bernexpo.ch">www.bernexpo.ch</a>	

APPARATUS SUPPLIER	SPIETH																																												
RULES AND REGULATIONS	<p>The event will be organized under the following FIG and UEG rules, as valid in the year of the event, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"><li>• FIG and UEG Statutes</li><li>• FIG and UEG Technical Regulations</li><li>• FIG Code of Points and relevant Newsletters</li><li>• FIG General Judges' Rules</li><li>• FIG Specific Judges' Rules</li><li>• Doping Control Rules</li><li>• FIG License Rules</li><li>• UEG Media Rules</li><li>• FIG Apparatus Norms</li><li>• UEG Advertising and Publicity Rules</li><li>• FIG Rules for Sanctioning (approval) of International Events</li><li>• UEG Accreditation Directives</li></ul> <p><i>and subsequent decisions of the FIG/UEG Executive Committee</i></p>																																												
FEDERATIONS INVITED	<p>The Organizing Member Federation will invite all UEG Member Federations, provided that their financial obligations to the UEG and the FIG are fulfilled. The inscriptions have to be made by the National Federations.</p> <p>All federations are entitled to participate with either a team composed of 3 to 5 gymnasts, or a maximum of 2 individual gymnasts.</p> <p>Maximum size of delegation:</p> <table><tr><td></td><td>Juniors</td><td>Seniors</td><td>Combined</td></tr><tr><td>Gymnasts</td><td>5</td><td>5</td><td>10</td></tr><tr><td>Head of Delegation</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Team Leader</td><td>1</td><td>1</td><td>2</td></tr><tr><td>Coaches</td><td>2</td><td>2</td><td>4</td></tr><tr><td>Doctors</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Physiotherapist</td><td>1</td><td>1</td><td>2</td></tr><tr><td>Judges</td><td>1</td><td>1</td><td>2</td></tr></table> <table><tr><td>*Additional Coaches</td><td>2</td><td>2</td><td>4</td></tr><tr><td>*Additional Physiotherapists</td><td>2</td><td>2</td><td>4</td></tr><tr><td>*Guest or VIP-Guest</td><td>2</td><td>2</td><td>4</td></tr></table> <p>The number of coaches cannot be higher than the number of gymnasts.</p> <p>The costs for the accreditations of additional coaches, physiotherapists and guests have to be assumed by the National Federation.</p> <p><u>*Costs for:</u></p> <ul style="list-style-type: none"><li>• Additional Coach CHF 200.00</li><li>• Additional Physiotherapist CHF 200.00</li></ul>		Juniors	Seniors	Combined	Gymnasts	5	5	10	Head of Delegation	1	1	1	Team Leader	1	1	2	Coaches	2	2	4	Doctors	1	1	1	Physiotherapist	1	1	2	Judges	1	1	2	*Additional Coaches	2	2	4	*Additional Physiotherapists	2	2	4	*Guest or VIP-Guest	2	2	4
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	<ul style="list-style-type: none"><li>• Guests / VIP-Guests CHF 200.00 / CHF 250.00</li></ul>												
AGE LIMITS	<p><b>The participants must be in possession of a valid FIG licence and have the following age in the year of the event:</b></p> <p>MAG Juniors: 14 - 18 years MAG Seniors: min. 18 years</p> <p>Gymnasts who have participated as a senior in World Championships, Continental Championships, World Cup competitions, Multi-sport Games may not participate afterwards in junior competitions.</p>												
JUDGES AND JURIES	<p>Each National Federation with a team or individual gymnasts for the senior <b>or</b> junior competitions has the obligation to nominate <b>one</b> judge. Each National Federation with teams or individual gymnasts for the senior <b>and</b> junior competition has the obligation to nominate <b>two</b> judges.</p> <p>The federations having been drawn with a D2 / RF judge will be informed of the possibility of nominating another E judge. The judges have to fulfil the requirements of the TR/UEG.</p> <p>A federation participating with an insufficient number of judges or without judge will have to pay a fine to the UEG as follows:</p> <table><tr><th>Requested by UEG</th><th>NF comes with</th><th>Sanction</th></tr><tr><td>2 judges</td><td>1 judge</td><td>EUR 2'000.00</td></tr><tr><td>2 judges</td><td>0 judge</td><td>EUR 4'000.00</td></tr><tr><td>1 judge</td><td>0 judge</td><td>EUR 2'000.00</td></tr></table> <p><b>All judges must have a currently valid FIG brevet at the time of the event.</b></p>	Requested by UEG	NF comes with	Sanction	2 judges	1 judge	EUR 2'000.00	2 judges	0 judge	EUR 4'000.00	1 judge	0 judge	EUR 2'000.00
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REGISTRATION DEADLINE	<p>The registrations have to be made only via the FIG online database (<a href="https://database.fig-gymnastics.com">https://database.fig-gymnastics.com</a>)</p> <table><tr><td><b>Definitive registration</b></td><td>February 25, 2016</td></tr><tr><td><b>Nominative registration</b></td><td>April 25, 2016</td></tr></table> <ul style="list-style-type: none"><li>• late definitive registration: <b>EUR 1'500.00</b> to be paid to the UEG</li><li>• late nominative registration: <b>EUR 1'000.00</b> to be paid to the UEG</li></ul>	<b>Definitive registration</b>	February 25, 2016	<b>Nominative registration</b>	April 25, 2016								
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ENTRY FEES	<p><b>EUR 100.00 per gymnast</b> to be transferred to the UEG account:</p> <p>Banque Cantonale Vaudoise Place St-François 14, CP 300 1002 LAUSANNE, Switzerland</p> <p>Account N°: L 5205.70.49 European Union of Gymnastics <b>IBAN: CH05 0076 7000 L520 5704 9</b> SWIFT Code: BCVLCH2LXXX</p>												

<b>ACCREDITATION</b>	<p>The accreditation office will be located at the competition venue.</p> <p>The UEG Accreditation Rules will be strictly applied, notably as far as the number of accreditations per federation is concerned. No further accreditations may be issued (for changes after the deadline of the online nominative registration, please see the “Request for Accreditation Changes” form, which will be enclosed to the Work Plan). Any additional person is considered as a spectator and must buy entry tickets. Accreditations will not be delivered unless all financial and insurance obligations have been fulfilled.</p> <p>Each delegation will be taken to the accreditation desk upon arrival. The following items will be checked there:</p> <ul style="list-style-type: none"> <li>• The passports of gymnasts and judges</li> <li>• The licences of the gymnasts</li> <li>• For medical persons, the proof of their professional competences (copy of diploma or professional card)</li> <li>• Prove of insurance coverage of the delegation (except for gymnasts and judges)</li> <li>• Prove of the fulfilment of all financial obligations to the LOC (accommodation, meals, airport transfer (if applicable))</li> <li>• The correctness of the national flag and anthem of the country, to be confirmed with the form “Confirmation of the national flag and anthem”</li> <li>• Departure confirmation</li> </ul> <p><b>ONLINE ACCREDITATION</b></p> <p>Each delegation is kindly asked to <b>enter the personal details</b> and to <b>upload photos of all delegation members by April 25, 2016</b> in the following online accreditation tool of the LOC:</p> <p><a href="http://www.ec-bern2016.com/en/delegations-online">http://www.ec-bern2016.com/en/delegations-online</a></p> <p><b>Colour photo details:</b> Portrait photo; file format: .jpg or .jpeg, Minimum 150 pixels x 200 pixels (width x height).</p> <p>The <b>online accreditation system</b> will be <b>open from January 7, 2016</b> and will be <b>closed on April 25, 2016</b>.</p> <p><b>PLEASE CONSIDER:</b></p> <p>If photos will have to be taken at the accreditation (because they were not sent within the deadline or they were not sent in the correct format), CHF 15.00 will be charged for each photo taken at the accreditation desk.</p>
<b>EVENT FORMAT</b>	<p><b>MAG competition Seniors (CI)</b> A senior team consists of 3 – 5 gymnasts, of which 3 compete on each apparatus. The 3 scores obtained are added and make the total result. The National Federation nominates the team for each apparatus. It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.</p> <p><b>MAG competition Juniors (CI)</b> A junior team consists of 3 – 5 gymnasts, of which 4 compete on each appa-</p>

	<p>ratus. The 3 best scores on each apparatus are added for the final result. The National Federation nominates the team for each apparatus.</p> <p>It is possible to participate with individual gymnasts, if a National Federation does not have a sufficient number of gymnasts for a full team.</p> <p><b>MAG competition Juniors (CII)</b>  The 24 gymnasts with the highest ranking obtained in the qualifying competition CI will qualify for the all-around final CII.  A maximum of 2 gymnasts per National Federation are allowed in the finals. For the all-around final, there will be 4 reserve gymnasts.</p> <p><b>MAG competition Seniors and Juniors (CIII)</b>  The 8 highest ranked gymnasts on each apparatus from CI will be qualified for the corresponding apparatus finals.  A maximum of 2 gymnasts per National Federation will be allowed in the finals. For the apparatus finals, there will be 3 reserve gymnasts per apparatus.</p> <p><b>MAG competition Seniors (CIV)</b>  The 8 best teams from CI will participate in the team final.</p>		
<b>PROVISIONAL SCHEDULE</b>	<b>Sat, 21.05.16</b>	<b>Arrival TC and D1 &amp; D2 judges</b>	
	<b>Sun, 22.05.16</b>	<b>Arrival delegations*</b>	
		<b>Accreditation</b>	
		<b>TC meeting</b>	morning
		Training upon request	afternoon
		<b>Judges' instruction for the D-jury</b>	afternoon
		<b>*Judges' instruction, draw (CI, CIV Seniors + CI, CII Juniors), judges' oath</b>	18:00
	<b>Mon, 23.05.16</b>	Training as per schedule	
		<b>Orientation meeting</b>	10:00
		<b>Podium training Juniors</b> (Subdivisions 1 – 3)	10:00 - 20:30
	<b>Tue, 24.05.16</b>	Training as per schedule	
		<b>Podium training Seniors</b> (Subdivisions 1 - 3)	10:00 - 20:15
	<b>Wen, 25.05.16</b>	Training as per schedule	
		<b>CI Juniors</b> Subdivision 1	10:00 - 12:30
		Subdivision 2	14:00 - 16:30
		<b>Opening Ceremony</b>	17:20 - 17:50
		<b>CI Juniors</b> Subdivision 3	18:00 - 20:30
		CI Juniors Award Ceremony (Team)	20:30 - 20:40
	<b>Thu, 26.05.16</b>	Training as per schedule	
		<b>CI Seniors</b> Subdivision 1	10:00 - 12:40
		Subdivision 2	14:00 - 16:15
		Subdivision 3	18:00 - 20:15
	<b>Fri, 27.05.16</b>	Training as per schedule	

		<b>CII Juniors</b>	18:30 - 20:45
		CII Juniors Award Ceremony	20:45 - 20:55
	<b>Sat, 28.05.16</b>	Training as per schedule	
		<b>CIV Seniors</b>	14:30 - 17:00
		CIV Seniors Award Ceremony	17:00 - 17:10
	<b>Sun, 29.05.16</b>	Training as per schedule	
		<b>CIII Seniors + Juniors</b>	<b>tbc</b>
		CIII Seniors + Juniors Award Ceremonies	
		<b>Closing Ceremony</b>	
		<b>Banquet</b>	evening
	<b>Mon, 30.05.16</b>	<b>Departure of delegations, TC &amp; D-judges</b>	
	<p><b><u>*Important information for judges:</u></b>  The <b>judges' instruction</b> takes place on <b>Sunday, May 22, 2016</b> at <b>18:00</b>.  The <b>flight or train arrival time of judges</b> should <b>not be later than</b>:  Zürich Airport (ZRH): 14:00  Bern Airport (BRN) or Bern Central Train Station: 16:00  Basel Airport (BSL): 14:00  Geneva Airport (GVA): 13:00</p> <p>If the above mentioned arrival times are not possible, please arrange the arrival of your judges one day earlier (Saturday, May 21, 2016).</p>		
<b>EVENT MANAGER</b>	Ms. Lisa WORTHMANN Secretary General  EM Kunstturnen Bern 2016 Haus des Sports Talgut-Zentrum 27 3063 ITTIGEN, Switzerland Phone +41 31 359 75 00 E-mail <a href="mailto:delegations@ec-bern2016.com">delegations@ec-bern2016.com</a> <a href="http://www.ec-bern2016.com">www.ec-bern2016.com</a>		
<b>MEDICAL SERVICES</b>	All information will be included in the work plan. Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.		
<b>VISA</b>	Please verify immediately with your travel agent or the Swiss Embassy or Consulate in your country, if a visa is required for your travel to Switzerland. The Organizing Committee will be happy to assist each delegation member with an official invitation letter, provided that the request is made until <b>February 25, 2016</b> to the LOC via the online accreditation tool.  <a href="http://www.ec-bern2016.com/en/delegations-online">http://www.ec-bern2016.com/en/delegations-online</a>  The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the delegation member as well as the city the visa application support letter should be addressed to.		

<b>INSURANCE</b>	<p>The Host Federation, the Organizing Committee, the UEG and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. The UEG Technical Regulations foresee that all participating federations are responsible for making their own arrangements to have the necessary valid insurance coverage.</p> <p>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:</p> <p>CHF 185.00/person (flat-rate) for illness, medical fees and repatriation up to CHF 50'000.00</p>
<b>INTERNATIONAL TRANSPORTATION</b>	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The <b>travel details</b> must be returned to the LOC <b>via the online accreditation tool</b> by <b>April 25, 2016</b> at the very latest.</p> <p><a href="http://www.ec-bern2016.com/en/delegations-online">http://www.ec-bern2016.com/en/delegations-online</a></p>
<b>LOCAL TRANSPORTATION</b>	<p><b>Transportation at arrival &amp; departure:</b></p> <p>Accredited delegations who book their accommodation through the LOC will be provided with transportation at no extra costs from/to:</p> <ul style="list-style-type: none"> <li>• Zürich Airport (ZRH)</li> <li>• Bern Airport (BRN)</li> <li>• Bern Central Train Station</li> </ul> <p>Transportation from/to the following airports can be arranged by the LOC for accredited delegations at the following costs:</p> <p>Geneva Airport (GVA) and Basel Airport (BSL)</p> <ul style="list-style-type: none"> <li>• 1 – 8 persons: CHF 55.00 per way/person; minibus or train</li> <li>• 9 – 16 persons: CHF 50.00 per way/person; midibus</li> <li>• 17+ persons: CHF 45.00 per way/person; coach</li> </ul> <p><b>Local transportation:</b></p> <p>Accredited delegations will receive a free ticket for public transportation within the city of Bern.</p> <p>Local transportation will be organized by tram for all hotels located at tramline number 9 which goes directly to the competition &amp; training venue.</p> <p>A tram is going every 6 - 15 minutes.</p> <p>A shuttle service will be arranged for hotels which are not located directly at tramline no. 9.</p>
<b>OFFICIAL HOTEL</b>	<p><b>Hotel Allegro</b> ****<sup>Superior</sup></p> <p>Kongress + Kursaal Bern AG Kornhausstr. 22 3000 BERN, Switzerland Phone +41 (0)31 339 55 00</p> <p><b>Prices:</b> Please see delegation accommodation, category I</p>
<b>DELEGATION ACCOMMODATION</b>	<p>Allocations for the delegations have been reserved in 19 hotels in Bern and 4 hotels outside of Bern.</p>

Distance between competition & training venue and hotels in Bern:

13 hotels between 650m and 3 km

5 hotels between 4 – 5 km

1 hotel 8.5 km

Distance between competition & training venue and hotels outside of Bern:

4 hotels 32 – 38 km

**Category I** (\*\*\*\* / \*\*\*\*<sup>Superior</sup>)

**Costs per person/night, including breakfast**

Single Room	CHF 330.00
Double Room	CHF 195.00

**Category II** (\*\* / \*\*\*\*)

**Costs per person/night, including breakfast**

Single Room	CHF 250.00
Double Room	CHF 160.00
3-Bed Room	CHF 130.00

**Category III** (\*\* / \*\*)

**Costs per person/night, including breakfast**

Single Room	CHF 180.00
Double Room	CHF 130.00
3-Bed Room	CHF 110.00

**Category IV** (\* / \*\*)

**Costs per person/night, including breakfast**

Single Room	CHF 155.00
Double Room	CHF 100.00
3-Bed Room	CHF 80.00

If the delegation does not book their accommodation via the LOC, all services normally included (such as transportation and banquet) must be paid separately.

Hotel rooms will be allocated on a “first come, first serve” basis.

Once the allocations in Bern are not available anymore in a certain category, the hotels outside of Bern will be offered. ) In this case, the LOC will contact the NF beforehand.

The **accommodation booking** must be returned to the LOC **via the online accreditation tool** by **January 25, 2016** at the very latest.

<http://www.ec-bern2016.com/en/delegations-online>

The invited participating federations must pay for the accommodation expenses of their delegation members.

The **costs for the accommodation** must be **paid to the LOC** as follows:

- 50% until February 25, 2016



	<ul style="list-style-type: none"> <li>• Remaining balance until April 25, 2016</li> </ul>
<b>MEALS</b>	<p>Delegations can book lunch and dinner via the LOC. It will be served in the restaurant “Henris”, which is located next to the training hall at the competition venue. The meals will be offered as buffet.</p> <p><b>Lunch</b> CHF 25.00 per person/day served daily between 11:30 - 14:30</p> <p><b>Dinner</b> CHF 25.00 per person/day served daily between 18:30 - 22:00</p> <p>The <b>meals booking</b> must be returned to the LOC <b>via the online accreditation tool</b> by <b>February 25, 2016</b> at the very latest. <a href="http://www.ec-bern2016.com/en/delegations-online">http://www.ec-bern2016.com/en/delegations-online</a></p> <p>The invited participating federations must pay for the meals expenses of their delegation members. The <b>costs for the meals</b> must be <b>paid to the LOC</b> as follows:</p> <ul style="list-style-type: none"> <li>• 50% until February 25, 2016</li> <li>• Remaining balance until April 25, 2016</li> </ul>
<b>CANCELLATION POLICY</b>	<p><b><u>Accommodation</u></b></p> <ul style="list-style-type: none"> <li>• Cancellations are accepted <b>until February 25, 2016 without any penalties</b></li> <li>• from <b>February 26</b> to March 25, 2016: <b>25%</b> of the total amount of the cancellation will be charged</li> <li>• from <b>March 26</b> to April 25, 2016: <b>50%</b> of the total amount of the cancellation will be charged</li> <li>• from <b>April 26</b>, 2016 on: <b>no refund</b></li> </ul> <p><b><u>Meals</u></b></p> <ul style="list-style-type: none"> <li>• Cancellations are accepted <b>until April 25, 2016 without any penalties</b></li> <li>• from <b>April 26</b>, 2016 on: <b>no refund</b></li> </ul>
<b>FINAL BANQUET</b>	<p>The final banquet will be offered to all accredited participants who reserved their accommodation through the LOC. <b>Extra tickets</b> for the banquet can be ordered at the price of <b>CHF 60.00</b> per person.</p> <p>The banquet will take place in the evening on Sunday, May 29, 2016 in the “Kursaal” at the official UEG Hotel Allegro.</p> <p>Kongress + Kursaal Bern AG Kornhausstr. 22 3000 BERN, Switzerland</p>
<b>BANK ACCOUNT INFORMATION</b>	<p>All payments to the LOC must be made by bank transfer.</p> <p>Bank name and address:</p> <p style="text-align: right;">PostFinance AG Mingerstrasse 20 3030 BERN, Switzerland EM Kunstturnen Bern 2016</p>

	<b>IBAN: CH57 0900 0000 6192 6846 0</b> <b>SWIFT Code: POFICHBEXX</b>	
	<p>Each participating federation is kindly requested to integrate the payment purpose as follows: Country code and content of the payment (hotel, meals, airport transfer).</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>	
<b>MARKETING</b>	UEG advertising and publicity norms must be respected.	
<b>MEDIA</b>	<p><u>LOC Media Officer:</u>  Mr. Rolf THALLINGER  E-mail <a href="mailto:media@ec-bern2016.com">media@ec-bern2016.com</a>  Allocations for journalists have been reserved in several hotels in Bern. Please contact the LOC for details.</p>	
<b>SOCIAL MEDIA</b>	<p>Follow the European Championships 2016 on  Facebook <a href="http://www.facebook.com/gymbern2016">www.facebook.com/gymbern2016</a>  Twitter <a href="http://www.twitter.com/gymbern2016">www.twitter.com/gymbern2016</a>  Instagram <a href="http://www.instagram.com/gymbern2016">www.instagram.com/gymbern2016</a>  YouTube <a href="http://www.youtube.com">http://www.youtube.com</a>  (European Artistic Gymnastics Championships 2016 – Bern – SUI)  Hashtag #ECBern2016</p>	
<b>DEADLINES SUMMARY</b>	Definitive Registration (FIG online database)	25.02.2016
	Nominative Registration (FIG online database)	25.04.2016
	Accommodation reservation (LOC online system)	25.01.2016
	Meals reservation (LOC online system)	25.02.2016
	Visa Request (LOC online system)	25.02.2016
	Travel schedule (LOC online system)	25.04.2016
	Accreditation data and photos (LOC online system)	25.04.2016
	Payment of Entry Fee to UEG	25.02.2016
	Payment of Accommodation (50%) to LOC	25.02.2016
	Payment of Meals (50%) to LOC	25.02.2016
	Payment of Accommodation (balance) to LOC	25.04.2016
	Payment of Meals (balance) to LOC	25.04.2016
	Payment of airport transfers to LOC (if flight goes to/from Geneva or Basel)	25.04.2016
	Cancellation of Accommodation possible without costs	until 25.02.2016
	Cancellation of Meals possible without costs	until 25.04.2016
<b>ADDITIONAL INFORMATION</b>	<p>Information about tickets, packages (including hotel and city tour) as well as hospitality offers for spectators can be found on the website:  <a href="http://www.ec-bern2016.com">www.ec-bern2016.com</a></p>	

Sincerely Yours,

Aarau, December 7, 2015



Erwin Grossenbacher  
  
President of the Swiss Gymnastics Federation