



14TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS

INCHEON CITY (KOR)

June 17-19, 2016

7TH FIG AER GYMNASTICS WORLD AGE GROUP COMPETITION

INCHEON CITY (KOR)

June 13-15, 2016



Directives

Dear President,

The FIG is pleased to herein provide you with the Directives for 14th World Championships AER Gymnastics and the 7th World Age Group Competition AER Gymnastics to be held in INCHEON CITY (KOR) from 13-19 of June 2016.

These World Championships and World Age Group Competition will be organized following the 2015 FIG Statutes, the 2016 Technical Regulations, the 2013-2016 AER Code of Points as well as all other Rules and Guidelines valid starting 01 January 2016, onwards, any possible amendments by the date of these World Championships, and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all FIG Rules and Regulations. Federations not respecting them will not be allowed to compete.

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1. FEDERATION INTERNATIONALE DE GYMNASTIQUE

Fédération Internationale de Gymnastique (FIG)
Contact Persons: Mr. Alexandre Cola and Ms. Sylvie Martinet
Avenue de la Gare 12
Case Postale 630
CH - 1001 Lausanne
Tel : +41 (0)21 321 55 10
Direct : +41 (0)21 321 55 18 / 15
Fax : +41 (0)21 321 55 29
Email : acola@fig-gymnastics.org, smartinet@fig-gymnastic.org
Website : <http://www.fig-gymnastics.com>

2. LOCAL ORGANIZING COMMITTEE

National Federation:

KOREA GYMNASTIC ASSOCIATION
Contact person: Mr. Jeongho SOH
Room 609, Olympic Center
88, Oryun-Dong, Songpa-Gu
SEOUL 05540

Korea Rep.

Tel: + 82.2.4204266
Fax: + 82.2.4204265
e-mail: kga@gymnastics.or.kr
website : <http://www.gymnastics.or.kr>

Local Organizing Committee:

KOREA AEROBIC ASSOCIATION
Contact person: Mr. BK CHUNG
Room 403, Olympic Center
88, Oryun-Dong, Songpa-Gu
Seoul 05540

Korea Rep.

Tel: + 82.2.7428782
Fax: + 82.2.7424240
e-mail: kaa@aerobic.or.kr
website : <http://www.aerobic.or.kr>

3. LOCATION OF THE COMPETITION HALL, TRAINING HALL AND WARM UP HALL

Competition Hall	Namdong gymnasium 500, Sorae-ro, Namdong-gu, Incheon, KOREA - Tel : + 82.32.7155183
Training hall	The following areas will be available for training and competition : <ul style="list-style-type: none">• Competition hall with 1 Aerobic floor• Training hall : General Warm UP, 4 Aerobic floors and 4 marked areas (floor size)

Pictures of the Halls as of today.



4. PROVISIONAL PROGRAM (SUBJECT TO CHANGE)

Date	Description	Location	Schedule
Wednesday June 8	Arrival of FIG AER TC and sport dpt staff		
Thursday June 9	TC meeting and preparation day 1	AER TC Room	All day
	LOC and FIG staff meeting	Judges room	All day
Friday June 10	TC meeting and preparation day 2	AER TC Room	All day
	LOC and FIG staff meeting	Judges room	All day
	Optional arrival WAGC overseas	Competition hall	All day
Saturday June 11	Official arrival WAGC and accreditation	Competition hall	All day
	TC meeting and preparation day 3	AER TC Room	All day
Sunday June 12	Orientation meeting WAGC	Official FIG Hotel	Tbd
	Training and podium training WAGC	Competition hall	All day
	Judges meeting & scoring system instruction	Judges meeting room	Tbd
	Opening ceremony rehearsal	Competition hall	Tbd
	Training and podium training WAGC	Competition hall	All day
	Optional arrival WCH overseas	Competition hall	All day
Monday June 13	Judges draw and judges briefing	Judges meeting room	Tbd
	Opening ceremony WAGC	Competition hall	11:00
	Qualification WAGC day 1	Competition hall	11:00-18:00
	Official arrival WCH and accreditation	Competition hall	All day
Tuesday June 14	Orientation meeting WCH	Competition hall, Room 2	Tbd
	Judges draw and judges briefing	Judges meeting room	Tbd
	Qualification WAGC day 2	Competition hall	All day
	Training WCH	Training hall	All day
Wednesday June 15	Finals WAGC	Competition hall	Tbd
	Closing ceremony WAGC	Competition hall	After finals
	Training WCH	Training hall	All day
	Farewell party	Official Hotel	19:00
	Athlete meeting / election	Judges meeting room	Evening
Thursday June 16	Official departure WAGC		All day

	Podium training WCH	Competition hall	All day
	Judges meeting & scoring system instruction	Judges meeting room	Tbd
	Korean invitation of the Heads of Delegation		18:00-20:00
Friday June 17	Opening Ceremony WCH	Competition hall	10:00
	Qualification WCH - IW, Trio & AD	Competition hall	All day
	Continental meeting with TC Presidents	Judges meeting room	19:00
Saturday June 18	Qualification WCH IM & MP	Competition hall	All day
	Qualification WCH GR & AS	Competition hall	All day
	Award ceremony Team Ranking	Competition hall	All day
	Finals IW & Trio + award ceremonies	Competition hall	All day
	Finals AD + award ceremony	Competition hall	All day
Sunday June 19	Round table	Competition hall, Room 2	10:00-12:00
	Finals IM, MP, GR & AS + 4 award ceremonies	Competition hall	Afternoon
	Closing ceremony and show	Competition hall	following
	Farewell party	Grand Ballroom	19:30
Monday June 20	Official departure WCH		All day
			All day
Monday June 20 to Thursday 23	AER TC analysis		All day
Friday June 24	Departure AER TC		All day

Important:

Please note that the official departure day of the WAGC is as mentioned above on June 16, however, gymnasts and officials willing to stay longer to watch the World Championships may do so, but must contact the LOC directly to arrange accommodation for this additional stay.

Transportation back to the airport will be provided by the LOC only on the official departure dates (being June 16 for the WAGC and June 20 for the WCH), on any other day, no transportation will be provided and it is up to everyone to arrange its own transportation.

5. PARTICIPATIONS AND ACCREDITATIONS

Gymnasts holding a valid FIG License and with the correct age from FIG affiliated federations in good standings may take part in these World Championships and World Age Group Competitions.

MAXIMUM DELEGATION SIZE

The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per FIG Rules for Accreditation is as follows:

Function		Number
Head of Delegation		1
Team Manager	4 to 7 units	1
	8 units and more	2
Coach	1 unit	1
	2 to 7 units	2
	8 to 15 units	3
	16 to 20 units	4
	if 21 units and more	5
*Additional coach	if 8 to 15 units	1
	if 16 units and more	2

Gymnasts	max. 2 per category and Age Group Except for Senior and Junior Group, Aerobic Dance and Aerobic Step: maximum 1 each	
Judge for World Championships (min cat 3).		2
Judge for World Age Group Competitions (min cat 4).		2
Medical Doctor		1
Paramedical Staff		1
Additional Medical Doctor or Paramedical Staff *		
	4 to 7 units	1
	8 to 15 units	2
	16 units and more	3
Chaperon for 10 gymnasts *		1
Only for World Age Group Competitions		
Guest or VIP Guest *	1 to 4 unit(s)	1
	5 units and more	2
Transferable access card zone 1 coach		1
Transferable access card zone 3 medical staff		1 per warm-up hall
Transferable access card zone 3 Head of Delegation or Team Manager		1

Note: additional transferable access cards may be delivered by FIG upon request by the delegation due to competition schedule / conditions

Accreditations with a star (*) are at the charge of the Delegations. The costs of these accreditations are as follows:

Additional Coach	USD 180.-
Additional Physiotherapist	USD 180.-
Chaperone per 10 competitors	USD 180.-
Guest (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	USD 180.-
Guest (if accommodation not booked through the LOC: access to the delegations seating only)	USD 180.-
VIP Guest (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	USD 200.-
VIP Guest (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	USD 200.-

SUPPLEMENTARY ACCREDITATIONS

The following supplementary Accreditations (either free of charge or at the charge of the Delegations or the FIG Authority) as per the accreditation rules may also be delivered to the FIG affiliated federations and FIG Authorities, provided that a request is sent in writing to the FIG by **March 23rd, 2016**.

FIG and former FIT Honorary Members	Free of Charge
Former Olympic and World Champions	Free of Charge
NF President as Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	USD 180.-

NF President as Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the delegations seating only)	USD 180.-
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	USD 200.-
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	USD 200.-

Accompanying person of an NF President	USD 180.-
VIP Accompanying person of an NF President	USD 200.-
Accompanying person of TC Members	USD 180.-
VIP Accompanying person of TC Members	USD 200.-
VIP Accompanying person of EC Members / TC President	Free of Charge
VIP Accompanying person of FIG and former FIT Honorary Members	Free of Charge

Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next AER World Championships	
Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	USD 180.-
Observers (if accommodation not booked through the LOC: access to the delegations seating as well)	USD 180.-
VIP Observers (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	USD 200.-
VIP Observers (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	USD 200.-

Organizers of the next Aerobic Gymnastics World Championships	
Maximum 6 accreditations including 2 VIP	
Observers maximum 6 (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the LOC: access to the delegations seating as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	Free of Charge

Additional Observers, Organisers of future Multisport Games, AER World and/or AER Continental Championships	
Additional Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	USD 180.-

Additional Observers (if accommodation not booked through the LOC: access to the delegations seating as well)	USD 180.-
Additional VIP Observers, if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	USD 200.-
Additional VIP Observers, if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well	USD 200.-

In case of lost or stolen accreditation, the Organizing Committee must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (USD 200.-). Lost or stolen transferable cards will not be replaced.

Media accreditation

International media representatives as well as federations' communications staff who are interested in covering the World Championships can register online at <https://media.fig-gymnastics.com>. In addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org. **Deadline:** May 31, 2016.

Media accreditation for the local press as well as for the World Age Group Competitions is handled by the LOC. Please contact LOC Media Officer Mr. Albert Chung at albertchung25@gmail.com.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

6. AGE LIMIT OF GYMNASTS

World Championships:

Senior: 18 years old in the year of the event (born 1998 and before)

World Age Group Competition:

Age Group 2: 15-17 years old in the year of the event (born in 1999 – 2001)

Age Group 1: 12-14 years old in the year of the event (born in 2002 - 2004)

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by FIG affiliated federations in good standing, via the FIG on-line system (click [here](#)) and by using the National Gymnastics Federations' login (e-mail) and password.

Those deadlines are to be considered valid for both World Championships and World Age Group Competition.

Provisional Registration

The provisional registrations must be completed from now on till Wednesday **February 17th, 2016** (23:59 Swiss time) at the very latest.

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation from **February 18th, 2016** (23:59 Swiss time) till Wednesday **March 23rd, 2016** (23:59 Swiss time) at the very latest.

Definitive registrations received in the FIG Offices after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

Nominative Registrations

The nominative entries must be completed by entering the composition of the delegation from **March 24th, 2016** till Wednesday **May 18th, 2016** (23:59 Swiss time) at the very latest.

Together with the nominative registration and to accelerate the process of the accreditation, each delegation is kindly asked to send to LOC a photo (Identity Colour photo in format JPEG – 45mm x 35mm) together with the Form.

For gymnasts and judges a copy of valid passport (format JPG) is to be added also.

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Judge_LI Haoyang
- File format : .jpg or .jpeg
- Dimensions : 350 mm x 450mm or 276 pixels wide x 354 pixels high

Requirements for each scanned passport copy:

- Identity: country code_function_full name, for example: CHN_ Judge_LI Haoyang
- File format : .pdf or .jpg or .jpeg
- Definition : clear enough to recognize passport information

Delegations who did not respect this directive will have to wait at the accreditation center.



If the photo has to be taken, or a passport copy has to be made, in Incheon because it was sent by the given deadline, there will be a charge of 10 \$ for each photo/passport copy taken at the accreditation desk.

Documents must be send to: kaa@aerobic.or.kr

Entry Fees

The non-reimbursable registration fee is of:

World Championships:

CHF 100.- per gymnast per discipline (Individual Man, Individual Woman, Mixed Pair, Trio and Group, AER Dance and AER Step).

World Age Group Competition:

CHF 100.- per gymnast per discipline (Individual Man, Individual Woman, Mixed Pair, Trio and Group).

The total amount must be paid to the FIG by **March 23rd, 2016** to:

Registrations without the appropriate payment of the registration fees within the given deadline will be considered as invalid (i.e. the gymnasts will not be allowed to compete).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC will not be allowed to participate in these World Championships.

Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF	1'000.-
Fine after missing the Definite Registration deadline or after late Definite Registration (until the gymnast's drawing of lots)	CHF	1'500.-
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF	1'000.-

8. LICENSES

LOC will be responsible for checking the validity of the gymnasts' Licenses.

In order to be considered, Licence application forms (new or renewal) must be submitted at least one (1) month prior to the deadline for nominative registration.

Please consult FIG License Rules for additional information in this respect.

9. JUDGES

The FIG brevetted judges are designated by their Federation and selected for the panels by draw, taking into consideration the degree of the brevet, according to the Judges' Rules.

World Age Group Competitions:

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 4 minimum
Priority will be given to the highest categories.

World Championships:

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 3 minimum

Please note that Member Federations can register the same judges for the World Age Group Competition and the World Championships, provided the criteria as mentioned in the specific AER Judges rules are respected.

Member Federations who only have Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge at the World Championships.

Cat. 4 judges may be used as panel judges for the World Age Group Competition.

The Chairs of Judges' Panel (CJP), the Difficulty Judges (D) and the Reference judges (R) are drawn/appointed by the FIG according to the Technical Regulations and General / Specific Judges Rules.

If a NF rejects the invitation as CJP, D Judge or R Judge, this judge may not be selected to another position for the same competition.

For the World Championships only:

NF who has one of their judges drawn/nominated as CJP, D or R judge may propose one or two judges cat. I to III.

For the World Age Group Competition only:

NF who has one of their judges drawn/nominated as CJP or D judge may propose one or two judges cat. I to IV.

Failure to provide a judge will result in the FIG charging the NF with the fine of CHF 2'000.- for the cost of providing another judge (except those participating for the first time in World Championships/World Age Group Competition).

The selection of judges (Artistic and Execution) is made by draw the day of each competition.

Priority will be given to the highest categories.

In the Finals only judges (Artistic and Execution) whose Federations do not have competitors nor a No 1 reserve competitor may be called upon to judge.

The selection is made by the drawing of lots the day of each Final. If there are insufficient neutral judges the TC AER decides the process for designating the necessary number of judges.

Jury of Appeal

The Jury of Appeal will be composed as follows:

Discipline	President	Member	Member
AER	Alejandro Peniche	John Atkinson	To be named on site if required

10. DRAWING OF LOTS

The drawing of lots will decide the starting order of the qualification competitions and the finals. The drawing of lots will take place within two weeks after the deadline of the definitive entry. The exact date, time and location will be announced in due course by the FIG to the parties concerned which are entitled to be present at the draw.

11. COMPETITIONS FORMAT AND PROGRAMME

Overseas arrival:

Overseas arrival, for WAGC and WCH, is for delegations coming from outside the Asian continent. Please note that delegations arriving on overseas arrival day, will not be provided with any kind of additional training. Training will start for all delegations as mentioned under item 4.

World Age Group Competition:

The competition will be conducted according to the 2016 FIG Technical Regulations, and the Age Group Rules which are included in the FIG AER Code of Points 2013-2016

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR) in both Age Groups: 2 per category for IM, IW, MP and TR and 1 per category in GR.

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR).

World Championships:

The competitions will be conducted according to the 2016 FIG Technical Regulations, including Section 6 for Aerobic Gymnastic, Reg. 3.1.

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR / Dance / Step): 2 per category in IM, IW, MP and Trio and 1 in GR, AD and AS.

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR / AD/ AS).

For the Step competitions, Federations will be advised in the workplan (6 weeks before the event) if FIG will provide, or not, steps during the event.

12. BIOGRAPHIES

Athlete biographies are available online at

http://www.fig-gymnastics.com/publicdir/licences/lic_view.php and will be updated before the World Championships.

13. PUBLICITY

As the Code of Points foresee deductions should the FIG Rules for Advertising and Publicity on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form (FIG Rules for Advertising and Publicity Appendix E for men and F for women) if deemed necessary **by May 18, 2016**, at the very latest in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under "Rules - Publicity" for additional information, you may also contact tv@fig-gymnastics.org for further assistance if required.

14. EQUIPMENT

Manufacturer Supplier: Gymnova

Reference number: 6632, Cancun

15. VISA

Please verify immediately with your travel agent or the Korean Embassy or Consulate in your country if a visa is required for your travel to Korea. The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before **March 23rd 2016**. using the dedicated form, App 3 **together with a copy of the valid passport of each member**.

For Visa request, please use the Forms attached.

16. TRANSPORTATION

The international travel to Incheon International Airport (ICN - KOR) will be at each delegation's own expenses.

Local Transportation

Accredited team delegations who:

- will stay at one of the official hotels
- will book their accommodation through the LOC and
- will fill-in and return to the LOC their "travel schedule" paper form for arrivals and departures by **May 18th, 2016** at the very latest (Appendix 4), will be provided with local transport from Incheon International Airport (ICN) to the official hotels and back on the official and optional arrival days and official departure dates. This service from the airport to the official hotels and back will be guaranteed by the LOC.

Federations who do not stay at one of the official hotels, do not book their accommodations through the LOC or do not fill-in and return to the LOC their "travel schedule" paper form for their arrival and departure in due course will not be entitled to use the event local transportation system and will be responsible to be on time.

17. ACCOMMODATION

Official Hotels

The LOC is delighted to provide FIG and official delegations members with the following selection of hotels:

FIG Official Hotel (Cat. 1)

Oakwood Premier Incheon

165 Convensia-dae-ro, Nam-dong-gu, Incheon

TEL : +82 32-726-2000

<http://www.oakwoodpremier.co.kr/>

Delegations:

The LOC offers a package in 3 different categories Hotels. The package includes the following:

- Accommodation at the chosen category Hotel
- Meals : breakfast (BB) or half-board (HB) (breakfast and dinner) in the Hotel
- Free Transportation between the Incheon airport bus station to the Hotels and vice-versa
- Free Local transportation
- Banquet

Packages	Single room (BB) Person/night	Single room (HB) Person/night	Double room (BB) Person/night	Double room (HB) Person/night
HOTEL cat.1	210 USD	240 USD	110 USD	140 USD

HOTEL cat.2	180 USD	200 USD	100 USD	120 USD
HOTEL cat.3	150 USD	170 USD	80 USD	100 USD

LOCATIONS OF HOTELS



RESERVATIONS

General Principles

FIG affiliated member federations should request their accommodation as a matter of priority. Rooms are limited and will be allocated strictly in order of booking receipt. In other word, hotel rooms will be allocated on a “first come, first serve” basis.

Should your chosen category not be available, the LOC will then contact you to discuss alternative options.

Do NOT make direct booking with the hotels as transfers would then not be offered.

Registration must be made via the accommodation forms as outlined in Appendices 1 and 2.

The prepayment to the LOC of 50% of the total cost of the accommodation must be made at the time you return to the LOC the “accommodation” paper form, or by no later than **March, 23rd 2016**. Following receipt of this “accommodation” paper form and the deposit payment of your booking, a confirmation will be sent to you by the LOC detailing all booking particulars and the final balance.

The final payment to the LOC of the remaining 50% for all accommodation will be required by no later than **May 18th, 2016**.

Failure to forward the payment by the required dates will result in the reservations being cancelled and in the deposit payment being forfeited.

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included, unless when the contrary is stated

CANCELLATION POLICY

The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation.

This is valid for the HOTEL cat.1, cat.2 and cat.3

Rooms cancelled until **March 23rd 2016** at the very latest will be subject to a cancellation fee of 0%.

Rooms cancelled from **March 23rd, 2016** until **April 23rd, 2016** at the very latest will be subject to a cancellation fee of 50 % to be paid by the Federation concerned.

Rooms cancelled from **April 24th, 2016** until **May 18th, 2016** at the very latest will be subject to a cancellation fee of 75 % to be paid by the Federation concerned.

Rooms cancelled from **May 19th, 2016** until the arrival of the delegations on site or “**no show**” will be subject to a cancellation fee of 100 % to be paid by the Federation concerned.

18. MEALS

- BREAKFAST is included in the price of each of the official hotels.
- LUNCH: The LOC will provide lunch every day at the competition venue from Sunday 12th June to Sunday 19th June (included), from 11.30 to 14.30 for USD\$ 12.00.

The reservation of the LUNCH must be ordered in advance by using the “Meals” form (Appendix 5) by **May 18th 2016** at the very latest.

- DINNER is optional. Those Delegations that have booked and paid their accommodation package including dinner will have dinner served in the Hotel in which they are accommodated.

Information about the hours will be given during the accreditation.

FAREWELL BANQUET

Accredited Delegation members (with the exception of E- and R- media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.

All other persons willing to attend this Banquet will be entitled to do so, provided that a request will be sent in writing to the LOC via the “Meals” Paper Form and that the amount of USD\$ 50.00 per person will be paid in full to the LOC by **May 18th, 2016**.

PAYMENT

The payment must be made in USD dollars only.

The total payment to the LOC for all farewell tickets will be required by no later than **May 18th, 2016**.

Failure to forward the payment by the required dates will result in the meals being cancelled and in the deposit payment being forfeited.

CANCELLATION POLICY

No cancellation policies apply on meals. Meals coupons are not refundable.

19. FINANCIAL OBLIGATIONS - PAYMENT

PAYMENTS TO FIG:

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC will not be allowed to participate in these World Championships either.

Total amount of the FIG entry fees to be paid to:

Bank transfer:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 - CH-1003 Lausanne/Switzerland
Account number	272-56301649.0
Bank	UBS Switzerland SA, Nidaugasse 49, CH-2501 Bienne/Switzerland
IBAN	CH40 0027 2272 5630 1649 0

	Please note that IBAN-code is applicable only for bank wires within Europe.
SWIFT/BIC	UBSWCHZH80A

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation, the contact person and the payment purpose on the transfer (i.e. "SUI_Michel Dupond_2016 AER WCh/WAGC Registration Fees Payment").

The payment must be made in CHF only.

Credit card:

For payment by credit card, please contact directly the FIG Finance Manager, Mr Jürgen Kolb at jkolb@fig-gymnastics.org.

PAYMENTS TO THE LOC:

Federations which have not fulfilled their financial obligations towards the LOC by the given deadlines herein mentioned may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.

All payments to the LOC must be made via bank transfer in USD only to:

Payable to:	Korea Aerobic Association
Bank:	Korea Exchange Bank
Branch	Olympic Branch
Account Number:	630-010203-338
Swift / BIC:	KOEXKRSE
Observations:	88 Olympic BR, Bangi-dong, Songpa-gu, Seoul, KOREA

All bank fees in connection with the bank transfers must be covered. Please state the name of your National Federation and the payment purpose on the transfer (i.e. "SUI_2016 AER WCh / WAGC Accommodation Payment").

20. INSURANCE

The Host Federation, the LOC 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 in English).

Delegation members with insufficient insurance cover must inform the LOC in writing in advance but by no later than **May 18th, 2016**. The LOC will subsequently offer insurance at the Federations own charge as follows: 45 USD covering illness and medical fees during all the official days.

Note: The insurance will cover only official activities of the WCh and WAGC such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

21. WORKPLAN

The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

22. DOPING CONTROLS

Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

23. OFFICIAL HOSPITAL

Hanmaeum Hospital

51, Gyeyang-daero,
Gyeyang-gu
Incheon, Korea

24. ELECTION OF THE ATHLETES' REPRESENTATIVE

The elections of the AER athletes' representative for the period extending from 2017 until 2020 will take place as follows:

- Wednesday 15th June 2016 (evening), the exact time will be confirmed at the orientation meeting

This election will be made according to the articles 22, 11.14.1, 11.15.2 and 11.15.5 of the FIG Statutes and based on the candidatures received.

Not more than one representative in the FIG athlete's commission per Federation will be allowed. The assembly of the athletes will be open to two athletes per member federation. The election will be directed by a person to be designated at a later stage, accompanied respectively by the President of the FIG AER TC.

Candidates must be proposed by their National Gymnastics Federation as soon as possible, but by no later than **March 23rd, 2016**

Candidatures must be accompanied by a CV (curriculum vitae) and a written confirmation whereas the federation will be responsible for the full costs of travel and lodging involved in attendance at meetings (including the expenses of any interpreters) should the FIG be unable to offer any direct assistance in this regard. An assurance must also be given that the candidate, if elected, will be provided with administrative support if required, and every facility to enable him to attend meetings.

25. SUMMARY OF THE DEADLINES AND PAYMENTS

FOR the FIG

Online Registrations (FIG database platform)	Opening Date	Closing Date
Provisional Registration	From now on	17.02.2016
Definitive Registration	18.02.2016	23.03.2016
Nominative Registration	24.03.2016	18.05.2016
Request for Supplementary Accreditations		Deadline
Written request		23.03.2016
Payment (to be made to the FIG)	Deadline	
Registration Fee	23.03.2016	

FOR THE LOC

Paper Forms (to be sent to the LOC)	Deadline
Visa Request (not compulsory)	23.03.2016
Travel Schedule (Arrivals)	18.05.2016
Travel Schedule (Departures)	18.05.2016
Accommodation: Room Numbers	23.03.2016
Accommodation: Nominative	18.05.2016
Music online form	18.05.2016
Meals (only for farewell party)	18.05.2016
Insufficient Insurance Cover	Deadline
Written information to the LOC	18.05.2016
Payment (to be made to the OC)	Deadline
Accommodation Costs (first 50%)	23.03.2016
Accommodation Costs (last 50%)	18.05.2016
Meals and Farewell Banquet (if applicable)	18.05.2016
Accreditations at the charge of the Delegations or the FIG Authority	23.03.2016

Sincerely Yours,



André Gueisbuhler

FIG Secretary General

APPENDICES

- Appendix 1: WCH-WAGC Accommodation Room Numbers Form
- Appendix 2: WCH-WAGC Accommodation Nominative Form
- Appendix 3: WCH-WAGC Visa Request Form
- Appendix 4: WCH-WAGC Travel Schedule Form
- Appendix 5: Farewell Form
- Appendix 6: Procedure for the online music form