

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



LISBON ACRO FIG WORLD CUP LISBON, PORTUGAL 28TH – 1ST JULY 2018 B CATEGORY



DIRECTIVES

Event ID: 15800

Dear affiliated Member Federation,

Following the decision of the FIG Presidential Commission, the Gymnastics Federation of Portugal 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	GYMNASTICS FEDERATION OF PORTUGAL Contact Person: Paula Araújo Estrada da Luz, n.º 30-A 1600-289 Lisbon / Portugal Phone: +351 21 814 11 45 Fax: +351 21 814 29 50 webpage: http://www.fgp-ginastica.pt
ORGANIZING COMMITTEE	GINÁSIO CLUBE PORTUGUÊS Contact Person: José Carlos Reis (General Manager) Praça do Ginásio Clube Português, n.º 1 1250-111 Lisbon - Portugal Phone: 00351 213 841 580 webpage: www.gcp.pt e-mail: lisbonacro@gcp.pt
LOCATION	Lisbon, Portugal
DATE	From June 28 th to July 1 st , 2018
VENUE	CASAL VISTOSO MUNICIPALITY SPORTS HALL Rua João da Silva 1900-271 Lisbon, PORTUGAL Phone: 00351 218 170 107
APPARATUS SUPPLIER	COMPETITION AND TRAINING HALL: Spieth - Elastic Swing Floor "Moscow" Ref. 1790750

PROVISIONAL SCHEDULE	<p>Tuesday, 26th June</p> <p>Wednesday, 27th June</p> <p>Thursday, 28th June</p> <p>Friday, 29th June</p> <p>Saturday, 30th June</p> <p>Sunday, 1st July</p> <p>Monday, 2nd July</p> <p>Delegations arrival Free Training (warm up floor – no music) Late Delegations arrival Training Per Schedule Orientation meeting and Reception at City Hall Judges meeting Training Per Schedule Qualification 1st exercise Qualification 2nd exercise FINALS Award Ceremony Dinner & Farewell Party Departure of all delegations</p>
PARTICIPATION	<p>The World Cup Competitions consist of Qualifications and Finals in all 5 categories.</p> <p><u>Participation in the Qualifications:</u></p> <ul style="list-style-type: none"> • 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. <p><u>Participation in the Finals:</u></p> <p>Final in all 5 categories.</p> <ul style="list-style-type: none"> • 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. <p><u>World Cup Competitions may exceptionally be combined with other Competition.</u></p> <p>Cancellation Policy</p> <ul style="list-style-type: none"> ▪ The <u>organizing member Federation (LOC)</u> 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: <ul style="list-style-type: none"> ○ FIG shall inform LOC and NF about the participation, within 5 days after the Definitive registration deadline.

	<ul style="list-style-type: none"> o 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	<p>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.</p> <p>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.</p>																																				
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 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="496 943 1425 1364"> <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>	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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AGE LIMITS	<p>Out of competition gymnasts will not be accepted Age limit: minimum 15 years (born in 2003 or before)</p>																																				
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	<p>The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.</p> <p>The FIG Technical Delegate will serve as President of the Superior Jury.</p>												
REGISTRATION DEADLINES	<p>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"> <tr> <td>Definitive registration:</td> <td>April 28th, 2018</td> <td>(2 months prior to the event)</td> </tr> <tr> <td>Nominative registration</td> <td>May 28th, 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"> <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>	Definitive registration:	April 28th, 2018	(2 months prior to the event)	Nominative registration	May 28th, 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.-
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DRAWING OF LOTS	<p>The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.</p> <p>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</p>												
ENTRY FEES	<p>The cost for the entry fee is 50 euros per gymnast.</p> <p>The invited participating federations must pay for all entry fees. At the time of the Definitive registration (2 months prior to the event) 100% of the entry fee must be paid to the OC. The entry fee is not refundable.</p> <p><i>Exception is if because of low number of participants, the event is no longer a FIG World Cup.</i></p> <p>Entries without payment of the entry fees will be considered as invalid and will be refused.</p>												
ON-LINE REGISTRATION FORMS	<p>All teams should register on-line via the LOC Registration Platform. It is not possible to register during the event.</p> <p>Confirmation: After the LOC has received your registration, it will acknowledge its receipt. Your registration will then be processed and confirmation sent back to you as soon as your payment is confirmed.</p> <p>Please visit the official event webpage to register on-line (Click Here)</p>												

<p>ACCOMMODATION</p>	<p>The cost is person/night and includes (Package):</p> <ul style="list-style-type: none"> - Room; - Breakfast (Hotel) + lunch + dinner; - Banquet; - Transfer from Lisbon International Airport to Hotel/Sports Hall and back. <p>CATEGORY A – 4 STARS HOTELS The costs per person/night in full board accommodation regime in this Hotel are as follows:</p> <p>Single Room: 90 euros Double Room: 75 euros Triple Room: 65 euros</p> <p>CATEGORY B – 3 STARS HOTELS The costs per person/night in full board accommodation regime in this Hotel are as follows:</p> <p>Single Room: 85 euros Double Room: 70 euros Triple Room: 60 euros</p> <p>CATEGORY LOW COST – YOUTH HOTEL (shared rooms) The costs per person/night in full board accommodation regime in this Hotel are as follows:</p> <p>Single Room: 80 euros Double Room: 65 euros Triple Room: 55 euros</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation Form must be returned to the LOC by April 28th, 2018 at the very latest, 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 costs for the accommodations must be paid to the LOC as follows:</p> <ul style="list-style-type: none"> - 50% of the Accommodation Package costs must be paid to the LOC by April 28th, 2018; - The remaining 50% of the Accommodation Package costs must be paid to the LOC by May 28th, 2018. <p>After May 28th, 2018, no refunds will be made.</p> <p>All refunds will be processed after the competition ends. Please make sure to contact the LOC secretariat after the competition ends.</p>
<p>MEALS</p>	<p>Delegations that book their accommodation through the OC have full board (breakfast, lunch and dinner) in their package. Breakfast will be served at the Hotel. Lunch and Dinner will be served at the hotel or at the Competition Venue.</p> <p>Cost of each meal per person acquired on accreditation (Lunch or Dinner) – 15 €</p>

FINAL BANQUET	<p>A farewell dinner will be organized and will be followed by a farewell party.</p> <p>All delegations who have booked their accommodation through the OC, are invited to participate without additional payment.</p> <p>Extra tickets will be available at the LOC office at 30 €, per person.</p> <p>Requests for extra tickets can be made until 28/06/2018.</p>
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members.</p> <p>The Travel Schedule Form must be returned to the LOC by April 28th, 2018.</p>
LOCAL TRANSPORTATION	<p>The delegations that book their accommodation through the LOC will be offered transport:</p> <ul style="list-style-type: none"> - Between the Lisbon International Airport and the official hotel; - Between the official hotel and the competition venue, during the competition. <p>In case of need, is possible to arranged transfer from other Portuguese Airports at delegation expenses. Quotation on demand.</p>
VISA	<p>Please verify immediately with your travel agent or the Portuguese Embassy or Consulate in your country if a VISA is required for your travel to Portugal. The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before April 1st, 2018 to the LOC. 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 must be sent to.</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 (except for gymnasts and judges).</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. The LOC will subsequently offer insurance at the Federations own charge as follows: 30 euros per person/day.</p>
ACCREDITATION	<p>Each delegation should attend at the Accreditation Desk upon arrival with the following documents:</p> <ul style="list-style-type: none"> - Passports of all members of delegation; - FIG licenses; - Proof of total payment of costs due to the LOC; - Proof of insurances of all delegation members. <p>Accreditations will be given at the Sports Hall at the arrival of the Delegations. 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.</p> <p>A photo of each member of the delegation (in electronic must be sent together with the nominative registration).</p> <p>Please note: Photos taken upon arrival will be charged to the National Federations at a cost of 5€ (five euros)/each.</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</p>

	<p>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>Bank Name: Banco Português de Investimento Address: Rua Artilharia Um, n.º 51, 1250-038 Lisboa</p> <p>IBAN: PT50 0010 0000 2660 2950 0025 3 SWIFT BBPIPTP</p> <p>Beneficiary Name: Ginásio Clube Português Address: Praça do Ginásio Clube Português, nº 1, 1250-111 Lisbon, Portugal</p> <p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows: LISBON FIG ACRO World Cup 2018, and send the proof of bank transfer to lisbonacro@gcp.pt.</p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p> <p>All payments must be processed in Euros.</p>
CANCELLATION POLICY	<p>The Organizing Committee may fix the deadline for non-reimbursement payments.</p> <p>In this case the deadline for non-reimbursement accommodation, meals and banquet, must be 3 (three) days after the deadline for Definitive Registrations, at the very earliest.</p> <p>After May 28th, 2018 no refunds will be made.</p> <p>All refunds will be processed after the competition ends. Please make sure to contact the LOC secretariat after the competition ends.</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.</p> <p>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>- B Tournament : Total 7'800 - (Swiss Francs):</p> <p>The Prize Money, free of any deductible taxes, will be distributed in euros as follows:</p> <p><u>For Tournaments Category B:</u> Total CHF 7.800.-</p> <p><i>Pairs and Groups</i></p> <ul style="list-style-type: none"> • Gold CHF 300.- (per gymnast) • Silver CHF 200.- (per gymnast) • Bronze CHF 100.- (per gymnast) <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 units per category.</p>

ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST

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.

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:

- 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
28	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 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	<p>The winner of the annual World Cup per category is the pair / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:</p> <p>A special award ceremony will be held at the last World Cup Competition of the cycle in which the World Cup winners will receive the World Cup.</p>
EVENT MANAGER	<p>LOC President: João Paulo Rocha Estrada da Luz, n.º 30-A 1600-289 Lisboa / Portugal Phone: 00351 21 814 11 45 Fax: 00351 21 814 29 50 e-mail: gympor@gympor.com</p>
MEDIA	<p>Only journalists and photographers holding an official and valid press card recognized by international press agencies such as the AIPS and official Sports Journalists Associations / National Federations will be accredited.</p> <p>All media representatives (journalists, photographers, TV) must request an accreditation from the O.C. Media Officer as soon as possible to have access to the media centre on the competition venue. e-mail: comunicacao@gympor.com</p>
SOCIAL MEDIA	<p>Gymnastics Federation of Portugal official Facebook page: www.facebook.com/ginasticaportugal</p>
MEDICAL SERVICES	<p>The O.C. will provide first aid medical services. A team of physiotherapists will be present during trainings and the competition.</p>
OFFICIAL HOSPITAL	<p>Portuguese Red Cross Hospital Rua Duarte Galvão, nº54 2849 - 008 Lisbon, Portugal Phone: 00351 217 714 000</p>
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>The controls will be executed by ADoP (Anti Doping Authority of Portugal).</p>
MARKETING	<p>FIG advertising and publicity norms must be respected.</p>
TELEVISION	<p>For Tournaments of A Category, television coverage is compulsory.</p> <p>The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.</p> <p>For Tournaments of B Category, the same requirements will apply as for Tournaments of A Category provided that a television production is available even if not compulsory.</p> <p>Host Broadcaster: To be defined</p>
VIDEO CONTROL SYSTEM	<p>The video control system which allows treating inquiries and records all exercises of the competition in a quality which allows judging the exercises will be announced later.</p>

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	<table border="1"> <tr> <td>Definitive Registration (on line)</td> <td>April 28th, 2018</td> </tr> <tr> <td>Nominative Registration (on line)</td> <td>May 28th, 2018</td> </tr> <tr> <td>Accommodation Form</td> <td>April 28th, 2018</td> </tr> <tr> <td>Travel Schedule Form</td> <td>April 28th, 2018</td> </tr> <tr> <td>Visa Request Form</td> <td>April 1th, 2018</td> </tr> <tr> <td>Meals Form</td> <td>May 28th, 2018</td> </tr> <tr> <td>Payment of the Entry Fee</td> <td>April 28th, 2018</td> </tr> <tr> <td>50% Payment of the Accommodation Package Costs</td> <td>April 28th, 2018</td> </tr> <tr> <td>Remaining Payment of the Accommodation Package Costs</td> <td>May 28th, 2018</td> </tr> <tr> <td>Payment of the fine for missing judge</td> <td>May 28th, 2018</td> </tr> </table>		Definitive Registration (on line)	April 28th, 2018	Nominative Registration (on line)	May 28th, 2018	Accommodation Form	April 28th, 2018	Travel Schedule Form	April 28th, 2018	Visa Request Form	April 1th, 2018	Meals Form	May 28th, 2018	Payment of the Entry Fee	April 28th, 2018	50% Payment of the Accommodation Package Costs	April 28th, 2018	Remaining Payment of the Accommodation Package Costs	May 28th, 2018	Payment of the fine for missing judge	May 28th, 2018
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Sincerely Yours,



Place and date:
Lisbon, 14th December 2017

Signature of the President or
Secretary General of the FIG affiliated NF