

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FONDÉE EN 1881



23rd FIG ACROBATIC GYMNASTICS WORLD CHAMPIONSHIPS

**Lake Buena Vista, Florida
(USA)
April 12-19, 2012**



DIRECTIVES



Dear President,

The FIG is pleased to herein provide you with the Directives for the 23rd Acrobatic Gymnastics World Championships to be held in Lake Buena Vista (Florida, USA) from 12 to 19 April, 2012.

These World Championships will be organized following the 2011 FIG Statutes, the 2011 Technical Regulations, the 2009-2012 Acrobatic Gymnastics Code of Points and Tables of Difficulty as well as all other Rules and Guidelines valid starting 01 January 2011, onwards, any possible amendments by the date of these World Championships, and any supplements 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. ORGANISING COMMITTEE

USA GYMNASTICS
132 E. Washington St.
Suite 700
INDIANAPOLIS IN 46204
USA

TEL. (+1) 317.2375050
FAX. (+ 1) 317.2375069
Email: acro2012@usagym.org
Website: <http://www.usagym.org>
Contact Person : Ron Galimore

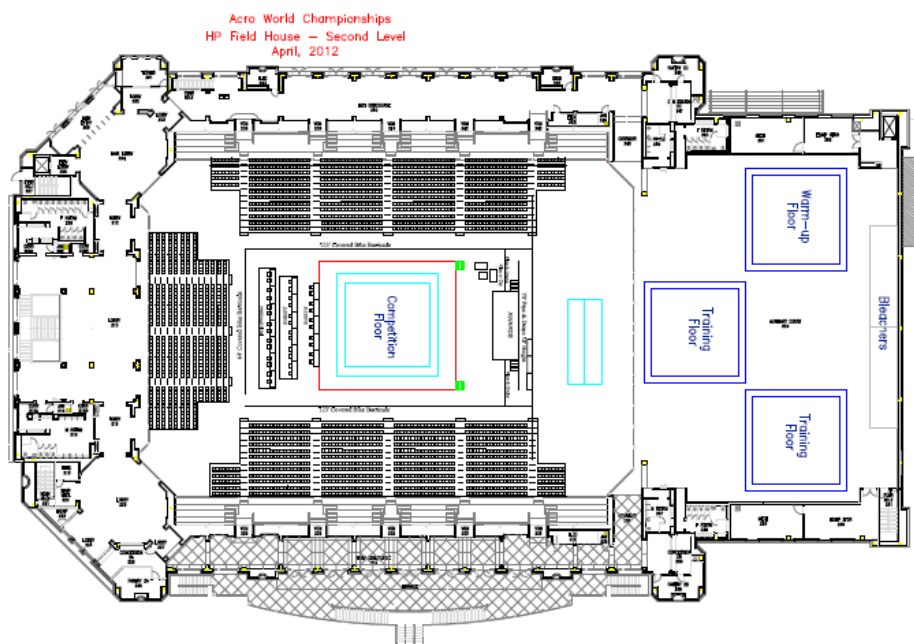
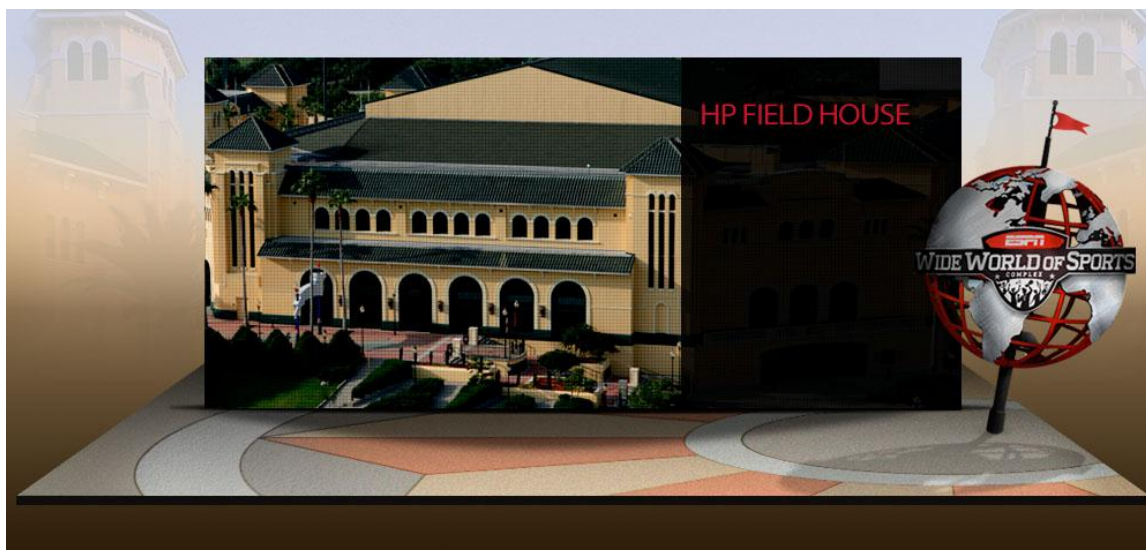
2. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

FIG – Fédération Internationale de Gymnastique
Contact persons: Rui Vinagre / Alexandre Cola
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
Fax: +41 (0)21 321 55 29
Email: rvinagre@fig-gymnastics.org
acola@fig-gymnastics.org

Website: <http://www.fig-gymnastics.com>

3. LOCATION OF THE COMPETITION, TRAINING AND WARM-UP HALLS

Competition Hall	HP Fieldhouse at ESPN Wide World of Sports Lake Buena Vista, Florida (USA) Website: http://espnwwos.disney.go.com/ The competition hall will include the competition floor along with 3 training floors located above the competition floor.
Warm-up and Training Halls	HP Fieldhouse at ESPN Wide World of Sports Lake Buena Vista, Florida (USA) Website: http://espnwwos.disney.go.com/ The warm-up and training halls are located in the competition hall upstairs area. This area includes 3 floors to be used for warm-up and training.



4. PROVISIONAL PROGRAM (SUBJECT TO CHANGES)

Monday – April 9	Arrival ACRO TC
Tuesday – April 10	ACRO TC Meeting
Wednesday – April 11	ACRO TC Meeting
Thursday – April 12	
All day	Arrival of delegations for the World Championships Free Training available Arrival of Longines ACRO TC Meeting



Friday – April 13	
All day	Arrival of delegations for the World Championships
09:00 – 19:00	Training and Podium Training as per Schedule
All day	ACRO TC Meeting
Saturday – April 14	
09:00 – 19:00	Training and Podium Training as per Schedule
09:00	Deadline to submit Tariff Sheets
10:00 – 12:00	Judges Meeting
13:00 – 18:00	Tariff Sheet evaluation
16:00	Orientation meeting
All day	Athlete Measurements (after podium training)
Sunday – April 15	
09:00 – 19:00	Training and Podium Training as per Schedule
09:00	Tariff Sheet evaluation continues
	Opening Ceremony (TBD)
Monday – April, 16	WG Balance/MP Dynamic
	WP Balance/MX Dynamic
	MG Balance
	WG Dynamic/MP Balance
All day	
Tuesday – April, 17	WP Dynamic/MX Balance
	MG Dynamic
	All Disciplines Combined Exercises
All day	
Wednesday – April, 18	Finals: All Disciplines
All day	Closing Ceremony
20:00	Farewell Party
Monday – April, 19	
All day	Departure of Delegations

Please note: Schedule is *provisional* and may be adjusted after entries are received

Leotard Checks

NO Leotard checks will take place. Coaches and gymnasts are reminded to pay careful attention to all of the rules regarding competition attire. ***Delegations are reminded the dark pants or dark unitard legs must be broken by color from hip to ankle.***

Approval from previous competitions does not guarantee no penalties will be applied in the current competition.

5. PARTICIPATION AND SIZE OF THE DELEGATION

Gymnasts from FIG affiliated federations in good standing may take part in these World Championships. The maximum size of each delegation as per FIG Technical Regulations 2011, Section 5 and FIG Rules for Accreditation as follows:



An individual is entitled to only one accreditation card. If an individual has several valid “accreditable” functions, the highest function is normally selected, and no substitutes may directly benefit from unused accreditations.

MAXIMUM DELEGATION SIZE

Gymnasts:

Discipline	Units
Women's Pair	2
Men's Pair	2
Mixed Pair	2
Women's Group	2
Men's Group	2

Each athlete may compete in one discipline

A “unit” is defined as one pair or one group

Officials:

Function	Number
Head of Delegation	1
Team Manager	if 4 and more units if 8 and more units
	1 2
Coach	if 1 if 2 to 7 units if 8 and more units
	1 2 3
Additional coach for 4 or more units *	1
Judge (<i>in accordance with T.R. Section I, Reg. 7.10.3 d excluding any Chair or Difficulty Judge appointed by the ACRO TC</i>)	2
Doctor	1
Physiotherapist	1
Additional Doctor or Physiotherapist *	if 4 and more units if 8 and more units
	1 2
Guest for delegations *	with 1 to 4 units with 5 and more units
	1 2
Transferable access card zone 1 coach	1
Transferable access card zone 3 coach	if 1 unit if 2 and more units
	1 2
Transferable access card zone 1 for medical staff	1
Transferable access card zone 3 for medical staff	1
Transferable access card zone 3 for Team Manager or Head of Delegation	1

* Accreditation at the charge of the Federation

A “unit” is defined as one pair or one group

Transferable cards:

Transferable cards may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card. They are only transferable within the Federation's official delegation and appropriate function.

Lost transferable cards will not be replaced.

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 2012 January, 18.

FIG 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 Organizing Committee: access to the delegations seating, local transportation and banquet)	\$150 US
NF President as Guest if not as Head of Delegation (if accommodation not booked through the Organizing Committee: access to the delegations seating only)	\$150 US
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet)	\$150 US
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge)	\$150 US

Accompanying person of an NF President	\$150 US
VIP Accompanying person of an NF President	\$150 US
VIP Accompanying person of TC Members	\$150 US
VIP Accompanying person of EC Members	Free of Charge
VIP Accompanying person of FIG 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 AG World Championships	
Observers (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	\$150 US
Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	\$150 US
VIP Observers (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	\$150 US
VIP Observers (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well)	\$150 US

Organizers of the next Acrobatic Gymnastics World Championship Maximum 6 accreditations including 2 VIP	
Observers maximum 6 (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the Organizing Committee: 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 Organizing Committee: 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 Organizing Committee: access to the VIP seating and VIP Lounge as well)	Free of Charge

Additional Observers	
Additional Observers (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	\$150 US
Additional Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	\$150 US



Additional VIP Observers, if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	\$150 US
Additional VIP Observers, if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well	\$150 US

PAYMENT

The payment of these accreditations (at the charge of the Delegations or the FIG Authority) must be made exclusively to the Organizing Committee by bank transfer by 2012 January, 18 at the very latest as follows:

Beneficiary:	National Travel Systems
Beneficiary address:	4314 South Loop 289 Ste 300 Lubbock, Texas 79413
Bank name:	City Bank
Bank address:	5211 Brownfield Highway Lubbock, Texas 79408/001-806-792-7101 Bank Telephone
Branch	N/A
Account Number:	26171702
ABA :	111301737

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation (or the FIG Authority), the contact person and the payment purpose on the transfer. The payment must be made in USD (US Dollars) only.

In case of lost or stolen accreditation, the Organising Committee must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced at the charge of the card holder (\$50 US). Lost or stolen transferable cards will not be replaced.

For Media Accreditations, please contact directly the FIG Media Officer, Mr. Philippe Silacci (at psilacci@fig-gymnastics.org). The FIG Accreditation rules have to be strictly respected.

The accreditation for the World Age Group Competition is not valid for the World Championships and vice versa.

6. AGE LIMITS

The competitors must fulfill the age as stated in the Technical Regulations, Reg. 5.2. The age of the Senior competitors (in 2012) is minimum 15 years old (i.e. born in 1997) or older.

7. REGISTRATIONS AND ENTRY FEES

Registrations can only be made by FIG affiliated federations in good standing.

Provisional Registration

The provisional registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from now till 2011 December, 9th at the very latest.

Definitive Registration

The definitive registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from 2011 December, 10 till 2012 January, 18 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 online and by using the National Gymnastics Federations' intranet login and password, from 2012 January, 19 till 2012 March, 14 at the very latest.

Entry Fees

The non-reimbursable registration fee is:

CHF 100.- per gymnast

The total amount must be paid to the FIG by 2012 January, 18 to:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 CH-1003 Lausanne Switzerland
Account	272-56301649.0
Bank	UBS SA, P.O.Box, 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. The payment must be made in CHF only.

The total amount of the entry fees are to be paid simultaneously with the submission of the definitive entry, by 2012 January, 18 at the latest.

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 Organizing Committee 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

For each member of the delegation the photo (Identity Colour photo in format JPEG – 45mm x 35mm) must be integrated in the Form. For gymnasts and judges a copy of valid passport (format JPG) is to be added.



Please send the picture with this information:

- File format; .jpg or .jpeg
- Dimensions; 190 pixels wide x 250 pixels high (file size approximately 50kb)
- File name; NOC_Surname_Firstname (eg GBR_Smith_John_WCh.jpg)

The delegations who filled in the form correctly with all requested information and documents will received their accreditation first, upon arrival. **Delegations who do not respect this directive will have to wait at the accreditation center.**



If the form has not been filled in correctly or if the photo has to be taken at the Accreditation because none has been sent within the deadline or not sent in the official requested format, there will be a charge of \$10 US for each photo taken at the accreditation desk.

Accreditation sent without pictures will not be handled with priority.
You may wait at the accreditation desk.

8. LICENSES

The Organizing Committee will be responsible for checking the validity of the gymnasts' Licenses. No gymnasts will be accepted without a valid FIG License at the deadline of the nominative Registration.

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.

Jury of Appeal

The Jury of Appeal will be decided on site.

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 by the FIG to the parties concerned which are entitled to be present at the draw.

11. COMPETITIONS FORMAT AND PROGRAMME

Competitions Format and Rules:

- Women's Pairs
- Men's Pairs
- Mixed Pairs
- Women's Group (3 gymnasts)
- Men's Group (4 gymnasts)
- Team-ranking



Participation:

All FIG affiliated federations in good standing, with gymnasts of the correct age, are entitled to participate in all five categories (max. 2 per category) with a full team of 26 gymnasts.

Competition structure:

Qualifications:

All pair/groups must participate in qualifications in order to qualify for finals. All pair/groups must perform all 3 exercises: 1 Balance, 1 Dynamic and 1 Combined. As per the 2011 Technical Regulations, there will be a draw for the order of performance of all three exercises.

Finals:

The competition determines the World Champions per category (WP, MP, MXP, WG, MG).

The top eight pairs and the top eight groups after Qualifications perform one Combined Exercise. If there are less than 12 federations in the particular category, only 6 finalists take part. The competition starts from a mark of zero.

Please note: As per the 2011 Technical Regulations, only the top ranked pair/group per country in each discipline may qualify for the final.

Team Ranking:

The Team Ranking is established after Qualifications (see Technical Regulations 2011, Acrobatic Gymnastics Section 5, Reg. 3.3.3)

To participate in the ranking by teams, federations must be represented with at least 3 different pairs and groups including at least one pair and one group in Competition I (Qualifications).

The delegation must announce the composition of their team when they submit their nominative registrations.

The team with the highest number of points is declared Team World Champion. Each member of the announced team is awarded a medal.

12. BIOGRAPHIES

The gymnasts' personal data will be controlled and completed by the FIG Media Staff upon accreditation of the Delegation in Lake Buena Vista in order to update the gymnasts' biographies.

13. PUBLICITY

As the Code of Points foresees deductions should the FIG Publicity rules on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form if deemed necessary from now till January 18 2012.

While the Publicity Rule Chart is available on the FIG website under "Rules" for additional information, you may also contact directly the FIG Media Officer, Mr. Philippe Silacci (at psilacci@fig-gymnastics.org) for further assistance if required.

14. EQUIPMENT

Manufacturer Supplier: American Athletic, Inc. (AAI)
Color: AAI Blue with White border
reference number: 432-495, International "Elite" Artistic Floor Exercise System



15. VISA

Please verify immediately with your travel agent or the USA Embassy or Consulate in your country if a visa is required for your travel to United States of America.

The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before Wednesday, January 18, 2012. The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, and the arrival and departure dates of the Delegation Member.

For Visa request, please use the Forms attached (Appendix 4).

General visa information can be obtained at <http://www.usembassy.gov/>.

16. TRANSPORTATION

International Transportation

The international travel to Orlando International Airport will be at each delegation's own expenses. The FIG and the Organising Committee strongly recommend that each Federation take cancellation insurance for their transportation.

Local Transportation

Accredited team delegations who stay at one of the official hotels and book their accommodation through the Organizing Committee and fill-in and return to the Organizing Committee their "travel schedule" paper form for arrivals and departures by Monday, March 5, 2012 at the very latest (Appendix 5), will be provided with local transport from Orlando International Airport to the official hotels and back. This service from the airport to the official hotels and back will be guaranteed by the Organizing Committee.

The International Airport is Orlando International Airport (MCO).

A shuttle service will be available for the local transportation of all accredited persons (if applicable) from the official hotels to the training, warm-up, and competitions venues as well as to any other official activities and back as needed.

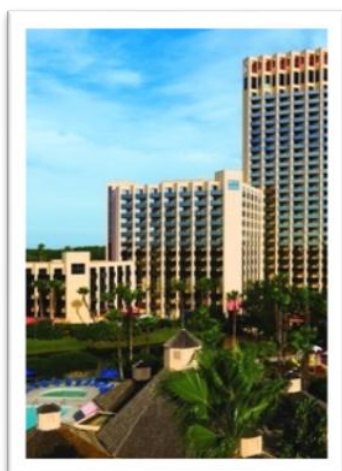
Federations who do not stay at one of the official hotels and do not book their accommodations through the Organizing Committee and do not fill-in and return to the Organizing Committee their "travel schedule" paper form for their arrival and departure **will not** be entitled to use the event local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

17. ACCOMMODATION

Official Hotels

The Organizing Committee is delighted to provide FIG and official delegations members with the following selection of hotels. These packages will be available from April 12th – April 19th, for earlier or later arrivals/departures, please contact the organizing committee:

For earlier or later arrival / departure please contact the OC



Buena Vista Palace

BUENA VISTA PALACE (Official FIG hotel)

1900 E. Buena Vista Drive
Lake Buena Vista, Florida 32830

Package A:

These rates include breakfast, transportation and farewell party

- price with breakfast per person / per night based on single occupancy: 189 USD
- price with breakfast per person / per night based on double occupancy: 121 USD
- price with breakfast per person / per night based on triple or quadruple occupancy: 97 USD

"Cheap" Accommodation Option:

Package B:

These rates do NOT include breakfast, but will include transportation and Farewell Party

- price without breakfast per person / per night based on single occupancy: 174 USD
- price without breakfast per person / per night based on double occupancy: 106 USD
- price without breakfast per person / per night based on triple or quadruple occupancy: 82 USD

WYNDHAM LAKE BUENA VISTA RESORT

1850 E. Lake Buena Vista Drive
Lake Buena Vista, Florida 32830

Package C:

These rates include breakfast, transportation and farewell party

- price with breakfast per person / per night based on single occupancy: 163 USD
- price with breakfast per person / per night based on double occupancy: 108 USD
- price with breakfast per person / per night based on triple or quadruple occupancy: 82 USD

Package D:

"Cheap" Accommodation Option:

These rates do NOT include breakfast, but will include transportation and Farewell Party.

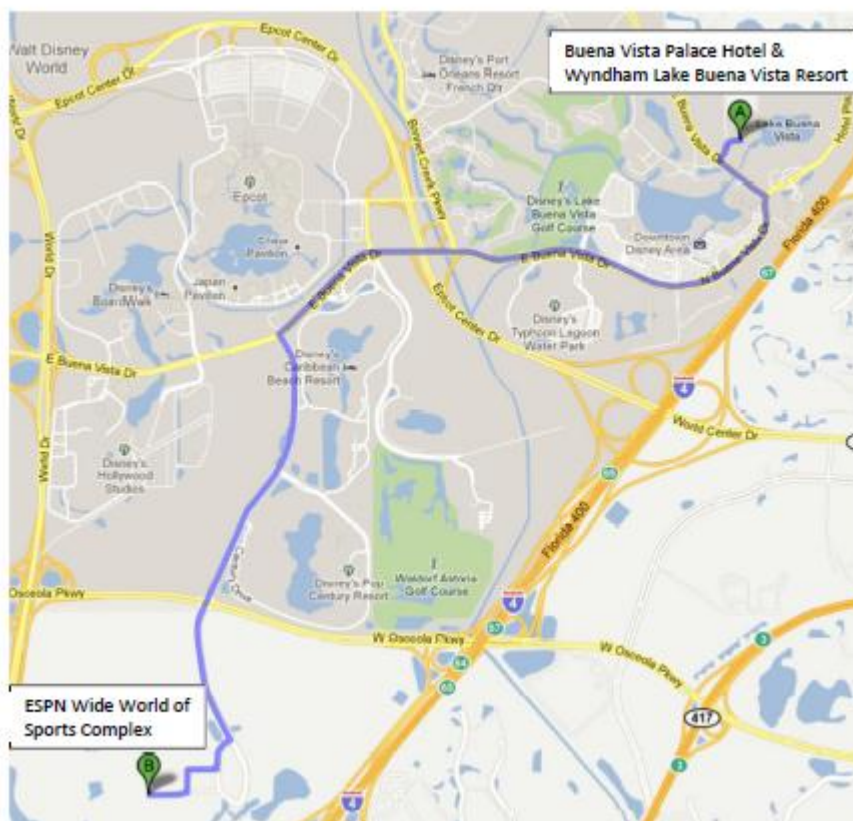
- price without breakfast per person / per night based on single occupancy: 148 USD
- price without breakfast per person / per night based on double occupancy: 93 USD
- price without breakfast per person / per night based on triple or quadruple occupancy: 67 USD



**Wyndham Lake
Buena Vista Resort**

All rates include VAT and service charge. Check in time 4 p.m. Check out time 11 a.m.

Location of venue and the hotels:



RESERVATIONS

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.

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

To secure your preferred category, we strongly recommend that you fill in the official "accommodation form – room requests" (Appendix 1) well in advance of the due date of December 9, 2011. **The Hotel rooms will be allocated on a "first come, first serve" basis.**

Payment for the accommodation must be made by bank transfer to:

Beneficiary:	National Travel Systems
Beneficiary address:	4314 South Loop 289 Ste 300 Lubbock, Texas 79413
Bank name:	City Bank
Bank address:	5211 Brownfield Highway Lubbock, Texas 79408/001-806-792-7101 Bank Telephone
Branch	N/A
Account Number:	26171702
ABA :	111301737

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. The payment must be made in USD only.

The prepayment to the Organizing Committee of 50% of the total cost of the accommodation must be made at the time you return to the Organizing Committee the "accommodation" paper form, or by no later than Wednesday, January 18, 2012. Following receipt of this



"accommodation" paper form and the deposit payment of your booking, a confirmation will be sent to you by the Organizing Committee detailing all booking particulars and the final balance.

The final payment to the Organizing Committee of the remaining 50% for all accommodation will be required by no later than Wednesday, February 15, 2012.

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.

Do NOT book directly with the hotel as transfers can then not be offered.

CANCELLATION POLICY

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

- Rooms cancelled until January 18th, 2012 will be subject to a cancellation fee of 0%.
- Rooms cancelled from January 19th until Feb. 14th will be subject to a cancellation fee of 50 % of the amount due at this date.
- Rooms cancelled from Feb. 16th until March 1st at the very latest will be subject to a cancellation fee of 80 % of the total amount due at this date.
- Rooms cancelled from March 2nd until the arrival of the delegations on site or "no show" will be subject to a cancellation fee of 100%

These fees are to be paid by the Federation concerned to the Organizing Committee.

18. MEALS

A meal plan for lunch and dinner will be offered from April 12th – April 19th. The meal times will be listed on the final schedule. A breakfast option is included in the accommodation packages.

RESERVATIONS

All meals reservations for the other Delegation Members must be made by filling-in and returning to the Organizing Committee the "Meal" paper form (Appendix 2) by December 9, 2011.

ARRANGEMENTS

While the meal plan is not compulsory and the delegations are free to make their own arrangements to eat at their own expenses, the Organizing Committee meals arrangements will be as follows:

A breakfast option is included in some of the accommodation packages at each of the official hotels.

The Organizing Committee will provide lunch and/or dinner each day. Delegations should order their meals in advance by using the "Meal" paper form (Appendix 2) by December 9, 2011. The price for one meal ticket will be \$15 US for lunch and \$20 US for dinner. Meals may also be purchased on site at an additional higher cost.

During the qualifying competitions (C-I), the working Judges will receive a meal from the Organizing Committee at the competition venue. They will not need to book their meals for these days. Further information regarding breaks and meal times during CI will be given at the judge's instructions.



FAREWELL PARTY

Accredited Delegation members (provided their accommodation was booked through the OC and with the exception of E- and R- media) will receive a free ticket for the Farewell Party on Wednesday, April 18, 2012. This exact place and time will be confirmed during the orientation meeting. The official results as well as the Federation's relevant diplomas will be distributed during this banquet. The transport service for this function will be advised via the Delegation mail boxes.

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 Organizing Committee via the "Meals" Paper Form (Appendix 3) and that the amount of \$45 US per person will be paid in full to the Organizing Committee by Wednesday, January 18, 2012. Farewell party tickets may also be purchased on site at an additional higher cost.

PAYMENT

Payment for the meals and Farewell Party ticket (if applicable) must be made by bank transfer to:

Beneficiary:	National Travel Systems
Beneficiary address:	4314 South Loop 289 Ste 300 Lubbock, Texas 79413
Bank name:	City Bank
Bank address:	5211 Brownfield Highway Lubbock, Texas 79408/001-806-792-7101 Bank Telephone
Branch	N/A
Account Number:	26171702
ABA :	111301737

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. The payment must be made in US Dollars (\$) only.

The prepayment to the Organizing Committee of 50% of the total meals costs must be made at the time you return to the Organizing Committee the "Meal" paper form, or by no later than Wednesday, January 18, 2012. Following receipt of this "Meal" paper form and the deposit payment of your booking, a confirmation will be sent to you by the Organizing Committee detailing all booking particulars and the final balance.

The final payment to the Organizing Committee of the remaining 50% for all meals will be required by no later than Wednesday, February 15, 2012. **Failure to forward the payment by the required dates will result in the meals being cancelled and in the deposit payment being forfeited.**

19. INSURANCE

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 Organizing Committee will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy).

20. WORKPLAN

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



21. DOPING CONTROLS

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

22. MUSIC

The music will have to be downloaded. This on-line application will be part of the Nominative on-line registration and will be open starting **January 19, 2012** onwards and will have to be completed by **March 14, 2012**. (with the nominative entries).

MUSIC ONLINE PROCESS

A MP3 file (max 10 GB) per pair/group will have to be sent for each exercise.

The music of the Final exercise must also be submitted by the Nominative Registrations.



Keep in your possession 2 copies of your CD for your training sessions and in case of a technical problem in the competition area.

OC guarantees the respect for the rights of author and broadcasting of the sent musical works.

23. DEADLINES SUMMARY

FOR THE FIG

Online Registrations (FIG web site)	Opening Date	Closing Date
Provisional Registration	now	2011 December, 9
Definitive Registration	2011 December, 9	2012 January, 18
Nominative Registration	2012 January, 19	2012 March, 14

Online Publicity	Opening Date	Closing Date
Publicity (not compulsory)	now	2012 March, 14

Request for Supplementary Accreditations	Deadline
Written request	2012 March, 14

Payment (to be made to the FIG)	Deadline
Registration Fee	2012 January, 18

FOR THE OC

Paper Forms (to be sent to the Organizing Committee)	Deadline
Visa Request (not compulsory)	No later than Wednesday, January 18th
Travel Schedule (Arrivals)	Monday, March 5, 2012
Travel Schedule (Departures)	Monday, March 5, 2012
Accommodation: Room Numbers	Friday, December 9, 2011
Accommodation: Nominative	Monday, March 5, 2012
Meals (not compulsory)	Friday, December 9, 2011

Farewell Party (if applicable)	Deadline
Written information to the OC via the Meals Paper Form	Wednesday, January 18, 2012

Payment (to be made to the OC)	Deadline
Accommodation Costs (first 50%)	Wednesday, January 18, 2012
Accommodation Costs (last 50%)	Wednesday, February 15, 2012
Meals (first 50%)	Wednesday, January 18, 2012
Meals (last 50%)	Wednesday, February 15, 2012



Farewell Party (if applicable)	Wednesday, January 18, 2012
Accreditations at the charge of the Delegations or the FIG Authority	Monday March 5, 2012

Sincerely Yours,

André Gueisbuhler
Secretary General

Encl.

Forms to fill on-line on FIG website:

- **Provisional registration**
- **Definitive registration**
- **Nominative registration**

Forms to send back to the FIG office

- **Publicity form**

Forms to be sent to the Organizing Committee:

- **Accommodation Form: Room Numbers (Appendix 1)**
- **Lunch/Dinner and Farewell Party information (Appendix 2)**
- **Accommodation Form: Nominative (Appendix 3)**
- **Visa request (Appendix 4)**
- **Arrival and Departure information (Appendix 5)**