

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FONDÉE EN 1881



24th FIG ACROBATIC GYMNASTICS WORLD CHAMPIONSHIPS

**Levallois (FRA)
July 10/12, 2014**



DIRECTIVES



Dear President,

The FIG is pleased to herein provide you with the Directives for the 24th FIG Acrobatic Gymnastics World Championships to be held in Levallois (FRA) from 10th July until 12th July, 2014.

These World Championships will be organized following the 2013 FIG Statutes, the 2014 Technical Regulations, the 2013-2016 Acrobatic Gymnastics Code of Points and Tables of Difficulty as well as all other Rules and Guidelines valid starting 01 January 2014, 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. 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>

2. LOCAL ORGANISING COMMITTEE

French Gymnastics Federation
 7 ter Cour des petites écuries
 75010 PARIS
 FRANCE

TEL. +33 1 48 01 24 48
 FAX. + 33 1 47 70 16 07
 Email: levallois2014@ffgym.fr
 Website: www.ffgym.com
 Contact Person : Mrs Michaël Alger

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

Competition Hall	Palais des Sports Marcel-Cerdan 141 rue Danton 92300 LEVALLOIS-PERRET
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Warm-up and Training Halls	Palais des sports Marcel-Cerdan 141 rue Danton 92300 LEVALLOIS-PERRET
	Gymnase Eric Srecki 152 rue Danton 92300 LEVALLOIS-PERRET

**4. PROVISIONAL PROGRAMME (SUBJECT TO CHANGES)**

Sunday – 06 July	
All day	Arrival of delegations Free Training available ACRO TC Meeting
Monday – 07 July	
09:00 – 19:00	Training and Podium Training as per Schedule
14:00	Orientation meeting
Tuesday – 08 July	
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
Wednesday – 09 July	
09:00 – 19:00	Training and Podium Training as per Schedule
09:00	Tariff Sheet evaluation continues
14:00	Judges Meeting
All day	Athlete Measurements (after podium training) Opening Ceremony (TBD)
Thursday – 10 July	
All day	WG Balance/MP Dynamic WP Balance/MxP Dynamic MG Balance WG Dynamic/MP Balance
Friday – 11 July	
All day	MP Combined/WG Combined WP Dynamic/MxP Balance MG Dynamic MP / WG – Final + Award Ceremonies
Saturday – 12 July	
All day	WP Combined/MxP Combined MG Combined Award Ceremony - Teams WP / MxP – Final MG - Final Award Ceremonies
20:00	Farewell Party
Sunday – 13 July	
All day	Departure of Delegations Judges Evaluation
Monday – 14 July	
All day	Judges Evaluation
Tuesday – 15 July	
All day	Departure of TC Members

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

5. PARTICIPATION RIGHT AND ACCREDITATION

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 2014, 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
Coach	if 1 if 2 to 7 units if 8 and more units if 9 units and more
Additional coach for 4 or more units *	1
Judge (<i>in accordance with T.R. Section I, Reg. 7.10.3 and 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
Transferable access card zone 1 coach	1
Transferable access card zone 3 coach	if 1 unit if 2 and more units
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 2014 February, 12.

FIG and 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)	Free of charge
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€
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€
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)	250€

Accompanying person of an NF President	150€
VIP Accompanying person of an NF President	250€
VIP Accompanying person of TC Members	250€
VIP Accompanying person of EC Members	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 AG World Competitions	
Observers (if accommodation booked through the Organizing Committee: access to the delegations seating, local transportation and banquet as well)	150€
Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	190€
VIP Observers (if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	220€
VIP Observers (if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well)	250€

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€
Additional Observers (if accommodation not booked through the Organizing Committee: access to the delegations seating as well)	190€
Additional VIP Observers, if accommodation booked through the Organizing Committee: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	220€
Additional VIP Observers, if accommodation not booked through the Organizing Committee: access to the VIP seating and VIP Lounge as well	250€

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

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 (150 EUR). 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.

6. AGE LIMIT

The competitors must fulfill the age as stated in the Technical Regulations, Reg. 5.2. The age of the senior competitors (in 2014) is minimum 15 years old (i.e. born in 1998) 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 February 15, 2014 till February 28, 2014 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 February 29, 2014 till April 09, 2014 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 Registration

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 April 10, 2014 till June 11, 2014 at the very latest.

Together with the nominative registration and to accelerate the process of the accreditation each delegation is kindly asked to fill in the online Form at the following address :

<http://accred.webfpg.com/ACROWCFIG>

for each member of the delegation (Head of delegation, Team leader, judges, coaches, medical staff, accompanying person) **excluding the gymnasts.**

If you have already used this system, please fill in your Name and first name, your personal information will automatically appear. It is enough to inform your function and in case of absence to download your photo.

To finish, validate your accreditation.

For each member of the delegation the must be integrated in the Form :

- Identity Colour photo
- File format : .jpg or .jpeg
- Dimensions : 350 mm x 450mm or 276 pixels wide x 354 pixels high

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

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

The delegations who filled in the form correctly with all requested information and documents will received their accreditation first, upon arrival.

The online system will be open **from 1st February** (08:00 am) and will be closed **on June 11th**, by 12:00 (GMT time).

Delegations who didn't 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 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.

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

Entry Fees

The non-reimbursable registration fee is of CHF 100.- per gymnast and must be paid to the FIG by **April 09, 2014.**

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 draw of lots)	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000

The fine for not participating with a team or for participating with individual gymnasts after the Definitive Registration has been made with a team is as follows (as per the Technical Regulations):

Fine for not participating with a team or for participating with individuals after a Definitive Registration with a team	CHF 1'000
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8. LICENSES

The LOC 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.

The Chair of Judges Panel (CJP), Difficulty Judges (D) and Reference Judges (R) are drawn/nominated by 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.

NF who has one or more of their judges drawn/nominated as CJP, D or R judge must propose one or two judges cat I to III, according to the TR. Failure to provide a judge will result in the FIG charging the NF with the lump sum of CHF 2'000.- for the cost of providing another judge (*except those participating for the first time in World Championships*).

Jury of Appeal

The Jury of Appeal will be decided on site.

10. DRAW OF LOTS

The draw of lots will decide the starting order of the qualification competitions and the finals. The draw 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

The competition will be conducted according to the FIG Technical Regulations, 2014 edition including Section 5: Special Regulations for Acrobatic Gymnastics.

12. BIOGRAPHIES

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

13. PUBLICITY

As the Code of Points foresee deductions should the FIG Publicity rules on attire and equipment not be respected, each federation may fill-in the online FIG Publicity form (Appendix 3) if deemed necessary from now till June 11, 2014.



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: Gymnova
Color: Routine area : beige
Border : red
Reference number: 6570

15. VISA

Please verify immediately with your travel agent or the FRA Embassy or Consulate in your country if a visa is required for your travel to France.

The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before May 25th, 2014, using the following on-line form [Visa Levallois WCh](#). 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

General visa information can be obtained at <http://www.diplomatie.gouv.fr/en/coming-to-france/>

16. TRANSPORTATION

International Transportation

The international travel to Paris International Airports 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 “Booking Form, part III” paper form for arrivals and departures by April 2, 2014 at the very latest (Appendix 1), will be provided with local transport from Paris International Airports 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 are :

- Paris Charles-de-Gaulle International airport
- Paris-Orly International airport

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



TO SPORT is the official agency authorized to receive and manage your reservations for accommodation, meals and transportation.

The Organizing Committee is delighted to provide FIG and official delegations members with a selection of hotels covering three different categories (2*, 3* & 4*) and all located within a 1 to 8km driving distance from the Sport Hall (official shuttles provided from each hotel, back & forth)

See map below.

Official FIG hotel (4*)



Hotel Evergreen
 8 place Georges Pompidou
 92300 Levallois-Perret

 Telephone : +33 1 47 58 88 99
www.evergreenhotel-paris.com

Other Hotels (3* and 2*)

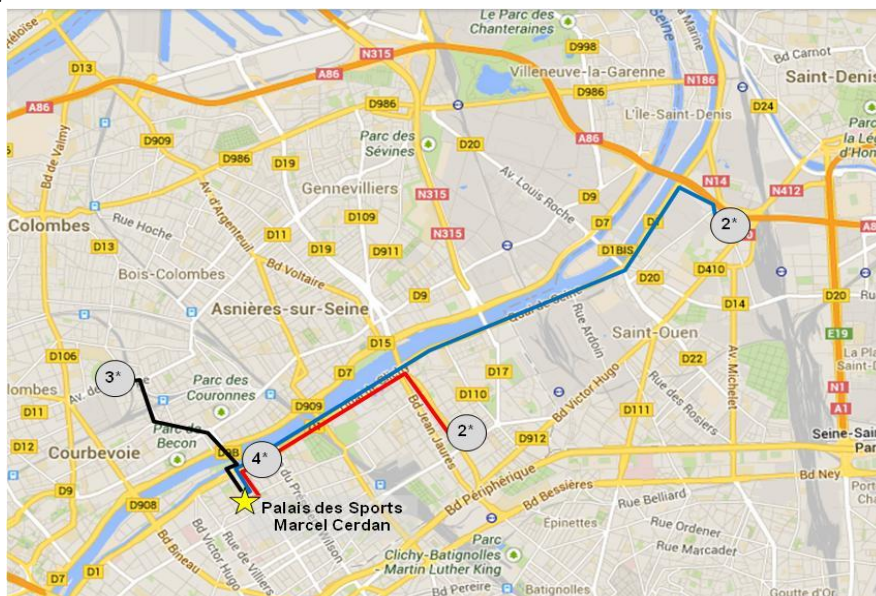
There will be available hotels of 3* and 2* categories.

Packages are available from July 6th to July 13th. For earlier or later arrivals/departures, please contact the Organizing Committee (levallois@ffgym.fr).

All prices per night and per person, including breakfast and tax

Category	Twin room	Single room
2*	49 €	84 €
3*	71 €	116 €
4*	109 €	184 €

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included.



Location of the 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.

Booking & Deposit

- Part I of attached Accommodation Booking Form (Appendix 1) to return to **TO SPORT** before **FEBRUARY 28th, 2014**;
- A **30% DEPOSIT** shall be paid **simultaneously** to secure your booking.

Should your deposit not be received by due date, we would no longer guarantee the availability and price of selected accommodation.

Balance Payment

- Part II & III of Accommodation Booking Form (Appendix 1) to return to **TO SPORT** before **MAY 25th, 2014**
- **TOTAL BALANCE PAYMENT** for accommodation and meals (see section below) shall be paid after receiving our official final quotation, **NO LATER THAN MAY 30th**.

More details in “Booking and Cancellation Conditions”document (Appendix 2)

18. MEALS & FAREWELL PARTY

Breakfast

Included in accommodation package

Lunch & Dinner

- A meal plan for lunch and dinner will be arranged and offered from July 6th to July 13th by the Organizing Committee, at the Sport Hall. Meal times will be listed on the final schedule.
- This plan is not compulsory and delegations are free to make their own arrangements to eat at their own expenses.

All prices per person and per meal

Breakfast	Lunch	Dinner
included	24 €	24 €

Meals may also be purchased on site at an additional higher cost.

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 July 12th, 2014.



- The 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 "Booking Form, part II" (Appendix 1) and that the amount of 60 EUR per person will be paid in full to the Organizing Committee by May 25th 2014. Farewell party tickets may also be purchased on site at an additional higher cost.

Reservations

- For your convenience, all meals and farewell party reservations shall also be made by filling-in and returning "Booking Form, part II" (Appendix 1) to **TO SPORT** no later than **May 25th, 2014**.
- **TOTAL PAYMENT** for meals and farewell part shall be paid along with balance for accommodation, after receiving our official final quotation, **NO LATER THAN MAY 30th**.

19. PAYMENTS

19.1. Payments to FIG

The non-reimbursable registration fee is of CHF 100.- per gymnast and must be paid to the FIG by **2014 April, 02** at the very latest:

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 2014 April, 02 at the latest. (In principle, in the case of either none or partial participation, the inscription fee will not be reimbursed).

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.

19.2. Payments to **TO SPORT**

The payment for Accommodations, Meals and Farewell Banquet ticket (if applicable) must be made exclusively in EURO to "To Sport" by bank transfer

- No later than 2014 February 28th for the 30% deposit on accommodation



- By 2014 May 30th, latest, for the balance on accommodation and the global amount for meals and farewell party

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

Beneficiary:	TO SPORT SASU
Beneficiary address:	Stade de France ZAC du Cornillon Nord 93216 Saint-Denis la Plaine Cedex
Bank name:	HSBC FR CAE LAFAYETTE
Bank address:	14 bis Boulevard Haussmann - 75009 Paris
Bank Code	30056
Branch	00920
Account Number:	0920 2009 2000 0839 739
IBAN	FR76 3005 6009 2009 2000 0839 739
SWIFT/BIC	CCFRFRPP

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. Please send a copy of the bank transfer to y.burkhard@to-sport.com.

Cancellation Policy

Rooms cancelled will be submitted to the following penalty fees :

Cancellation period	Penalty fee
Until May 30 th	No penalty
From June 1 st to June 12 th	50 % of the amount of the cancellation
From June 13 th to June 18 th	75 % of the amount of the cancellation
From June 19 th to arrival (incl. No show)	100 % of the amount of the cancellation

FIG and LOC strongly recommend that each Federation subscribe to their own cancellation insurance for their accommodation.

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 (except for gymnasts and judges).

Each delegation is requested to send to the LOC (levallois@ffgym.fr) a copy of their insurance, by June 11th 2014. Delegation members with insufficient insurance cover must inform the LOC in writing in advance but no later than June 11, 2014. The LOC will subsequently offer an insurance at the Federations own charge as follows:

5 EUR/person/day for illness and medical fees

6 EUR/person/day for illness and medical fees and repatriation

21. WORKPLAN

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



22. OFFICIAL HOSPITAL

The information about the Official Hospital will be given on the Workplan.

This official hospital, as well as the medical personnel assigned duly accepts the International SOS (IMSSA insurance card) for all athletes holding a valid FIG Licence as well as for all judges with an International FIG Brevet valid at the time of these World Championships.

23. DOPING CONTROLS

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

24. MUSIC

In order to simplify the management of the music and to limit the technical problems of wiring for sound during the competitions, the Organizing Committee use only the numerical support.

All the music will be transmitted to the OC on **11st JUNE 2014** at the latest only by the following FORM :

[ACRO GYM WORLD CHAMPIONSHIP 2014 - MUSIC RELEASE](#)

The OC wish to receive your music with only format MP3 or wav.

The Organizing Committee guaranteed the personal protection and the strict use of your musical creations during this event.

Each sending will have to contain following information: (Category _ Exercise (B,D,C) _ Nation _ W2-M2-MX2-W3-M4 _ Number (1 or 2) _ NAME).

(Example: **Senior_D_W2_GBR_1_JACKSON-JEFFERSON.mp3**).

Keep in your possession a specimen of your CD in case of a technical problem in the Competition area or for your training sessions.

The Head of delegation or the coach has to sign two forms in the name of the competitor in order to:

- approve the technical criteria for playing the numerical support by the organizer
- guarantee and as a discharge indicate that the pieces of music chosen are not forbidden to be played,

At the accreditation, in the absence of music's informations transmitted via the specific form, the Heads of delegation have to hand in the Music Release form.

If you need help, you can write to the following e-mail address: musiques@francepromogym.com

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

**25. DEADLINES SUMMARY****FOR THE FIG**

Online Registrations (FIG web site)	Opening Date	Closing Date
Provisional Registration	2014 February, 15	2014 February, 28
Definitive Registration	2014 February, 29	2014 April, 09
Nominative Registration	2014 April 10	2014 June, 11

Online Publicity	Opening Date	Closing Date
Publicity (not compulsory)	now	2014 June 11

Request for Supplementary Accreditations	Deadline
Written request	2014 April 09

Payment (to be made to the FIG)	Deadline
Registration Fee	2014 April 09

FOR THE LOC

Paper Forms (to be sent to the Organizing Committee)	Deadline
Visa Request online (not compulsory)	May 25th, 2014
Travel Schedule (Arrivals)	May 25th, 2014
Travel Schedule (Departures)	May 25th, 2014
Meals (not compulsory)	May 25th, 2014

Farewell Party (if applicable)	Deadline
Written information to the OC via the Booking Form	April 9th, 2014

Payment (to be made to the OC)	Deadline
Accommodation Costs (30%)	February 28th, 2014
Accommodation Costs (Balance)	May 30th, 2014
Meals	May 30th, 2014
Farewell Party (if applicable)	May 30th, 2014
Accreditations at the charge of the Delegations or the FIG Authority	February 12, 2014

Sincerely Yours,

André Gueisbuhler
Secretary GeneralEncl.**Forms to be sent to “To Sport”:**

- Booking Form (Appendix 1)
- Cancellation policy (Appendix 2)

Form to send back to the FIG office

- Publicity form (Appendix 3)