

**BID QUESTIONNAIRE**

**FOR ORGANISATION**

**OF THE SENIOR FENCING WORLD CHAMPIONSHIPS**

**IMPORTANT INFORMATION FOR BIDDING FEDERATIONS**

* The FIE assigns the organisation of the World Championships to the National Federation of the host city. This federation will create a World Championships Organising Committee, which, coordinating at all times with the National Federation, will, from its inception, communicate directly with the FIE, from whom it receives its instructions.
* FIE World Championships and other official FIE events are only assigned to National Member Federations who ensure free access to competitors and officials and whose Organizing Committees commit to send invitations to all the Federations having the right to take part, and who do everything in their power to obtain the visas needed.
* The Organising Committee must comply with all the FIE Rules, Statutes, Administrative Rules and the Handbook of Regulations of the FIE from its inception up until its dissolution. The member Federation which applies as a candidate to organise congresses, official competitions, or any other FIE international events will document that the organizer will use all means to enable all the member Federations to take part in those events, without any discrimination whatever.
* The Organising Committee must comply with the Rules, Statutes, Administrative Rules and the Handbook of Regulations of the FIE from its inception up until its dissolution.
* The FIE retains the right of final say on all questions pertaining to the World Championships.
* The bid must be sent by the national federation and reach the FIE Head Office **three (3) years before** the date of organization of the World Championships, before the Congress. On this occasion the candidates will be announced.
* The complete file of candidature must reach the FIE Head Office before the 1St of September.
* The candidate federation will have to make a commitment, in front of the Congress, to respect the FIE Handbooks of regulations and its financial obligations. A signed protocol between the FIE and the organizing federation will state its perfect knowledge of its obligation
* The bid procedure has to take place according to the FIE statutes.
* The Organising Federation must have received a written agreement from its national authorities guaranteeing the granting of visas to all the participants of the member national federations of the FIE.
* As specified on the relevant articles of the questionnaire it is obligatory to present plans and dimensions of all the competition venues attached to this document.

**Do you herewith accept the presented FIE bidding rules, procedure and specified special requirements? YES** [ ]  **NO** [ ]

**QUESTIONNAIRE**

1. **Name of the Bidding Federation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Bidding Event (tick the corresponding square)**
* [ ]  Senior World Championship
1. **Place and dates of the event**

Place City / Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_

1. **Presentation of the City/Town**
* Present map with marked position of competition venues, hotels, airport, train station etc.

**MAP**

* City/Town details (Population, surface, climate, height etc.)

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* Present the major fencing competitions or other sports tournaments already organized in this city/town

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1. **Composition of the Organising Committee**
	1. **Organizing Committee Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Surname | Name | Contact Details |
| President  |  |  |  |
| Vice President |  |  |  |
| Secretary General |  |  |  |
| Treasurer |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Organising Committee Important Portfolios**

|  |  |  |  |
| --- | --- | --- | --- |
| Portfolio | Surname | Name | Contact Details |
| Administration |  |  |  |
| Invitation of Participants |  |  |  |
| Invitation of Officials |  |  |  |
| Immigration and Visas |  |  |  |
| Entries and Accreditations |  |  |  |
| Technical Organization |  |  |  |
| Venue Renting |  |  |  |
| Telecommunications |  |  |  |
| IT Support |  |  |  |
| Safety and Security |  |  |  |
| Accommodation |  |  |  |
| Catering and Refreshments |  |  |  |
| Transportation |  |  |  |
| Technical Support  |  |  |  |
| Maintenance |  |  |  |
| Publicity and Promotion |  |  |  |
| Press and Media Relations |  |  |  |
| Relations with Officials |  |  |  |
| Call Room Services |  |  |  |
| Equipment Control |  |  |  |
| Medical Service |  |  |  |
| Protocol |  |  |  |
| Sound System |  |  |  |
| LOC Safeguarding officer |  |  |  |

1. **Organising Committee Contact Details**

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Url: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Financing**

The following is detailed Budget of the event, with specified sources of the Income and estimated Expenditures:

* 1. **Income**

|  |  |
| --- | --- |
| **Description** | **Amount (Currency)**  |
| Public Subventions  |  |
| * National
 |  |
| * Regional
 |  |
| * Local
 |  |
| * Others
 |  |
| Business Sponsors and Partners |  |
| Private Sponsors and Donors |  |
| Official providers |  |
| Miscellaneous Sales  |  |
| * Tickets
 |  |
| * Rent of Stands
 |  |
| * By-products
 |  |
| * Catering and Refreshments
 |  |
| * TV Rights
 |  |
| Other |  |
| **Total** |  |

* 1. **Expenditures**

|  |  |
| --- | --- |
| **Description** | **Amount (Currency)** |
| • Accommodation  |  |
| • Accreditation |  |
| • Administrators |  |
| • Air conditioning |  |
| • Anti-doping service |  |
| • Ceremonies and receptions |  |
| • Cleaning |  |
| • Computering, telephone, fax |  |
| • Decoration |  |
| • Electricity and water |  |
| • Equipment |  |
| • FIE guests, officials and VIP |  |
| • Hostesses, Interpreters, Drivers etc.… |  |
| • Information/Public relations/Promotion: |  |
| • Insurance |  |
| • Medical service |  |
| • Organising Committee |  |
| • Officials |  |
| • Other Expenses |  |
| • Pistes and equipment specific to fencing |  |
| • Promotion and Publicity |  |
| • Referees |  |
| • Results system |  |
| • Security |  |
| • Settings  |  |
| • Sound system, lights |  |
| • Technicians |  |
| • Transportation |  |
| • Venues  |  |
| • Volunteers |  |
| • Wireless |  |
| **Total** |  |

* 1. **Financial Guarantees**

The **organizing federation** is committed to produce a guarantee to the FIE, three months before the date of the World championships, for the amount of **100 000 euro**, either by a **deposit**, or by a **bank guarantee**.

**Do you herewith confirm that you will present the Financial Guarantees?**

**YES** [ ]  **NO** [ ]

Transfer confirmation document or Bank Guarantee must be attached to this document.

The balance of the deposit or the guarantee will be returned to the organizing federation within one month after the end of the World championships if all requirements of the FIE have been fulfilled.

1. **Official Support Documents from the National and/or Local Authorities**

**Can you provide Official Support Documents from the National and/or Local Authorities (including visa guarantee letter)? YES** [ ]  **NO** [ ]

If YES, these documents are to be listed and attached to this document.

|  |  |
| --- | --- |
| **Authority** | **Document** |
|  |  |
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1. **Event Program**

Detailed Program of the event will be submitted to the FIE Executive committee for approval.

Typical program of the Senior World Championship is as follows:

|  |
| --- |
| **DAY 1 - Monday**  |
| Women's Epee | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| Men's Sabre | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| **DAY 2 - Tuesday**  |
| Women's Foil | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| Men's Epée | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| **DAY 3 - Wednesday**  |
| Women's Sabre | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| Men's Foil | Pools, Preliminary DE up to 64  | HALLS \_\_\_\_\_\_ |
| **DAY 4 – Thursday** |
| Women's Epee individual | T64 - Final | HALLS \_\_\_\_\_\_ |
| Men's Sabre individual | T64 -Final | HALLS \_\_\_\_\_\_ |
| **Opening Ceremony** |  | HALLS \_\_\_\_\_\_ |
| **DAY 5 - Friday**  |
| Women's Foil individual | T64 -Final | HALLS \_\_\_\_\_\_ |
| Men's Epee individual | T64 - Final | HALLS \_\_\_\_\_\_ |
| **DAY 6 – Saturday** |
| Women's Sabre individual | T64 -Final | HALLS \_\_\_\_\_\_ |
| Men's Foil individual | T64 -Final | HALLS \_\_\_\_\_\_ |
| Women's Epee Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |
| Men's Sabre Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |

|  |
| --- |
| **DAY 7 – Sunday** |
| Women's Epee Team | T8 - 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| Men's Sabre Team | T8 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| Women's Foil Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |
| Men's Epee Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |
| **DAY 8 – Monday** |
| Women's Foil Team | T8 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| Men's Epee Team | T8 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| Women's Sabre Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |
| Men's Foil Team | T64 up to 8 | HALLS \_\_\_\_\_\_ |
| **DAY 9 - Tuesday** |
| Women's Sabre Team | T8 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| Men's Foil Team | T8 3 place- 1 place | HALLS \_\_\_\_\_\_ |
| **Closing Ceremony** |  | HALL \_\_\_\_\_\_ |

**Do you herewith confirm that you will implement the presented Typical Program of the Senior World Championship? YES** [ ]  **NO** [ ]

1. **Venue for the Competition**

Name of the Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of the Available Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Halls to be Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Allocation of the Selected Halls**:
		1. **Preliminary Phase Halls**
* Number of Preliminary Phase Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dimensions of each Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of Pistes at each Hall:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Number of Pistes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Average Width of the Refereeing Zone: \_\_\_\_\_\_\_\_\_\_\_\_\_

**DRAWINGS OF THE PRELIMINARY PHASE HALLS**

* + 1. **Hall for the Direct Elimination**
* Dimensions of the Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Four (4) Coloured Pistes in different colours **YES** [ ]  **NO** [ ]
* Wireless System **YES** [ ]  **NO** [ ]
* Location for the Video-Refereeing Camera on the same side as the referee, outside of Refereeing zone **YES** [ ]  **NO** [ ]
* Video Refereeing Station on the same side as the referee,

outside of refereeing zone **YES** [ ]  **NO** [ ]

**DRAWING OF THE HALL FOR DIRECT ELIMINATION**

* + 1. **Hall for the Finals – Single Pist e YES** [ ]  **NO** [ ]
* Blue carpet on the entire square four (4) Coloured Pistes around podium (Final piste) **YES** [ ]  **NO** [ ]
* Dimensions of the Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* One (1) Piste 1.5m to 2m wide, 18m Lng **YES** [ ]  **NO** [ ]
* Piste on the podium 30 – 50cm raised, with lateral safety minimum 25cm and inclines at the end of the piste **YES** [ ]  **NO** [ ]
* Refereeing zone 4.0 – 4.5m from the piste **YES** [ ]  **NO** [ ]
* Wireless System **YES** [ ]  **NO** [ ]
* Location for the Video-Refereeing Camera on the same side as the referee, outside of Refereeing zone **YES** [ ]  **NO** [ ]
* Video Refereeing Station on the same side as the referee, outside of Refereeing zone (4.0m minimum) **YES** [ ]  **NO** [ ]
* Wireless Microphone for the Referees **YES** [ ]  **NO** [ ]

**DRAWING OF THE HALL FOR FINALS**

* + 1. **Hall for the Direct Elimination and Finals with Single Piste and four (4) Coloured Pistes. YES** [ ]  **NO** [ ]
* Blue carpet on the entire square four (4) Coloured Pistes and around

podium (Final piste) **YES** [ ]  **NO** [ ]

* Dimensions of the Hall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Four (4) Coloured Pistes in different colours **YES** [ ]  **NO** [ ]
* Wireless System **YES** [ ]  **NO** [ ]
* Location for the Video-Refereeing Camera on the same side as the referee, outside of Refereeing zone **YES** [ ]  **NO** [ ]
* Video Refereeing Station on the same side as the referee, outside of Refereeing zone **YES** [ ]  **NO** [ ]
* One (1) Final Piste 1.5m to 2m wide, 18m Long **YES** [ ]  **NO** [ ]
* Piste on the podium 30 – 50cm raised, with lateral safety minimum 25cm

and inclines at the end of the piste **YES** [ ]  **NO** [ ]

* Refereeing zone 4.0 – 4.5m from the piste **YES** [ ]  **NO** [ ]
* Wireless System **YES** [ ]  **NO** [ ]
* Location for the Video-Refereeing Camera on the same side as the referee, outside of Refereeing zone **YES** [ ]  **NO** [ ]
* Video Refereeing Station on the same side as the referee, outside of Refereeing zone (4.0 m minimum) **YES** [ ]  **NO** [ ]
* Wireless Microphone for the Referees **YES** [ ]  **NO** [ ]

**DRAWINGS OF THE HALL FOR DIRECT ELIMINATION AND FINALS**

* + 1. **Training Halls YES** [ ]  **NO** [ ]
* Number of Training Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dimensions of the Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Number of Pistes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Number of Team boxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Team box dimensions (for National team) 3mx4m\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ 1. **Warm-up Halls YES** [ ]  **NO** [ ]
* Number of Warm-up Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Capacity of Spectators per Each Hall**

Preliminary Phase Halls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall for the Direct Elimination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall for the Finals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Rest rooms for the Athletes YES** [ ]  **NO** [ ]
* Number of Rest Rooms for Athletes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dimensions of Rest Rooms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Rooms for Control of Weapons and Equipment**
* Size of the selected room \_\_\_\_\_\_\_\_\_\_ m2 (Minimum 150m2.)
* Room must be operational and open 72 hours before the beginning of the first event. Is that realisable? **YES** [ ]  **NO** [ ]
	1. **Office of Directoire Technique**
* Size of the selected room \_\_\_\_\_\_\_\_\_\_ m2 (Recommended 150-200m2.)
* Internet access and ADSL/Fiber Optic Line **YES** [ ]  **NO** [ ]
* Six (6) Tables of 2m length **YES** [ ]  **NO** [ ]
* Two (2) Computers for administration **YES** [ ]  **NO** [ ]
* Two (2) Computers with Printers **YES** [ ]  **NO** [ ]
* Reserve set of equipment (computers,

printers, cartridges etc.) **YES** [ ]  **NO** [ ]

* One (1) High-performance Photocopier **YES** [ ]  **NO** [ ]
* Telephone Line and Telephone **YES** [ ]  **NO** [ ]
* Two (2) Wireless Microphones **YES** [ ]  **NO** [ ]
* Notice Board **YES** [ ]  **NO** [ ]
	1. **Other rooms and halls (tick the existing)**
* [ ]  FIE Offices Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  President’s office Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Secretary General/Treasurer’s office Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  FIE Meetings Room Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  OC Room Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Referees Room (min 150m2) Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Doping Control Station Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Accreditation Room (min 100m2) Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Information Centre Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Press Centre (equipped) Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  Conference Room Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ]  FIE Stands (DYFG, Clean sport,

Safe sport, others) Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* [ ] Fencing equipment suppliers Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* [ ] Other Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Specification and Description of the Equipment available in Each Room**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Catering Facilities at the Venue**
* Number of Restaurants \_\_\_\_\_\_\_\_\_
* Number of Snacks (Sandwiches and fast Food Service) \_\_\_\_\_\_\_\_\_
* Number of Drinks Sale Services \_\_\_\_\_\_\_\_\_\_
* Number of Tuck Shops \_\_\_\_\_\_\_\_\_\_
	1. **Food and Refreshment Prices (Attach Price Lists)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Staff in the Venue**
* Professionals [ ]  Number: \_\_\_\_\_\_\_\_\_\_\_\_
* Volunteers [ ] Number: \_\_\_\_\_\_\_\_\_\_\_\_

1. **Material and Equipment**
2. Name of the supplier of fencing material and equipment for Weapon Control:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b) List of equipment for weapon control:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name of the supplier of fencing material and equipment: for fencing halls

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 d) Name of apparatus and reels (supplier/model):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name of supplier of fencing pistes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name of software for the management of the competitions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of the person in charge of computers in the OC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of computers for the management of the competitions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Accommodation and Transportation**
	1. **Available International Travel Options**
* Airplane [ ] Name of the Airport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Train [ ] Name of the Station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other [ ]  Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. **Category, Number and Prices of the Officially Selected Hotels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Venue** | **Number of Hotels** | **Price P/P****Single Room** | **Price P/P****Double Room** | **Price P/P Breakfast** |
| Hotel Category 1 |  |  |  |  |
| Hotel Category 2 |  |  |  |  |
| Hotel Category 3 |  |  |  |  |
| Hotel Category 4 |  |  |  |  |
| Hotel Category 5 |  |  |  |  |
| Other Accomm. |  |  |  |  |

* 1. **Distance between the Airport / Railway Station and Hotels**

|  |  |  |
| --- | --- | --- |
| **Venue** | **Distance (km)** | **Timing (hrs)** |
| Hotel Category 1 |  |  |
| Hotel Category 2 |  |  |
| Hotel Category 3 |  |  |
| Hotel Category 4 |  |  |
| Hotel Category 5 |  |  |
| Other Accomm. |  |  |

* 1. **Distance between Hotels and Competition Venue**

|  |  |  |
| --- | --- | --- |
| **Venue** | **Distance (km)** | **Timing (hrs)** |
| Hotel Category 1 |  |  |
| Hotel Category 2 |  |  |
| Hotel Category 3 |  |  |
| Hotel Category 4 |  |  |
| Hotel Category 5 |  |  |
| Other Accomm. |  |  |

* 1. **Arrangement for Transportation of Delegations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transport Description** | **Bus** | **Mini-Bus** | **Shuttle** | **Other** | **Price** |
| From Airport/ Station to Hotels |  |  |  |  |  |
| From Hotels to Competition Venues |  |  |  |  |  |
| From Hotels to Training Venues |  |  |  |  |  |

* 1. **Arrangement for Transportation of Officials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Transport Description** | **Bus** | **Mini-Bus** | **Shuttle** | **Other** | **Price** |
| From Airport/ Station to Hotels |  |  |  |  |  |
| From Hotels to Competition Venues |  |  |  |  |  |

1. **Publicity and Promotion**

What publicity and promotion methods you plan to use:

* Advertisements on Radio [ ]
* Advertisements on TV [ ]
* Press conferences [ ]
* Street Posters and Bans [ ]
* Dedicated website/social media [ ]
* Other [ ]

Present details of the publicity and promotion plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Tickets and Derived Products**
* How many tickets you expect to sell during the WC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What price of tickets you will apply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **Press Coverage**

Press coverage of the World Championship must be in line with the FIE Press Handbook.

**Do you herewith confirm that you are committed to implement the FIE Press Handbook? YES** [ ]  **NO** [ ]

1. **Television Coverage**

TV coverage of the World Championship must be in line with the FIE Television Handbook.

**Do you herewith confirm that you are committed to implement the FIE Television Handbook? YES** [ ]  **NO** [ ]

* 1. **Details of the Television Coverage Plan**
* National TV Channels
* Live Broadcast [ ]  Number of Hours: \_\_\_\_\_\_\_\_\_\_\_\_
* Recorded Broadcast [ ]  Number of Hours: \_\_\_\_\_\_\_\_\_\_\_\_
* Regional TV Channels
* Live Broadcast [ ]  Number of Hours: \_\_\_\_\_\_\_\_\_\_\_\_
* Recorded Broadcast [ ]  Number of Hours: \_\_\_\_\_\_\_\_\_\_\_\_
	+ Other [ ]

Present details of the TV Coverage plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Marketing plan**
	1. **Details of the Marketing Plan**

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* 1. **Date when the complete Marketing Plan will be submitted to the FIE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
1. **Sponsors**
	1. **Sponsors Selection**

The Organising Committee must not enter into sponsorship agreements without first consulting the FIE because of a possible conflict with the FIE's potential sponsors.

**Do you herewith confirm that you will comply with presented criteria for selection of the sponsors? YES** [ ]  **NO** [ ]

* 1. **Date when the complete List of Sponsors will be submitted to the FIE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
1. **Protocol**

The protocol ceremonies must be organised as specified in the FIE Handbook of Regulations for the Organization of Protocol Ceremonies at FIE Competitions.

The FIE Chief of Protocol coordinates with the LOC Protocol Manager to ensure that all elements of FIE protocol are respected.

**Do you herewith confirm that Protocol will be organised according to this FIE document? YES ☐ NO ☐**

1. **Medical Service**

Medical Service is to be provided in accordance for by the FIE Rules, the FIE Administrative Rules, the FIE Handbooks of Regulations and FIE Medical Handbook.

**Do you herewith confirm that you will comply organization of the Medical Service with the listed FIE Documents? YES** [ ]  **NO** [ ]

Medical Service is covering Medical Emergencies, Sports Trauma, General Medical Care and Additional Medical Services (Physiotherapy etc.).

Basic requirements are as follows

* Medical Stations, with locally licenced paramedic or doctor, must be present in competition halls, **MAXIMUM two (2) minutes away** **from the furthest hall**, and properly marked;
* Adequate ambulance must be present on site or **MAXIMUM at ten (10) minutes’ drive distance**;
* Hospital with the emergency ward and facilities required for treatment of the possible injuries and illnesses must be selected and arrangements made for adequate support in case of emergency;

**Do you herewith confirm that you will meet Medical Service requirements? YES** [ ]  **NO** [ ]

1. **Doping Control**

According to the FIE Anti-Doping Rules, Doping Control tests are obligatory at all World Championships.

Testing process must be strictly managed according to the WADA regulations.

Doping Control Office (DCO) must be supplied by the National Anti-Doping Organization (NADO).

Analysis of the samples must be performed by the IOC accredited laboratory. Coordinator of the doping control is the FIE Medical Delegate.

Doping Control station must be allocated as close as possible to the Finals venue, with all required facilities to accommodate limited access, privacy, preparation of the documentation, taking and processing samples.

Sample collection bottles, containers and forms are to be supplied the NADO.

**Do you herewith confirm that you will meet Doping Control requirements according to these regulations? YES** [ ]  **NO** [ ]

1. **Security**

The Organizing Committee has to organise Security and Safety Service in order to provide:

* The health and physical security of all the participants;
* Safety of all the installed equipment;
* Regulation of access to various sites of the competition in line with the applied accreditation;
* No unauthorised access of the pistes and official rooms by the public;
* Good and safe circulation of people;

Also, discreet police service and the presence of a fire service is to be planned.

**Do you herewith confirm that you will meet presented Security requirements?**

**YES** [ ]  **NO** [ ]

1. **Insurance**

The Organising Committee must, at its own costs, institute:

* Liability Insurance policy which will include general liability coverage, as well as a guarantee for non-consecutive intangible damages (pure financial loss).
* All other mandatory insurance, such as:
* Fire and fire damage insurance policies for premises necessary to the organisation
* Automobile insurance policies (if necessary)
* All policies mandated by local legislation.
* Repatriation Assistance coverage for the Fencing family, but without covering the designated officials or referees, the Executive Committee, or FIE personnel.

**Do you herewith confirm that you will meet presented Insurance requirements? YES** [ ]  **NO** [ ]

1. **Rewards for the Winners YES** [ ]  **NO** [ ]

Present details of the planned Regards for the Winners: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Cultural Programme Plan YES** [ ]  **NO** [ ]

Present details of the Cultural Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Environmental Protection Plan YES** [ ]  **NO** [ ]

Present details of the Environmental Protection Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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