**Purposes of the Bulletin 0 template:**

* Harmonise the presentation of the Bulletin 1 for all CIAM World and Continental Championships.
* Help the organisers of championships in establishing their Bulletin 0, and the SC Chairmen and CIAM Secretary to check it by spending minimum time.

Bulletin 0 is a draft bulletin only for the benefit of CIAM Bureau and so that should not be issued, published or publicised outside the CIAM Bureau.

After being approved by CIAM Bureau, the Bulletin 0 will be renamed Bulletin 1 and despatched to the NACs, CIAM Delegates, and Jury members/Judges for the championship(s) concerned.

The CIAM General Rules Volume C.15.4.1 states: “*The Bulletin 0 must be presented in accordance with the template defined by CIAM and with all sections completed.*”

The present template covers all Aeromodelling and Space Modelling CIAM World and Continental Championships.

The template may be adapted by the CIAM Subcommittee Chairmen for their championships by considering the relevant wordings, or additional provisions.

*Red colour and italic characters* are used for the instructions how to fill the Bulletin 0, or for remarks, which don’t need to be included in the Bulletin 0.

***Red italic and bold underlined characters*** are used to identify the specific or additional provision to some championships or classes.

Text in black colour must be included in the Bulletin 0 as proposed.

Please keep the numbering! If some headers are not relevant, just mark NA (not applicable).

**Note:** All information must be as per accepted bid and organiser agreement. Specific notemust be made in the Bulletin of any CIAM approved changes to the original bid.

|  |
| --- |
| **Appropriate logos**  (NAC, Organiser, main sponsors)    FEDERATION AERONAUTIQUE INTERNATIONALE  **INTERNATIONAL AEROMODELLING COMMISSION**  **Championship(s) logo**  The logo design must include all the elements of the championship(s) name; however, they may be in any order or layout to suit the logo shape.  The logo must be approved by the FAI Communication Manager.  **Bulletin 0 - Date** *(Month and year)*  OFFICIAL INFORMATION BULLETIN #0  Title of the championship(s)  The title must respect the CIAM championships naming policy  (See CIAM General Rules Volume C.15.1)  Location of the championship(s)  Mention the city and the country  Dates of the championship(s)  (Opening Ceremony and Closing Ceremony)  Website**:** Mention the link of the championship(s) information website |

# ORGANISER AND LOCATION

*Mention the organiser of the championship(s) and the location / GPS coordinates of the venue.*

*Give a short description of the venue and/or the city in which the venue is located. add eventually photo(s) to illustrate.*

*Enclose a map showing the main routes to the venue and the closest international airport.*

*Mention the distance and possibilities of transportation from the international airport to the city.*

*Give information regarding weather conditions, average temperature, wind speed, sunrise and sunset at the period of the event.*

*Give information about the local time.*

# CLASS(ES)

1. *List the FAI class(es) concerned with their designation (Fxx for Aeromodelling or Sxx for Space Modelling), and name defined at CIAM General Rules Volume B.1.2.*

# RULES

## FAI Sporting Rules

The following documents will be applicable by consulting the edition effective at the date of the event:

- FAI Sporting Code Section 4 - Aeromodelling Volume xxxx *(e.g. F2 Control Line Model Aircraft, or S Space Models)*

- FAI Sporting Code Section 4 - Aeromodelling CIAM General Rules Volume.

- FAI Sporting Code General Section Volume.

- FAI Code of Ethics.

- FAI Disciplinary Code.

## Junior

***Wording for the Control Line championships:*** According to CIAM General Rules Volume C.5.1, a competitor is considered to be a junior up to and including the calendar year in which he attains the age of 21. So, a competitor will be considered for the championship(s) as being a junior as long he/she is born from the 1st January xxxx.

*The year to be mentioned in the date above is the year of the championships minus 21.*

***Wording for all other championships if required:*** According to CIAM General Rules Volume C.5.1, a competitor is considered to be a junior up to and including the calendar year in which he attains the age of 18. So, a competitor will be considered for the championship(s) as being a junior as long he/she is born from the 1st January xxxx.

*The year to be mentioned in the date above is the year of the championship(s) minus 18.*

## FAI Sporting Licence

Every competitor and each team manager of any national team must possess a valid FAI Sporting Licence (Aeromodelling discipline) registered in the FAI database.A FAI Sporting Licence is not required for the helpers.

*Where appropriate, mention the additional participants (e.g. mechanic, caller) for who a FAI Sporting Licence is required in the class rules concerned.*

The holder of a FAI Sporting Licence may be required to produce, as proof of identity, an official document including his/her names, photograph and signature.

## COMPLAINT AND PROTEST

For this see FAI Sporting Code General Section Volume 6.2.2 & 6.3.2, and CIAM General Rules Volume C.20.

The purpose of a complaint is to obtain a correction without the need to make a formal protest.

It is recommended that a complaint is made before submitting a protest.

If dissatisfied by the decision, the complainant(s) concerned must inform the Contest Director as soon as possible of the intention to submit a protest.

All protests must be presented by the team manager(s) in writing in English to the Contest Director and must be accompanied by the deposit of a fee of 50 CHF (or equivalent amount for a different currency). In the case of a joint protest, every protesting team manager must pay the protest fee.

## Anti-doping statement

A competitor who needs for medical reasons to take any of the substances listed on the WADA Prohibited List must have a valid Therapeutic Use Exemption (TUE) signed by FAI.

To access the current WADA prohibited list of substances and additional information regarding the TUE, see the FAI website with the following link: <https://www.fai.org/page/anti-doping-therapeutic-exemptions>.

## UAV regulations - Where appropriate

*Detail if there will be requirements to comply with UAV regulations applicable in the hosting country.*

## Radio Control frequencies - Only for the Radio Control championships

*State the frequencies and maximum transmission power which are legal for use in the control of**model aircraft in the country where the championship(s) are to be held.*

*Where appropriate, mention the specifications defined for the class(es) concerned in the FAI Sporting Code Section 4 Aeromodelling Specialised Volume.*

## Identification of the models

***Wording for the Aeromodelling championships*** *(except for Indoor Free Flight, F3P and Scale classes):*

According to CIAM General Rules Volume C.11.1, each model aircraft shall carry:

* The national identification mark followed by the FAI ID number with letters and numbers at least 25 mm high.
* A model identification code with letters and/or numbers at least 10 mm high, clearly visible and different for each nominated model aircraft of the competitor.

***Note:*** *A model aircraft must not carry a national identification mark, an FAI licence number or an FAI sticker which relates to any person other than the competitor.*

***Additional provision for classes F2A, F2C, F2D and F3D:***All piston motors which might be used during the championships shall be marked with an easily visible identification mark; motors checked and recorded in this way may not be exchanged with other competitors.

***Wording for the Space Modelling championships:***

According to CIAM General Rules Volume C.11.2, each space model shall carry:

* Each space model shall carry, prominently displayed upon its body, fins, or other exterior part, the FAI ID number with letters and numbers approximately 1 centimetre high except in classes S5 and S7 where it is 7 mm for the 1st stage and 4 mm for upper stages.
* The name, national insignia, or national identification mark of the competitor’s nation must be displayed on the exterior of the model.

***Note:*** *A light coloured area of minimum dimensions 1 cm by 3 cm must be provided for the organiser’s processing mark except in classes S5 and S7 where the mark shall be put on interior of the model during scale judging.*

## MODEL AIRCRAFT SPECIFICATIOn CERTIFICATE AND STICKER

***Only* *for the Aeromodelling championships***

According to the CIAM General Rules Volume C.12, each NAC shall process every model and shall issue for each model aircraft the Model Aircraft Specification Certificate provided by the FAI.

***Additional provision except for Indoor Free Flight and Scale:*** A sticker shall appear on each model aircraft.

***Note:*** *The Model Aircraft Specification Certificate and the design of FAI sticker may be downloaded from the ‘DOCUMENTS’ section of the CIAM website (*[*https://www.fai.org/ciam-documents*](https://www.fai.org/ciam-documents)*) by clicking on ‘CIAM FORMS & OTHER DOCUMENTS’ section, and then on ‘Events’.*

Model aircraft not properly processed by their NAC, with FAI certificate and sticker, must be processed by the organiser at a cost of 8 Euro for each model.

***Additional provision for the Scale championships:***Each competitor must present a Competitors Declaration Form as stated for each class concerned in the FAI Sporting Code Section 4 Aeromodelling Volume F4 Flying Scale Model Aircraft.

# OFFICIAL LANGUAGES

*State the official languages (English language is mandatory) and mention the following provision.*

English language always prevails concerning all elements of the competition, namely FAI documents, competition rules and Bulletins.

# PARTICIPANTS

***Wording for the championships corresponding to classes that do not have separate Junior championship(s):***

## Every NAC may enter a team consisting of:

* Team manager.
* Assistant Team manager (not mandatory).

*According to CIAM General Rules Volume C.5.2 b), the Assistant Team Manager only concerns the categories Free Flight, Control Line, RC Soaring, Scale, Space Modelling.*

* Maximum of three competitors (without age and gender requirements).

Optionally, one additional Junior competitor (without gender requirement) **and/or** one additional Female competitor (without age requirement).

***Note:*** *So, a national team must at least include one competitor and may include a maximum of five competitors with the two optionally additional competitors.*

*Consider for the class F2C “pair of competitors” instead of “competitor”.*

* Official helpers.

*Only for the classes concerned. Use the right name according to the class rules concerned (mechanic, caller,…).*

* Supporters.

The reigning Champion(s) and, where appropriate, the reigning Junior Champion(s) have the right (subject to the approval of their NAC) to participate in the class concerned. If they are not a member of their national team, they will not be considered for the national team classification. When a reigning Junior Champion is no more junior, he/she cannot be considered for the individual Junior classification.

*Mention the name and the country of the reigning Champion(s).*

***Note:*** *The team manager is mandatory but may be a dedicated person or one of the competitors of the national team.*

***Wording for the Senior championships corresponding to classes that have separate Junior championships*** *(F1ABCQ-F1D-F1E-F3J-F3K-F5J-Space Models)****:***

Every NAC may enter a team consisting of:

* Team manager.
* Assistant Team manager (not mandatory).

*According to CIAM General Rules Volume C.5.2 b), the possibility of an Assistant Team Manager does not concern F5J class.*

* Maximum of three competitors (without age and gender requirements).

Optionally, one additional Female competitor (without age requirement).

***Note:*** *So, a national team must at least include one competitor and may include a maximum of four competitors with the optionally additional competitor.*

* Official helpers.

*Only for the classes concerned. Use the right name according to the class rules concerned (mechanic, caller,…).*

* Supporters.

The reigning Champion(s) have the right (subject to the approval of their NAC) to participate in the class concerned. If they are not member of their national team, they will not be considered for the national team classification.

*Mention the name and the country of the reigning Champion(s).*

***Note:*** *The team manager is mandatory but may be a dedicated person or one of the competitors of the national team.*

***Wording for the specific Junior championships*** *(F1ABP-F1D-F1E-F3J-F3K-F5J-Space Modelling)****:***

Every NAC may enter a team consisting of:

* A team manager.
* Assistant team manager (not mandatory).

*According to CIAM General Rules Volume C.5.2 b), the possibility of an Assistant Team Manager does not concern F5J class.*

* Maximum of three junior competitors (without gender requirement).

Optionally, one additional Female junior competitor.

***Note:*** *So, a national team must at least include one competitor and may include a maximum of four competitors with the optionally additional competitor.*

* Official helpers.

*Only for the classes concerned. Use the right name according to the class* rules concerned (mechanic. Caller,…).

* Supporters.

The reigning Junior Champion(s) have the right (subject to the approval of their NAC) to participate in the class concerned if still eligible as junior. If they are not member of their national team, they will not be considered for the national team classification. When a reigning Junior Champion is no more junior, he/she cannot be considered for the individual Junior classification.

*Mention the name and the country of the reigning Junior Champion(s) eligible to participate).*

***Additional provision for the specific Junior championships except F3J, F3K and F5J Junior championships:*** According to CIAM General Rules Volume C.5.5.1, the competitors, helpers, mechanics and assistants must all be juniors. The team managers and/or their duly registered assistants and organising officials are the only seniors allowed in the starting area.

***Additional provision for the F3J, F3K and F5J Junior championships:*** According to CIAM General Rules Volume C.5.5.1, only the competitors must be juniors. The team managers and/or their duly registered assistants, helpers, mechanics and assistants may be seniors.

***Optional provision to allow more competitors to participate in a championship:***

## Additional individual competitors

According to CIAM General Rules Volume C.5.3 f), the organizer will evaluate after the deadline defined for submission of the Preliminary Entry Form (PEF) the participation level which may be expected. If the number of expected participants is below the minimum number which makes the event financially viable, the organiser will ask CIAM to consider cancelling the championship(s), or to initiate a second phase for accepting additional individual competitors with a ‘wild card’.

In case a second phase is initiated, the organizer, with the approval of CIAM Bureau, may send out invitations to the NACs which already had expressed with the PEF their intention to participate.

At the same time, the relevant CIAM Sub Committee (S/C) Chairman may also send invitations considering the World Cup ranking or similar criteria which will ensure that the invited competitors are competent to participate to the championship concerned. Those individual competitors invited by the S/C must also have the approval of their NAC to participate.

All individual competitors invited to participate during that second phase can only be part of the individual classification(s) and so will not be considered for the national team classification.

# FAI JURY

*List the proposed FAI Jury President and other two jury members, plus two suitable reserve Jury members for approval by the CIAM Bureau taking care to ensure that CIAM General Rules Volume C.7.2 requirements can be met in any situation.*

***Note:*** *According to CIAM General Rules Volume C.7.2 a), the FAI Jury and the reserves Jury members are selected by the organiser. The relevant S/C Chairman shall review the proposed jury members to check that they qualify to be on an FAI Jury and may propose replacements with an appropriate justification. The Jury composition proposed in Bulletin 0 will be approved by the CIAM Bureau.*

# JUDGES

*For the classes concerned, list the judges**and reserve judges by respecting the rules stated in the FAI Sporting Code Section 4 Aeromodelling Specialised Volume concerned.*

***Notes:***

* *According to CIAM General Rules Volume C.9 c), all judges must be chosen from the CIAM Judges database and be of different nationalities.*
* *According to CIAM General Rules Volume C.7.5 c), the judges**and reserve judges are selected by the organiser and the names supplied to the relevant S/C Chairman for checking to ensure that the chosen judges are qualified in all respects to judge for the championship concerned. The S/C Chairman may propose replacements with an appropriate justification. The list of judges proposed in Bulletin 0 will be approved by the CIAM Bureau.*

# ORGANISER OPERATIONAL OFFICIALS

*List the main officials from the organiser team who are considered relevant according to the provision defined in the FAI Sporting Code Section 4 Aeromodelling Specialised Volume concerned.*

# CLASSIFICATIONS AND AWARDS

**Individual overall classification**

FAI gold, silver and bronze medals and FAI diplomas will be awarded to the competitors placed first, second and third in the individual overall classification for the class concerned.

***Additional provision for the F2D class:*** In F2D class, a FAI diploma will be awarded to the designated mechanics of the first, second and placed competitors.

**Individual Junior classification** - ***Does not apply to the Junior championships*** *(F1ABP-F1D-F1E-F3J-F3K-F5J-Space Modelling)*

FAI gold, silver and bronze medals and FAI diplomas will be awarded to the first, second and third placed juniors subject to at least six juniors competing in the class concerned. If the number of competitors is less than six, then only FAI diplomas will be awarded. The best placed junior earns the title of Junior World or Continental Champion subject at least six juniors from four different nations are competing.

**Individual Women classification**

FAI gold, silver and bronze medals and FAI diplomas will be awarded to the first, second and third placed females subject to at least six females competing in the class concerned. If the number of competitors is less than six, then only FAI diplomas will be awarded. The best placed woman earns the title of Women World or Continental Champion subject at least six females from four different nations are competing.

**National team classification**

FAI gold, silver and bronze medals and FAI diplomas will be awarded to the first, second and third placed national team for the class concerned.

A medal and a diploma will be awarded to the team manager and to all competitors of each national team concerned.

***For the Space Modelling Championships, replace the previous sentence by the following one:***Only one medal will be awarded to each national team concerned per class and age division; a diploma will be awarded to the team manager and to all competitors of each national team concerned.

***Additional provision for the F2D class:*** In F2D class, an FAI diploma will be awarded to all the mechanics registered to the first, second and third placed national teams.

**CIAM Perpetual Trophies**

*Where appropriate, list the CIAM Perpetual Trophies to be awarded with mention of the class, classification, name of the trophy and name and country of the present holder.*

*This data is available on the ‘DOCUMENTS’ section of the CIAM website (*[*https://www.fai.org/ciam-documents*](https://www.fai.org/ciam-documents)*) by clicking on ‘CIAM FORMS & OTHER DOCUMENTS’ section, and then on ‘CIAM Trophies’.*

# PRELIMINARY SCHEDULE

1. The following schedule may be subject to changes.

*Detail the daily schedule from the arrival day to the departure day. Mention the days for registration on the venue, processing, official practice, opening and closing ceremonies, prize-giving, banquet, and the eventual reserve day. Use the following format:*

***Monday 3rd July -*** *Arrival of the participants and registration*

***Tuesday 4th July***

* *Model processing and official practice*
* *Team manager’s meeting*
* *Opening Ceremony*

*… etc*

# ENTRY FEES

*List the different entry fees quoted in Euros:*

* *Team manager - Assistant team manager (for the classes for which it is permitted)*
* *Senior competitor*
* *Junior competitor (optional)*
* *Female competitor (optional)*
* *Official helper (for the classes concerned)*
* *Supporter*

*According to CIAM General Rules Volume C.15.5.1 b), the entry fees must be quoted in Euros but the equivalent fee may be paid in the local currency of the hosting country, or in any other currency specified in Bulletin 1.*

***Competitor - Team manager and, where appropriate, assistant team manager***

*The maximum entry fee amounts in EUR authorised for the championship(s) are stated in CIAM General Rules Volume C.15.5.1 d) and e).*

*Those amounts do not include the additional 10 CHF amount to consider for every competitor and team manager in the variable amount of the sanction fee to be paid by the organiser to CIAM. According to CIAM General Rules Volume C.4 Sanction Fees, this additional 10 CHF amount shall be paid together with the entry fee and must be transferred by the organiser to the FAI at least 15 days before the published date of the championship(s).*

*In order to simplify and avoid potential NACs misunderstanding, the entry fees to be mentioned in Bulletin 0 will include the 10 CHF amount (or equivalent amount in the currency used by the organiser).*

***Junior and Female competitor -*** *In order to encourage participation of juniors and women in championships corresponding to classes that do not have separate Junior championship(s), it is recommended that the organiser considers a discounted entry fee**for Junior and/or Female competitors.*

***Official helpers or supporter******-*** *According to CIAM General Rules Volume C.15.5.1 f), the entry fee for official helpers and supporters must not exceed 20 % of the entry fee for a competitor up to a maximum of 80 €.*

The entry fees defined above include the additional fee of 10 CHF which the organiser must pay to the FAI for a team manager and a competitor.

According to CIAM General Rules Volume C.15.5.1 i), a person serving in more than one position (team manager, competitor, official helper, etc.) will be charged only the highest entry fee of the positions to be served.

***Additional provision for a multiple class (combined) championships:*** According to CIAM General Rules Volume C.15.5.1 j), a 50 % discount is offered on the second entry fee for a competitor competing in more than one class.

# DEADLINES

**Preliminary Entry Form** (PEF)

Each NAC which plans to send a national team is requested to fill out the enclosed PEF, and to return it signed and stamped no later than *month day, year*.

***Optional provision for a single class championship:*** According to CIAM General Rules Volume C.15.10, if after the deadline to submit the PEF the number of entries in a class or classes is low, it will be up to the organizer, in consultation with CIAM Bureau, to cancel the competition for the class or classes concerned.

Such decision will be taken after the deadline for the PEF and before the deadline for the Final Entry Form submission. This shall be announced together with the Bulletin 2.

***Optional provision combined (multiple classes) championships:*** According to CIAM General Rules Volume C.15.10, if in a multiple class (combined) championships turns out to be that after the deadline to submit the PEF, the number of entries in a class or classes is low, it is up to the organizer, in consultation with the CIAM Bureau, to cancel the competition for the class or classes concerned. This can happen especially in classes where there is an extra cost for the organizers (additional judges, additional flight line, etc.) which cannot be covered from the entry fees.

Such decision will be taken after the deadline for the PEF and before the deadline for the Final Entry Form submission. This shall be announced together with the Bulletin 2.

**Final Entry Form**

*According to CIAM General Rules Volume C.15.5.1 c):*

*- The organiser may specify a closing date for the receipt of the fees. The closing date shall be no earlier than 90 days before the official starting date of the contest.*

*- Entries received after this date may be subject to a penalty fee or may be refused by the organiser. A penalty fee shall not exceed 20 % of the entry fee. If a penalty fee is to be imposed for late entries, this must be stated no later than in Bulletin 1.*

*- A discount bonus for early payments may also be considered by the organiser.*

*According to Sporting Code General Section 4.8.4, a competitor or a national team which withdraws after having had their entry accepted may be entitled to a full or partial refund of the entry fees paid.*

*Define in Bulletin 0 the deadline fixed to receive the Final Entry Form and the entry fees, and the provision applicable after the deadline.*

*It is also recommended to mention the following statements:*

*- Entry fees will not be accepted at the arrival, except for an exceptional circumstance and subject prior agreement of the organiser.*

*- In case a participant or a national team withdraws after the entry fees have been paid, a full or partial refund of the entry fees will be considered only in case of force majeure or exceptional circumstances.*

# LODGING AND FOOD

*Mention the types of lodging available near the venue including a list of hotels, mentioning if the rooms are single, twin or multiple bedded with the cost per person of each variation. Offer a camping option if possible.*

*State whether there will be breakfast or lunches at the venue with the estimated prices. For the dinners, mention possibilities of local restaurants with a range of prices.*

*When a full-board accommodation is proposed, state also costs for individual meals (breakfast, lunch and dinner).*

*Mention the price of the banquet and the menu. If the banquet is included in the entry fee quote the price for an extra banquet ticket.*

***Note:*** *CIAM General Rules Volume C.15.5.2 a) states that the amount for the banquet shall not exceed 50 Euros (or the equivalent) and may be included in the entry fee or it may be a separate optional entry fee.*

# INSURANCE

The organizer will provide third party insurance for all participants during the competition for accidents involving injury to others and damage to property according to the host country legislation.

Participants are recommended to organise their own individual health and travel insurance before travelling.

# VISA

*Provide information about the visa requirements applicable to foreign persons to enter the country.*

# ADDITIONAL INFORMATION

*This section may be completed by the organiser for other miscellaneous information.*

## Bulletin 2

*Mention if a Bulletin 2 will be published, at which date, and which main additional information which be provided in the Bulletin 2.*

## Model aircraft fuel - For the classes concerned

*According to CIAM General Rules Volume C.13.8, detail which fuel and constituents will be provided and, where appropriate, how to request in advance and the costs which will be charged.*

*Mention if there will be a possibility for the competitors to send to a dedicated address their own fuel.* *In case this possibility is proposed, it is recommended to add the following provision:*

The competitor will be responsible for making sure to respect the regulations applicable for transportation of fuel and that the fuel will be delivered to the specified address, and to support the postage and custom costs which may occur. The organiser will be responsible for arranging a safe storage for the fuel and to get the fuel available at the arrival of the competitor.

## Batteries *- For the classes concerned*

*Mention the charging batteries facilities which will be available on the site.*

*Mention if it will be possible to get on request batteries supplied by the organiser.*

*Mention if there will be a possibility for the competitors to send to a dedicated address their batteries.* *In case this possibility is proposed, it is recommended to add the following provision:*

The competitor will be responsible for making sure to respect the regulations applicable for transportation of batteries and that the batteries will be delivered to the specified address, and to support the postage and custom costs which may occur. The organiser will be responsible for arranging a safe storage for the batteries and to get th~~e~~ batteries available at the arrival of the competitor.

## Practice sites - For the classes concerned

*Mention the practice site(s) which will be available, their location and the estimated travel time to reach them.*

## VehicleS AUTHORISED ON THE VENUE

*Mention if a parking for the participant’s cars will be available on the venue.*

*For the classes concerned, mention which vehicles (e.g. two-wheel) may be used on the competition site to search and transport the models.*

## Registration at the arrival

*Mention the location for the registration, and when registration will be opened.*

*List what the team manager will have to provide for the championship(s) concerned at the registration: number of national flag (approx. 1 m x 1.5 m), memory stick with the national anthem mentioning the audio format, copy of the banking payment receipts, list of the team members with the FAI ID Licence number final entry form signed and stamped, model aircraft specification certificates for the model processing, etc.*

*Mention the content of the packages which will be received by the team manager* *at the end of the registration: Accreditation cards, souvenirs, tickets for the banquet and for lunches, etc.*

## Local transportation

*Indicate if local transportation will be arranged by the organiser and what the cost will be for each person:*

* *on the arrival day from the international airport to the hotels, and on the departure day from the hotels to the international airport;*
* *every competition day from the hotels to the venue and vice-versa;*
* *from the hotels to the banquet and vice-versa.*

*Mention that detailed information will be provided in Bulletin 2.*

## Medical services

*Mention if medical services will be available at the venue and the emergency service which will be available during the competition.*

## Local currency

*When it is appropriate, indicate the local currency and the exchange rate with Euro.*

*Mention the best way to process currency change at the arrival in the country and during the stay, and the level of commission for the change.*

*Mention how to get cash with cards and, where appropriate, the restrictions.*

## Electricity

*Mention the electricity specifications (e.g. 220 V / 50 Hz) in the hosting country, adding an image with the required plug.*

## Website

*Mention if there will be a dedicated website for the championship(s) where useful information and the ongoing live results will be published.*

## Communication

*Mention if free Wi-Fi will be available on the venue, and which messenger application will be used during the event for the exchanges with the team managers.*

*Note: Mention the possible restrictions applicable in the hosting country on some communication applications and/or social networks.*

## SPECTATORS AND MEDIA

*Detail the arrangements to attract and manage spectators.*

*Mention the expected coverage by media (newspapers, TV broadcasting, livestreaming).*

## TOURIST INFORMATION

*Provide information about possibilities of tour or visits including website links for the most famous touristic places, museum, etc.*

# ORGANISER CONTACT DETAILS

# *Detail the name, postal address, e-mail address, phone, fax of the person to whom all requests concerning the championship(s) should be addressed.*