***Introduction***

*This document is part of the documentation required to ask for a FAI/CIA Sanction for an official event.*

*It helps the Organizer with the event planning, provide detail information to CIA Delegates to approve the event at the CIA Plenary, provide information to competitors and officials so they would be interested in attending the event, etc. so it is important that all information is completed.*

*Before starting to fill in the Sanction Application Form, you may wish to read the following documents to clarify any issues:*

* *FAI First Category Event Sanction Procedures or CIA Sporting Event Sanction Procedures*
* *FAI Sporting Code - Section 1*
* *FAI Sporting Code - General Section*
* *Protocol for FAI and CIA Sanctioned Events*
* *CIA Competition Operation Handbook*

*The NAC Letter of Approval needs to be sent together with this application and no later than the Plenary where the Sanction will be granted.*

*Please, take into consideration that not all information is needed for all types of events. So when the information doesn’t concern your event, please write « not apply » in the respective field.*

*Please use the DDMMYYYY format for all dates in the form.*

*When the Sanction Application Form is completed, please send it to the FAI/CIA Event Development Service –EDS to start the Sanction Process.*

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| **Section 1 - Main Information***All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.* |
| Date of initial submission: 14/01/2016 | Date of last modification: \_\_/\_\_/\_\_\_\_\_ | Date of final version: \_\_/\_\_/\_\_\_\_ |
| Event Title & Sub-Title | **Luxembourg Balloon Trophy** |
| Event Location *(country, region, city)* | Mersch, Grand-Duchy of Luxembourg |
| Event Dates *(dd.mm to dd.mm.yyyy)* | 20.07.2016 Registration and Opening21.07.2016 – 24.07.2016 Competition flights24.07.2016 Prizegiving |
| FAI / CIA Sub-class | [x]  AX – Hot Air Balloons [ ]  BX – Hot Air Airship | [ ]  AA – Gas Balloons [ ]  AA – WLD - Gordon Bennett | [ ]  BA – Gas Airships[ ]  AM – Rozier Balloons |
| FAI Type of Event | [ ]  FAI World Championship[ ]  FAI Continental/Regional Championship[x]  CIA Category One International Event | [ ]  CIA Sporting Event[ ]  Other:  |
| FAI / CIA Category | [x]  General | [ ]  Women | [ ]  Junior |
| Registration Starts *(date & time)* | 01.02.2016 | General Briefing *(date & time)* | 20.07.2016 – 16:00 |
| 1st Competition Flight *(date & time)* | 21.07.2016 AM | Last Competition Flight *(date & time)* | 24.07.2016 AM |
| Extra Flight if needed *(date & time)* | 24.07.2016 PM | Resting Period *(if some, date & time)* | - |
| Opening Ceremony *(date & time)* | 20.07.2016 18:00 | Closing Ceremony *(date & time)* | 24.07.2016 12:00 |
| Invitation Process Starts *(date)* | 01.02.2016 | Entry Closing Date *(1st round)* | 01.07.2016 |
| Organising National Airsport Control – NAC | Fédération Aéronautique Luxembourgeoise (FAL) – NAC of Luxembourg |
| Organising NAC’s CIA Delegate *(name, email, phone)* | Claude WEBER – claude.weber@lbt.lu |
| Organising Body*(Entity / Club / Company)* | Cercle Luxembourgeois de l’Aérostation |
| Main Contact / General Manager *(name, email, phone)* | Jean Lorang (President) – jean.lorang@lbt.lu |
| Official Mailing Address *(postal address, email, fax, phones)* | info@lbt.lu |
| Organiser’s previous event organisation experience*(list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)* | CAT1: Mobilux Trophy 1996-2005, LuxGSM Balloon Trophy 2006, World Balloon Trophy 2007-2012 |
| Event with Observers*(The Organizer is invited to present two proposals for the Event to be held with or without Observers)* | [ ]  Yes [x]  No [ ]  Up to the Plenary to decide |
| GPS Loggers | Type of GPS Logger to be used: FAI Balloon Competition LoggerDetails:  |
| Event Director*(name, country, email, attach CV)* | Claude WEBER |
| Deputy Director*(name, country, email, attach CV)* | To be determined before the CIA plenary |
| Safety Officer*(name, country, email, attach CV)* | To be determined before the CIA plenary |
| PR Officer / Media Officer*(name, email)* | To be determined before the CIA plenary |
| Main Common Launch Area *(CLP coordinates & description)* | Mersch, large grass field |
| Entry Fee for Competitors*(amount, currency and what is included)* | 750€, includes* propane for all competition flights
* the following meals and receptions for pilot + 3 crew members:
	+ Opening reception
	+ Breakfast before morning briefing
	+ Large brunch at midday
	+ Prize giving lunch
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| Maximum number of entrants | 35 |
| Number of eligible NACs | All eligible FAI members | Equal number of competitors / NAC |  |
| Dates for Invitation process*(dd.mm.yyyy)* | Letter to NACs will be sent on | 01/02/2016 |
| Deadline for NACs to send nominations |  |
| Individual Invitation to Competitors will be sent on |  |
| 1st round deadline for Competitors application and entry fee | 01/07/2016 |
| 2nd round deadline for Competitors application and entry fee |  |
| Remarks: |  |
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| Additional Invitations Procedure |  |
| Eligibility Conditions | All NACs |
| Registration Method and Details*(mail, fax, email, online)* | Online, to be announced on www.lbt.lu |
| Official Language | English | Protest Fee *(amount, currency)* | 100€ |
| Proposed Jury members*(at least 6 names for the Plenary at the year of the event)* | 1. tbd before the CIA plenary2. tbd before the CIA plenary | 3. tbd before the CIA plenary4. tbd before the CIA plenary | 5. tbd before the CIA plenary6. tbd before the CIA plenary |

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| **Section 2 - Additional Information***The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.* *Changes are allowed after the Sanction is granted only in order to improve the event.* |
| Official Event Website | www.lbt.lu |
| Event President *(name, email)* | Jean Lorang – jean.lorang@lbt.lu  |
| FAI Authority shown on | [x]  Rules [ ]  Logo [ ]  Program [ ]  Official documents [ ]  Other:  |
| Courtesy Invitations sent | FAI President: [ ]  Yes [x]  No Date: CIA President: [x]  Yes [ ]  No Date: Remarks:  |
| Event Prizes Offered and Details | Sponsor prizes |
| Opening Ceremony *(Location & Coordinates)* | Mersch – 20.07.2016 - 18:00 |
| Closing Ceremony / Prize-giving *(Location & Coordinates)* | Mersch – 24.07.2016 - 12:00 |
| CIA and FAI Protocol will be followed? | [x]  Yes [ ]  No Remarks:  | The organisers will respect the FAI Environmental Code of Ethics? | [ ]  Yes [ ]  No Remarks: |
| Entry Fee Method of Payment and Details | [x]  Money order [ ]  Cheque [ ]  Cash [ ]  Credit card [ ]  Other: Details:  |
| Country Admission Conditions*(Visa’s required, etc.)* | Schengen area rules apply |
| Preferred Place of Entry &Closest Major Cities*(Special custom clearance & directions and distances to main cities)* | Luxembourg, 15 south of Mersch |
| Local language  | Luxembourgish, french, german, english |
| Location Description & Characteristics | General Description | Green tourist area in the center of Luxembourg |
| Geographic Position*(coordinates of competition map center)* | 49,7446°N / 6,1063°E |
| Topography*(mountains, sea, lakes, rivers)* | Small hills, forests and open land |
| Landing Areas*(open fields, wooded area, farming, crops, cattle)* | Open fields |
| Main villages around the flying area | Mersch |
| Other Description | Great flying area |
| Additional Common Launch Areas *(coordinates & description)* | Tba |
| Landowner Restrictions | Permission required if not open |
| Meteorological characteristics*(as expected for the period of the event)* | Weather conditions: moderate climatePrevailing winds (speed / directions):  5-10kt / NE or SW    Temperatures: 20-25°CSunrise & Sunset time for the first competition day: approx. 05:55 / 21:27 |
| Airspace Structure & Limitations | NOTAM Description | To be announced |
| Flight Limitations |  |
| Number of PZs expected & Descriptions | 5-10 (royal castles, airspaces, dangerous towers |
| Competition Area Altitude Limitations | Up to 6000’ (depending on NOTAM) |
| Competition Area Dimensions*(based on CLP, in km – north/south & east/west*) | 40km x 50km |
| Competition Map Details | DATUM | WGS 84 |
| Scale | 1:50000 |
| Grid lines | UTM |
| Paper Size | A0 |
| Electronic Version Available | [ ]  No [x]  Yes – expected on date: 01/06/2016 |
| Electronic Version File Format | [x]  JPEG [ ]  PNG [x]  Other: CompeGPS, OziExplorer |
| Remarks |  |
| Driving Particularities*(Right hand, left hand, speed limitations, International Driver’s License required, etc.)* | Right handLimits: 50/90/130km/hNo special driving license required |
| Road Network and Infrastructure | Very good, new motorway from Luxembourg to Mersch |
| Venue Description, Coordinates & Characteristics | Competition Center*(coordinates & description)* | School hall in Mersch49,7475°N / 6.1020°E |
| Briefing Facilities*(coodinates & description – tent, hall, etc.)* | School hall in Mersch49,7475°N / 6.1020°E |
| Media centre *(description)* | School hall in Mersch49,7475°N / 6.1020°E |
| Internet connection | Available for free |
| Social activities | Opening and closing receptions, all meals |
| Other information | Meals to be served in tent near launch site (park area) |
| Stewards*(name, country, email, attach CV)* |  |
| Chief Scorer*(name, country, email, attach CV)* | Marc ANDRE, SWI |
| Chief Debriefer*(name, country, email, attach CV)* |  |
| Chief Observer*(name, country, email, attach CV)* |  |
| Technical Support Officer*(name, country, email, attach CV)* | Garry Lockyer, CAN |
| Scoring Program*(name, developer, email, brief description, last FAI events using the program, link for downloading)* | eKlips |
| Special Arrangements and Assistance for Competitors*(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)* | Assistance available, please check with organizer |
| Equipment Limitations |  |
| Special Safety Requirements |  |
| Insurance Requirements for Competitors and Details | [x]  Third party: EU laws apply[x]  Passenger: EU laws apply | [x]  CSL: EU laws apply[ ]  Other:  |
| Insurance Provided& Covered by Organisers | Third Party: |  |
| Air Display Public Liability: |  |
| Organisers & Officials On-ground Risks: |  |
| Observer On-board: |  |
| Other: |  |
| Travel & accommodation arrangements for officials | Travel Arrangements: | Yes |
| Travel Allowance *(amount and currency)*: | 150€ (Europe) / 500€ (outside Europe) |
| Vehicles Provided: | Yes |
| Type of Accommodation: | Hotel / Motel |
| Meals Provided: | Yes |
| Other Information / Remarks: |  |
| Travel & accommodation arrangements for observers | Travel Arrangements: |  |
| Travel Allowance *(amount and currency)*: |  |
| Vehicles Provided: |  |
| Type of Accommodation: |  |
| Meals Provided: |  |
| Other Information / Remarks: |  |

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| **For EDS use only***This section if for EDS use only and the Organizer will get an update* ***when*** *change****s******are*** *made.* |
| Document submitted to |  | Date |  |
| Status / Report on new versions |  |
| CIA Technical Delegate *(name, email)* |  |
| NAC Letter of Approval Status |  |
| Organizer Agreement Status |  |
| Event Logo Status |  |
| Sanction Fee (CHF) |  | Performance Bond Fee (CHF) |  |
| Sanction Fee Status  |  |
| Performance Bond Status |  |
| Event Rules Status |  |
| Jury approved by Plenary*(names, emails)* | Jury President: Jury Member:Jury Member: |
| CIA Sanction Status | Approved: [ ]  Yes [ ]  No Date:  |
| FAI Sanction “Kit” Status | FAI & CIA Flags: Medals:Diplomas:Remarks: |
| Opening and Closing Ceremonies Agenda Reviewed |  |