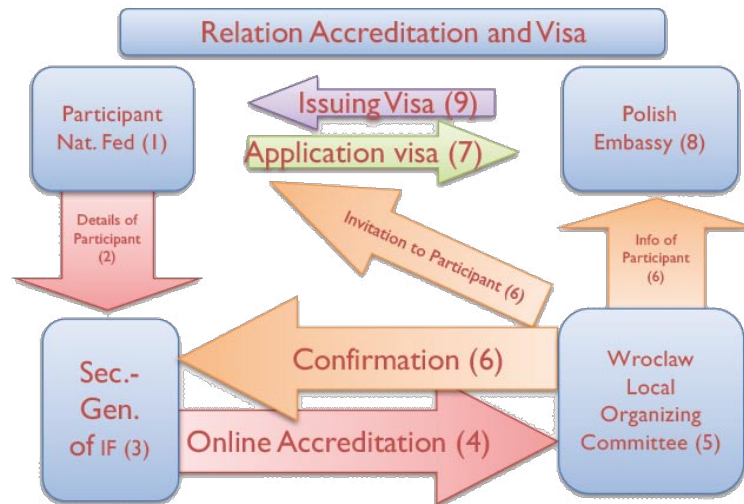


1. Visas process

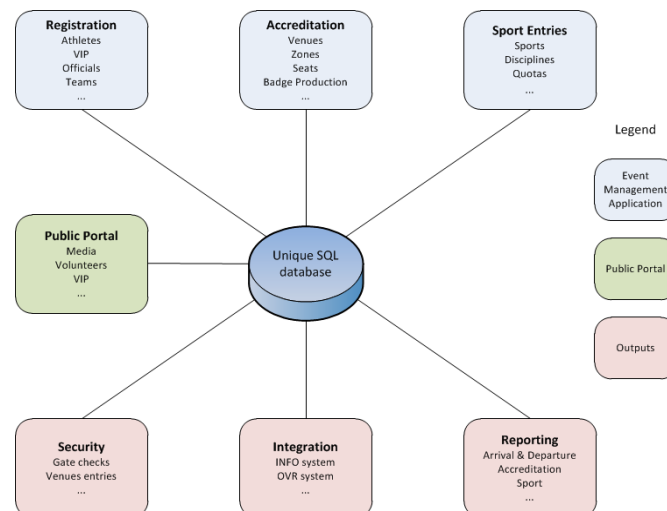


With TWG 2017 invitation and the personal valid passport, participants (VIPs, Athletes, Officials and Extra--Officials) are eligible for Visa--exempt entry.

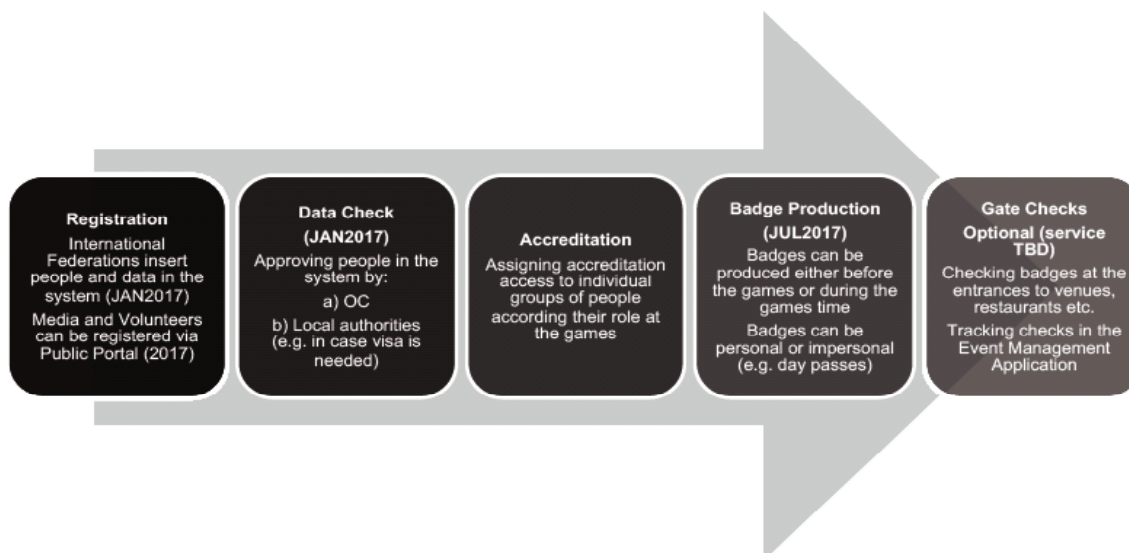
2. Registration / Accreditation

2.1. Description of Registration / Accreditation

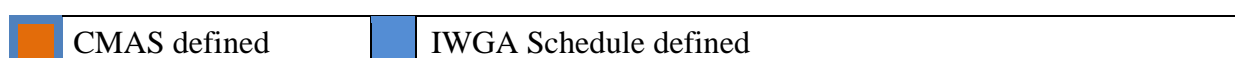
System Overview



2.2. Simple Registration / Accreditation Workflow



2.3. Deadlines for Accreditation



For exact process and deadlines for Extra Officials, look at point 12

3. Health insurance policy

The World Games participant must be insured against minimum costs of treatment.



- Without proof of health insurance (in English) TWG 2017 participant must not be accredited.
- There will be possibility to buy insurance in accreditation centers (cost ca. 40 euro/week).
- Minimum desired insurance coverage is 200 000 zł (50 000 euro).
- WOC will publish the requirements for insurance of The World Games participants till the end of 2016.

4. IF Sponsorship/ Advertising

o Regulations



- IFs and NFs sponsors on sportswear and equipment **is permitted in principle**, but must not cause conflicts with WOC's official sponsors.
- If IFs or NFs have their own sponsoring advertisements on sportswear or equipment, they are advised to send details of such sponsorship to WOC prior to **March 15th, 2017**.
- WOC will then check and **confirm the requests** by replying If or NFs whether such advertisement is allowed within six weeks after receiving the information.

5. Organization during WG

5.1. Handling of Jetlag



Arrival Day	18/07/2017	Night	Outside of Europe
Jetlag Day	19/07/2017	Night	Outside of Europe
Arrival Day	19/07/2017	Night	from Europe
Official Training Day	20/07/2017	Night	for all participants
First Competition Day	21/07/2017	Night	for all participants
Last Competition Day	22/07/2017	Night	for all participants
Departure Day	23/07/2017		for all participants

5.2. Extra official Policy



Payment for accreditation

Payment for each accreditation is the key distinguishing difference between Extra Officials and Officials from each International Federation.



Function for the athletes

Extra Officials must have a function for the team, athlete(s).



Responsibilities of IFs

- Must have confirmation on Extra Officials by IWGA/ WOC
- Will be responsible for the proof, control and accreditation process
- Will be responsible for the payment fee in advance



Accreditation Process

Extra Officials will be one of the categories of people who must go through the accreditation process.

o IFs

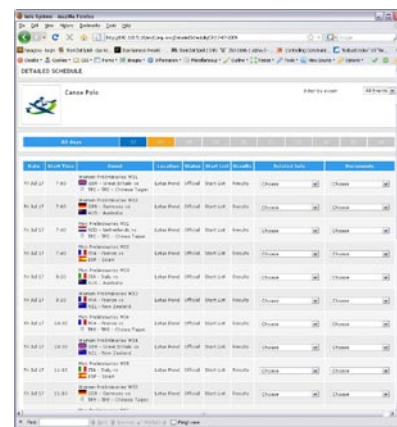
- must have **confirmation** on Extra Official(s) by IWGA / WOC
- will be responsible for the **proof, control and accreditation process** of each requested Extra Official
- will be responsible for the **payment** of the Extra Official Fee(s) to WOC for the accredited period in advance

o Extra officials will be one of the categories of people who **must go through the accreditation process**

6. Description INFO system services / activities

INFO system; Available via Internet via Web browser and Smart phone

- Competition schedule (selectable by sport, by event, by day)
- Participant lists, start lists, results \implies download as pdf-file
- Athletes data

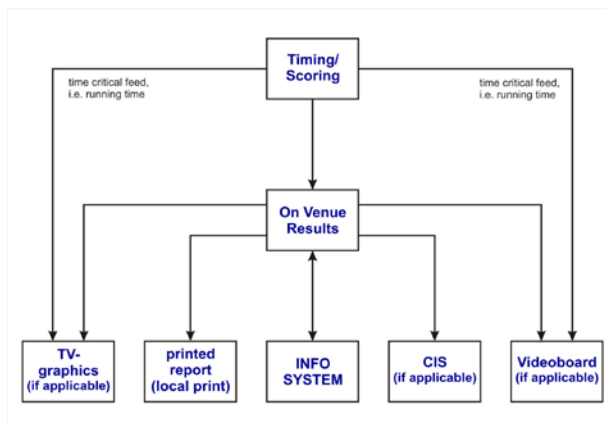


- Medals data
- Venue information
- Competition news

7. Definition of Swiss Timing Timing/Result services:

For Finswimming, Swiss Timing results application at the venue

- Swiss Timing provides its own results application and prints their reports (start list, result list...)
- The timing/scoring data will be imported automatically into the Swiss Timing results application by using a Swiss Timing internal interface
- The Swiss Timing results application is able to feed other Swiss Timing components like TV graphics, Public Scoreboard (PSCB) or Commentator Information System (CIS)



8. Standardized Procedures

8.1. IF Opening Ceremony on site specifics

1. Athletes will be led in the **march in** by first the country name board bearers and second by the flag bearers (WOC volunteers will serve as these board and flag). Each board and flag bearers are followed by the athletes of the country.
2. Introduction of participating **guests of honour**, along with inviting them to deliver speeches (speech opportunity will be given mainly to 2-3 people from IF and WOC officials).
3. The total time for the Opening Ceremony will last no more than **10 minutes**.
4. Athlete's **Oath** and the Judge's Oath (taken by respective representatives).
5. The IF then official announces the **opening of the games**.
6. The athletes **march off**.

8.2. Medal Ceremonies

- At medal ceremonies the **flags** of the three winners' delegations shall be hoisted.
- The **national anthem** of the winner shall be played.
- The flags and national anthem used in the ceremony shall be those as **recognized by the IOC** for that delegation and all three flags shall be one size.

9. DRAFT of Daily Schedule of Competition

July 19th

Jetlag Day

July 20th

09:00 - 16:00 General Training in Competition pool & Training Pool (half pools)

13:00 - 14:00 General Board of Judges: Meeting in swimming pool

14:00 - 15:00 General Team leaders: Meeting in swimming pool

July 21st

17:00 - 17:04 Finswimming Apnoea 50m Women Final

17:04 - 17:08 Finswimming Bi Fins 50m Women Final

17:08 - 17:13 Finswimming Apnoea 50m Women Medal ceremony

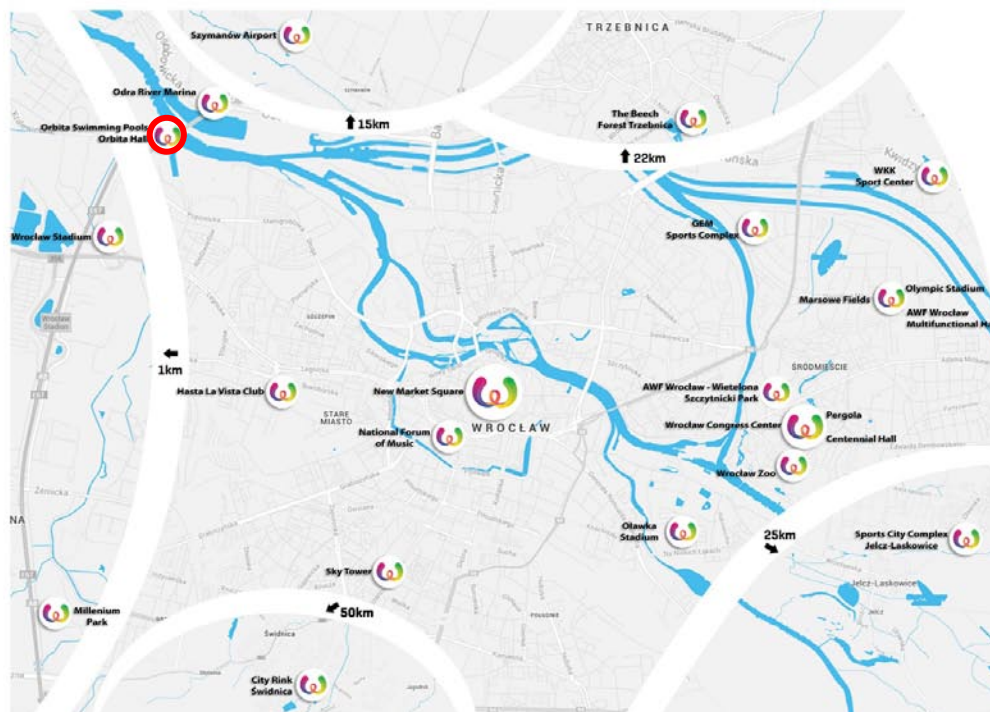
17:13 - 17:18 Finswimming Surface 100m Men Final

- 17:18 - 17:23 Finswimming Bi Fins 50m Women Medal ceremony
- 17:23 - 17:29 Finswimming Surface 200m Women Final**
- 17:29 - 17:34 Finswimming Surface 100m Men Medal ceremony
- 17:34 - 17:39 Finswimming Bi Fins 100m Men Final**
- 17:39 - 17:44 Finswimming Surface 200m Women Medal ceremony
- 17:44 - 17:52 Finswimming Surface 400m Men Final**
- 17:52 - 17:57 Finswimming Bi Fins 100m Medal ceremony
- 17:57 - 18:05 Finswimming Surface Relay 4x100m Women Final**
- 18:05 - 18:10 Finswimming Surface 400m Men Medal ceremony
- 18:10 - 18:15 Finswimming Surface Relay 4x100m Women Medal ceremony

July 22nd

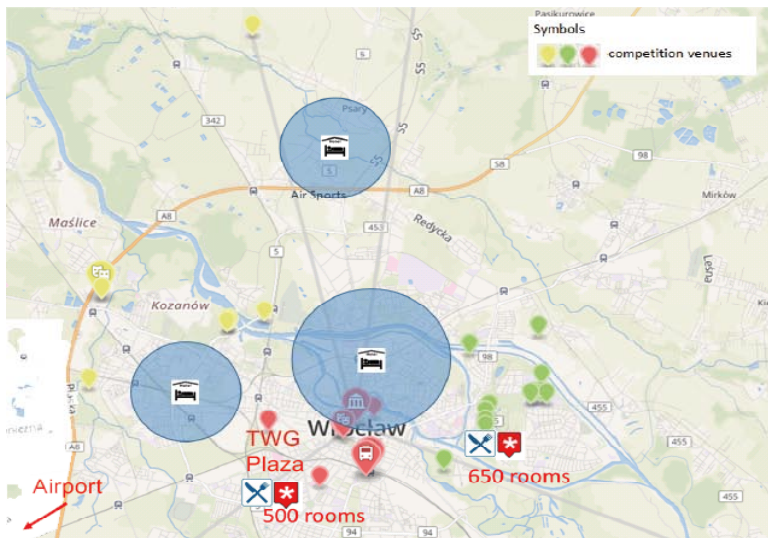
- 10:00 - 11:00 General Training in Training pool
- 18:20 - 19:20 General Training in Training pool
- 19:30 - 19:34 Finswimming Apnoea 50m Men Final**
- 19:34 - 19:38 Finswimming Bi Fins 50m Men Final**
- 19:38 - 19:43 Finswimming Apnoea 50m Men Medal ceremony
- 19:43 - 19:48 Finswimming Surface 100m Women Final**
- 19:48 - 19:53 Finswimming Bi Fins 50m Men Medal ceremony
- 19:53 - 19:59 Finswimming Surface 200m Men Final**
- 19:59 - 20:04 Finswimming Surface 100m Women Medal ceremony
- 20:04 - 20:09 Finswimming Bi Fins 100m Women Final**
- 20:09 - 20:14 Finswimming Surface 200m Men Medal ceremony
- 20:14 - 20:22 Finswimming Surface 400m Women Final**
- 20:22 - 20:27 Finswimming Bi Fins 100m Women Medal ceremony
- 20:27 - 20:35 Finswimming Surface Relay 4x100m Men Final**
- 20:35 - 20:40 Finswimming Surface 400m Women Medal ceremony
- 20:40 - 20:45 Finswimming Surface Relay 4x100m Men Medal ceremony

10.Sport and venues situations



Orbita Swimming Pool Complex (Appendix 1)

11. Games services



- Two main accommodation hubs at the universities campuses,
- Twin rooms in modulas of two bedrooms, one bathroom and kitchenette,
- Provided various of services,
- Close to catering center (less than 1 km, 10 minutes by walk),
- Easy access to TWG Plaza,
- Close to competition venues and transportation hubs,
- Spirit of the games,
- Judges and referees accommodated in other facilities than athletes,
- In general IF Competition Managers and IT will be housed in the same location as judges and referees of their IF.

12. For IF's Extra Officials

12.1. Single or twin room available only for IF's accommodated in hotels



a. Accreditation No 1

- Single bed with breakfast,
- ID-Card by specific function,
- Meals at Catering Center,
- Local transport,
- Shuttle from / to airport.

Total Costs per day: 180 euro per Person

b. Accreditation No 2

- Twin room (double room with two separate beds) with breakfast,
- ID-Card by specific function,
- Meals at Catering Center,
- Local transport,
- Shuttle from / to airport.

Total Costs per day: 130 euro per Person

12.2. Twin room at the university campus

a. Accreditation No 3

- Twin room (double room with two separate beds),
- ID-Card by specific function,
- Meals at Catering Center,
- Local transport,
- Shuttle from / to airport.

Total Costs per day: 120 euro per Person

12.3. Accreditation for Officials by specific function:

a. Accreditation No 4

- ID-Card by specific function,
- Local transport,
- Shuttle from / to airport.

Total Costs per day: 60 euro per Person



- **Does NOT include: accommodation and meals for this accreditation N°4.**

12.4. DEADLINES and PAYMENTS

26th September 2016	First estimation of number of Extra Officials and their function during TWG 2017 sent to WOC by Ifs (with division into single and double/twin rooms) <i>NOTE: each extra official must have specific role in the competition. Based on this information WOC will provide the feedback with the final number of available rooms for extra officials per sport at the same localization as IF Passport Holders from the same sport</i>
28th February 2017	Last date to provide WOC with final number of Extra Officials Deadline for online prepayment of 30%. <i>NOTE: One online payment made by IF for accreditation of all Extra officials from all countries of their sport</i>
31st March 2017	The last deadline for the transfer of personal data of Extra Officials and their duties during TWG 2017
2nd April 2017	Accreditation system opens to IWGA and WOC for data verification.
9th April 2017	Final confirmation of number of Extra Officials with every IF
May 2017	Visa -Letter of invitation sent to participants (requiring visa) or downloaded
31st May 2017	Deadline for payment of the outstanding of the fees for Extra Officials <i>NOTE: One online payment made by IF for accreditations of all Extra officials from all countries of their sport</i>

12.5. CONTACT ACCOMMODATION and PAYMENTS

ACCOMMODATION

Ms Anna Filewicz, Accommodation Coordinator

Mobile: + 48 734 155 700

E-mail: anna.filewicz@theworldgames2017.com

ACCREDITATION

Mr Cyril Allavena, Accreditation Coordinator

Mobile: + 48 734 155 656

E-mail: cyril.allavena@theworldgames2017.com

13. Flights Connections

Basic info

15 daily flights to major transfer hubs:

- Frankfurt (Lufthansa)
- Munich (Lufthansa)
- Dusseldorf (Eurowings)
- Copenhagen (SAS)
- Warsaw (LOT Polish Airlines)

64 direct destinations:

- 33 regular destinations (Lufthansa, Eurowings, SAS, LOT, Ryanair, WizzAir)
- 31 charter destinations

2.320 mln passengers served in 2015

ca 2.415 mln passengers to be served in 2016



14. VIP – Sport travel

Exclusive Travel Partner of the IWGA

VIP Sportstravel Services

- **Full package services** as well as all **pre and post travel arrangements** which are not part of the official IWGA/WOC arrangements (as determined in the International Federation Passport) will be organized and managed by VST
- VST will create tailor-made travel packages for all athletes, delegates, federations, sponsors and affiliates, media, friends and family and fans wishing to attend The World Games 2017 and seeking assistance
- Due to our local knowledge and well-developed network in Wroclaw, VST will operate the following services:
 - International and Domestic scheduled flights and charter flights on request
 - Ground transportation with busses, vans, limousines etc.
 - Accommodation in hotels, 3-5 star solutions
 - Catering (e.g. restaurant bookings, privatized locations etc.)
 - Sightseeing programmes and excursions
- **Accommodation management**
 - In cooperation with the IWGA and the WOC, VIP Sportstravel has access to the official room inventory
 - VST maintains very good relationships with worldwide well known hotel chains including ACCOR, Starwood Hotel, Hilton Worldwide, Hyatt Hotels Corporations, Intercontinental Hotel Group etc.
 - Direct negotiation with hotels in Wroclaw to obtain the best rates and flexible conditions
 - VST will make use of its network and good relations with the hotels to acquire suitable solutions to meet IFs requirements and stay within the given budget

When sending in your request, please state the following:

- Name of hotel and nights covered as stated in your respective IF passport
- Your pre and post night requirements
- Amount of rooms needed and configuration (single, double or/and twin rooms)
- **Flight management**
 - The main airlines flying to Wroclaw are LOT, Aeroflot, Lufthansa, British Airways, Austrian Airways & Air Berlin
 - VST is a licensed IATA travel agent with direct Amadeus access allowing to view airlines' live availability and manage bookings directly
 - Bookings of first, economy & business class flights
 - Group booking management with flexible conditions
 - Management of access baggage e.g. bulk luggage, sports equipment or similar
 - Charter flights & private jets can be arranged upon request
 - Assistance in case of change in booking, cancellations, delays, missing luggage etc.

VST has an agreement with Lufthansa and will receive special rates for Wroclaw! For a price quote, please send in your requirements:

- Full name of passenger (plus passport copy if possible)
- Departure city including departure and return date
- Preferred airlines, plus any airline reward card number etc.
- **Transportation management**

As part of the IF passport most attendees will have the local transportation included.

- Airport pick ups and drop offs
- Hotel to sports venue
- Hotel/ sports venue to catering venue

Should you however wish to remain flexible and have a privatized vehicle (car, van or coach) or require transfers which are not part of your IF passport then VST can assist as ongoing co-operations with local suppliers exist.

- Privatized car, van, mini-coach, coach
- Bilingual coordinators to accompany and assist guests
- Vehicle branding on request

- **Schedule and requests**

- Once all qualification rounds are over (latest 31.12.2016), please feel free to contact us for any queries you may have!
- Your request should be submitted to VST's Project Manager for next year's The World Games 2017, Timm Joel Ruwwe and the Senior Director of Sales, Michelle Lu
 - tim-joeel.ruwwe@vip-sportstravel.com
 - michelle.lu@vip-sportstravel.com
- VST's contact details as well as this presentation will be sent to you by email. Should you require immediate assistance please free to collect our contact details **NOW**.

15.Press, Medias, Contacts

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