



**TOKYO  
2020**

**#Rise2Tokyo**

**#RISE2TOKYO  
WORLD TEAM  
OLYMPIC QUALIFICATION**

**JANUARY 2020**



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## 1. GENERAL INFORMATION

**Event:** World Team Qualification Tournament

**Duration:** Maximum 6 Days

**Dates:** Between Monday 20 January to Sunday 26 January 2020

(dates will be confirmed with ITTF, depending on the location the event will take place in and the overall calendar planning)

Minimum no. of tables: 10 tables

**Tokyo 2020 Olympic Qualifiers from this event:** 9 Teams

**Location:** TBA

## 2. ABBREVIATIONS

**DCO** - Doping Control Officer

**FOP** - Field of Play

**HB** - Host Broadcaster

**ITTF** - International Table Tennis Federation

**LOC** - Local Organizing Committee

**NADO** - National Anti Doping Organization

**NOC** - National Olympic Committee

**RMS** - Result Management System

**TBD** - To be Decided

**URC** - Umpires & Referees Committee

**VOC** - Volatile Organic Compounds

**WADA** - World Anti-Doping Agency

## 3. LEGENDS

**ANNEXES:** Refers to the Annex name for each of the files.

**TBA:** Specific points to be decided between the ITTF and the LOC.

#### 4. ITTF WEBSITE & SOCIAL MEDIAS



**Website:** [ITTF.com](http://ITTF.com)



**Facebook:** [@ITTFWorld](https://www.facebook.com/ITTFWorld)



**Instagram:** [@ITTFWorld](https://www.instagram.com/ITTFWorld)



**Twitter:** [@ITTFWorld](https://twitter.com/ITTFWorld)



**Weibo:** [@ITTFWorld](https://www.weibo.com/ITTFWorld)



**Youtube:** [@ITTFChannel](https://www.youtube.com/ITTFChannel)



**Dailymotion:** [ITTFChannel](https://www.dailymotion.com/ITTFChannel)

## 5. GENERAL TERMS

### 5.1. Introduction note

The ITTF provides the LOC with this document, the “Event Guidelines”, to be used as a detailed extension, of the “Contractual Agreement”, between the two parties.

The LOC has the duty to take all measures that it may deem necessary for the success of the event. However, such measures shall be subject for approval by the ITTF. Furthermore, the LOC must work closely and efficiently with the ITTF Staff in following the progress on the organization of the event, by providing all plans and proofs of implementation of all requirements.

The LOC shall ensure that all participants are treated in the same way and all enjoy equal rights. Special requests by any of the participants shall be forwarded to the ITTF for approval. The LOC can rely on the closest cooperation from the official bodies of ITTF and also from the participants and their National Associations.

The ITTF and LOC agree that the following terms and conditions apply for the event.

### 5.2. Annexes

The annexes form an integral part of the “Event Guidelines” and are therefore included in all specific references, as such.

**ITTF Handbook** (the valid version at the time of the event)

**Lights Guidelines**

**Sports Presentations Guidelines**

**TV-production Guidelines**

**ITTF Streaming Guidelines**

**Brand Partnership Policy**

**Sponsors Rights and Agreements** (to be included after concluded)

**Directives for Match Officials**

The ITTF is responsible:

- to ask the LOC to counter-sign a declaration form, confirming access to the latest versions of all documents that form the “Event Guidelines”, all to be marked with “Version\_YEAR\_MM\_DD”.
- to inform the LOC on any updates of the Annexes and update the declaration form accordingly.

### 5.3. Amendments

The document “Event Guidelines”, constitutes an integral part of the “Event Contractual Agreement”, and may be amended from time to time as needed.

Amendments:

- may occur during or after each ITTF Site Inspection.
- will not take place without ITTF discussing with the LOC.
- will be communicated in writing and the amended version of the file will include all mark-ups for easier reference.
- will be confirmed between the two parties and the ITTF will send a clean version of the amended document for both parties to confirm and sign.

### 5.4. LOC (Local Organizing Committee)

The National Association and the local authorities collectively form the LOC.

However, the National Association is ultimately responsible to the ITTF, for all matters pertaining to the event.

The LOC is responsible to:

- engage the adequate number of employees (including but not limited to Event Manager, Marketing Manager, Sponsorship Manager, VIP Manager, Media Manager, Technical Manager, Results Manager, Venue Operations Manager, Logistics Manager, Transport Manager, Food and Beverage Manager, Security Manager, Accreditation Manager, Manpower Manager, etc.)
- engage sufficient number of volunteers for a smooth preparation and implementation of the event, as detailed in these guidelines.

### 5.5. Event Insurance

The LOC is responsible to:

- purchase event insurance, for the period of the event, to cover the liability of its employees, spectators, players, participants and volunteers and any financial obligations.
- ensure medical care at the venue(s) for all accredited participants and spectators. The medical care is at the expense of the LOC for all accidents that may occur during any local transportation arranged by them.
- carry civil responsibility (third party liability) for all accidents.

Each NA entering the event:

- must ensure that all delegation members have medical insurance for the duration of the event.

### 5.6. Event Security

The LOC is responsible to:

- provide sufficient security forces to ensure the complete safety of the visiting teams, spectators, and all guests/partners.
- ensure that all equipment used for the event (e.g. lights, tribunes, LEDs, etc) is safe and according to high safety standards.

### 5.7. Other Events

The LOC is responsible to:

- confirm with the ITTF, in advance and in writing, for any additional events to be run in parallel to the event.
- assist ITTF with the coordination and implementation of side events, as may be requested and agreed in advance. The terms and conditions for the implementation of other events will be agreed between the two parties.

### 5.8. ITTF Site Inspections

The visits and inspections will be held by the ITTF Staff.

The LOC is responsible to:

- provide full hospitality (accommodation, meals and transport) up to a total of 20 nights.
- respect all decisions made during the ITTF Site Inspections.

The ITTF is responsible to:

- cover the costs for any additional visits or any additional members of the ITTF Staff.

### 5.9. Reports

The LOC is responsible to:

- involve the ITTF as part of the event budgeting process.
- provide the ITTF with audited financial statements for the event, within 3 months after the conclusion of the event.
- submit a final comprehensive report to the ITTF, within 3 months after the conclusion of the event.



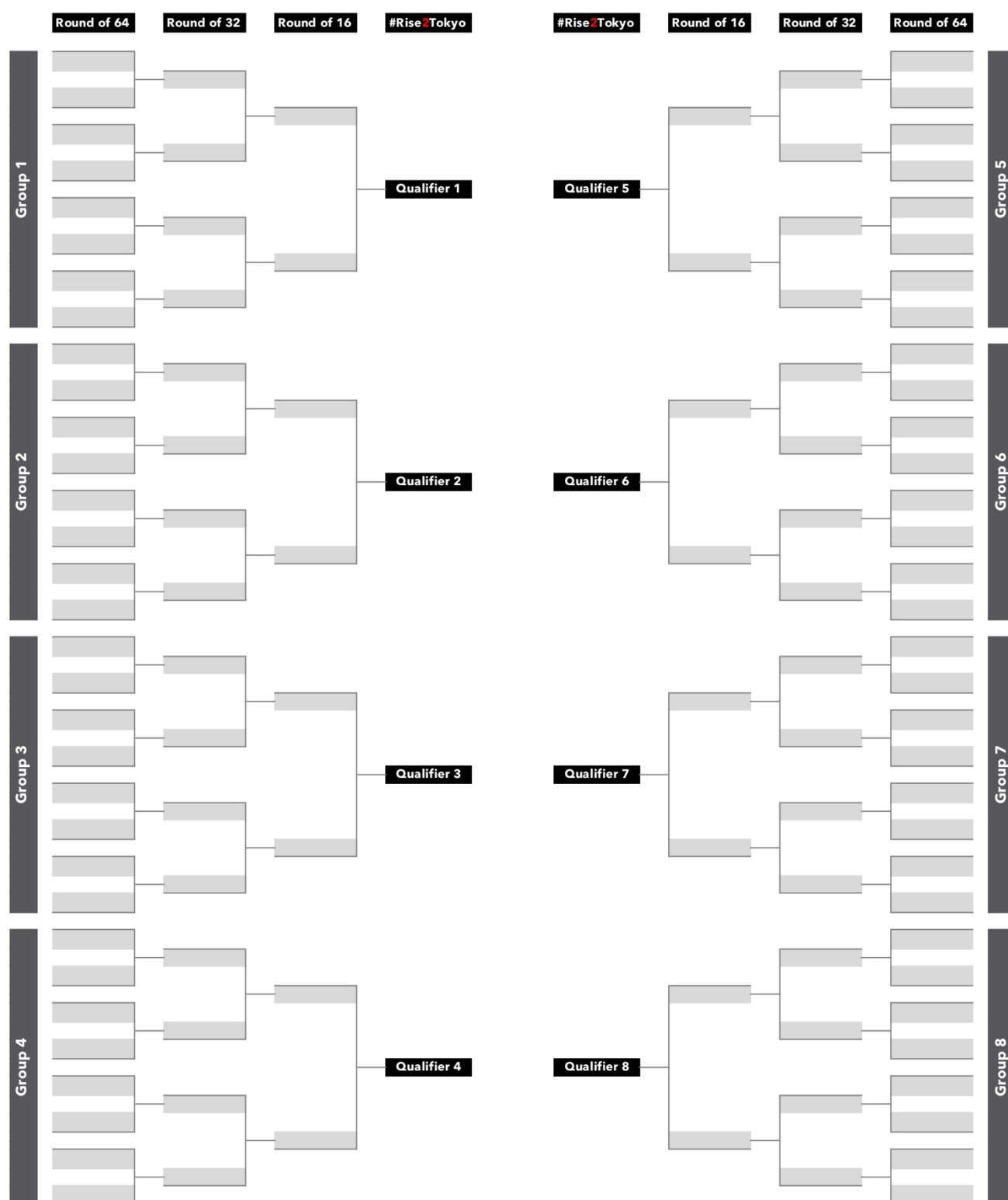
## 6. SPORT SPECIFIC DETAILS

### 6.1. General details

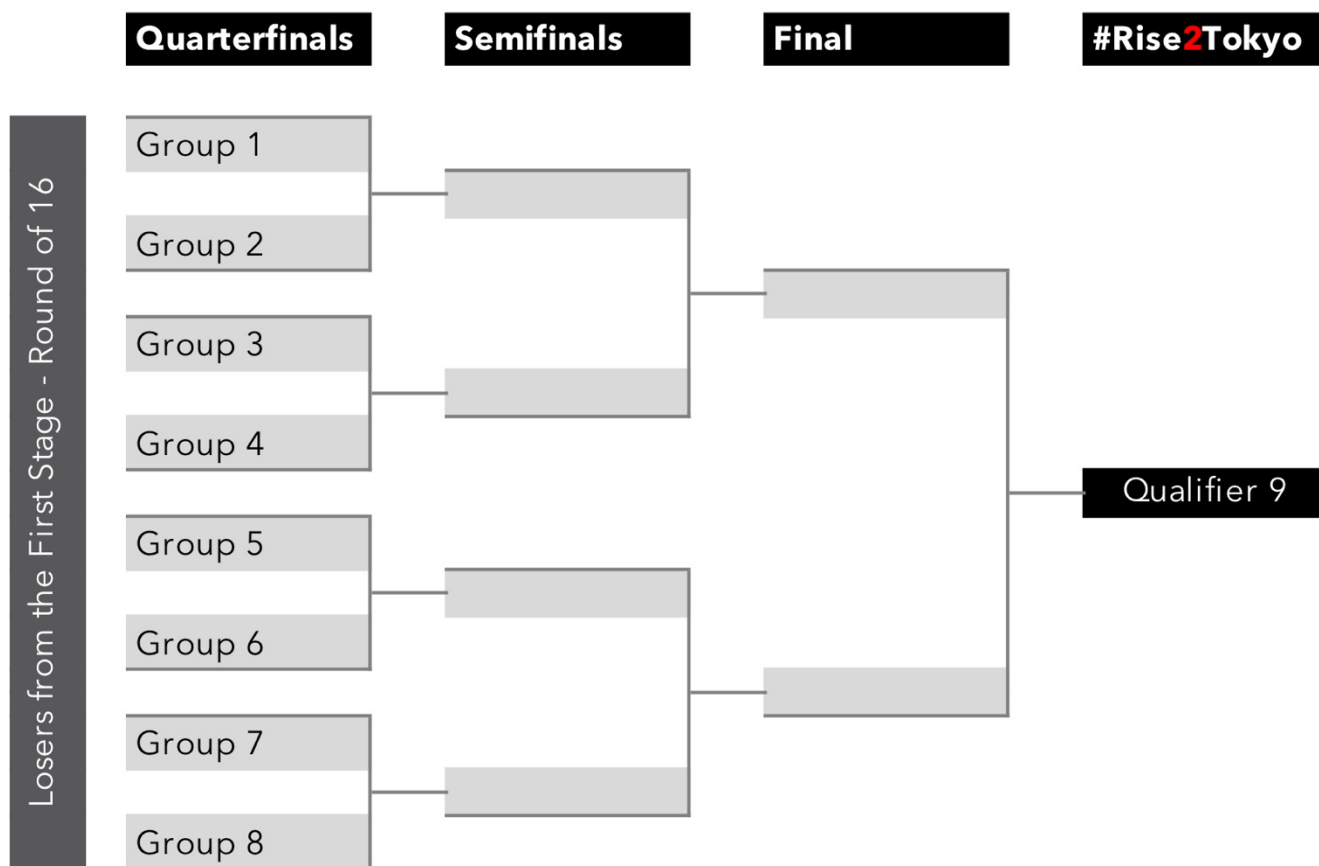
**Playing format:** Knockouts

**Stages and how to qualify:**

First stage: A knockout of 64. The 8 teams, which make it to the Quarter Finals (Round of 8) will qualify to the Tokyo 2020 Olympic Games. Quarter-Finals, Semi-Finals and Final will not be played.



Second stage: All losers of the Round of 16 from the first stage, will progress to a new knockout and only the winner of this second stage will qualify to the Tokyo 2020 Olympic Games.



**Number of matches:** Teams will play no more than 2 team matches per day

**Team playing system:** Olympic playing system

- Match 1: Double BC vs YZ
- Match 2: A vs X
- Match 3: C vs Z
- Match 4: A vs Y
- Match 5: B vs X

**Number of players per team:** Minimum 3 players – maximum 5 players.

**Seeding for the first stage:** Will be done as following:

- **Ranking List:** January 2020 World Team Ranking.
- Draw will be done according to seeding:
  - Seed no. 1: position 1
  - Seed no. 2: position 64
  - Seed no. 3-4: positions 32, 33
  - Seed no 5-8: positions 16, 17, 48, 49
  - Seed no. 9-16: positions 8, 9, 24, 25, 40, 41, 56, 57
  - Seed no. 17-32: positions 4, 5, 12, 13, 20, 21, 28, 29, 36, 37, 44, 45, 52, 53, 60, 61
  - Seeds no. 32-64: drawn randomly to remaining positions, with any byes drawn into the highest seeds.

**Separation:** There will be no other separation at any of the stages.

## 6.2. Competition Schedule

The competition schedule:

- is a work-in-progress and will be decided in close collaboration between the ITTF and the LOC, based on the proposal by the ITTF Competition and Marketing Departments, with the validation of the Technical Commissioner.
- final version will be provided to the LOC from the ITTF no later than 1 month before the event.

## 6.3. Draws

The draw ceremonies will be followed by many fans, media and players around the world which means that the set-up and general look must be well prepared, attractive and spectacular.

Draw details:

Stage 1

- Date: TBA
- Time: TBA
- Place: TBA

Notes:

- The draws will take place before the event.

### 6.4. Prospectus

The prospectus forms the invitation document for all NOC(s), eligible to participate at the event.

The prospectus:

- will contain specific information related to the event, e.g. dates, location, accommodation fees, sport equipment, key deadlines, players' obligation etc.
- template will be prepared by the ITTF.
- will be completed by the ITTF and the LOC.
- final version will be confirmed and approved by the ITTF.
- will be published and distributed at least 2 months before the start of the event, on the ITTF.com event page and through e-mail.

### 6.5. Entries and fees

#### 6.5.1. Entry deadlines

- Specific dates will be listed in the prospectus.
- No entries will be accepted after the date specified in the prospectus.

#### 6.5.2. Entry fees

- The entry fees will be quoted in USD (\$) or EUR (€) and have to be collected together with the hospitality fees.
- The accreditation fee, inclusive of the participation fee, will be USD \$300 (or approximate equivalent in EUR (€) as confirmed by ITTF) per accredited person. The accreditation fee must be waived for those participants who choose one of the hospitality packages.
- The ITTF should receive from the LOC USD \$50 per person for each accredited person.

#### 6.5.3. Cancellation deadlines and fees

- Specific dates will be listed in the prospectus.
- Specific amounts and terms of payments will be listed in the prospectus.

#### 6.5.4. Hospitality fees

- The fees and terms of payment will be listed in the prospectus.
- The hospitality fee must be approved by the ITTF prior to being finalized.
- The hospitality fee will be 100% kept by the LOC, with the exception of the USD \$50 per accredited person which has to be paid to the ITTF as part of the participation fee.

## 6.6. Bulletins

The LOC can issue bulletins, which in general:

- must be issued in English and in any other language if deemed necessary.
- should be prepared according to the ITTF template.
- should be approved by the ITTF.
- will be sent by the ITTF and/or LOC to ITTF stakeholders.

## 7. VENUE

### 7.1. Venue Details

- Venue Name: TBA
- Venue Manager: TBA
- Venue Website: TBA
- Venue Delivery Address: TBA
- LOC Venue Manager: TBA

The venue details will be listed in the prospectus.

The venue floor and table plans must be approved by the ITTF.

### 7.2. Competition Venue(s)

The competition venue(s):

- will consist of 1 or 2 competition halls, as agreed by the ITTF and the LOC.
- will be discussed between the ITTF and the LOC, based on the capacity and setup of each different venue.
- will have a total number of maximum 10 competition tables.
- will have a minimum of 1 show-court (~10m x 20m), with LED-screens from day 1 (at least on the short sides).
- will have a TV show-court and ITTF streaming courts setup as prepared by the ITTF and the LOC. A detailed drawing of the positions of the floor stickers will be send to the LOC, no later than 2 weeks prior to the event.
- must be ready for practice minimum 2 days before the event starts.
- must be open minimum 2 hours before the first scheduled match, on each competition day.

### 7.3. Main competition hall

The main competition hall:

- will have a maximum of 10 tables progressively reduced to 2, later to 1 according to the schedule to be agreed upon between the LOC and the ITTF.
- for each show court the estimated dimensions (including space for cameras etc. on all 4 sides, is ~ 30m x 20m)

### **7.4. Second competition hall (if needed)**

The second competition hall:

- will have the additional competition tables as needed
- will have sufficient space for the number of tables as needed. The space can be calculated after the main competition hall plans are confirmed.

### **7.5. Training Venue(s)**

The training venue(s):

- must be in close connection to the competition hall(s).
- will have sufficient space for 24 tables (maximum ~3500m<sup>2</sup>)
- will have courts of a minimum size of 7m x 14m.
- must be ready for practice minimum 3 days before the start of the event.
- must be open minimum 2 hours before the first scheduled match, in each competition day.

### **7.6. Lighting**

The LOC is responsible to:

- ensure 2000 lux for the competition venue(s) with TV tables
- ensure 1500 lux for the competition venue(s) with non-TV tables
- ensure 1000 lux for the training venue(s)
- ensure box-ring lighting for the 1 show court table, according to **Annex: Lights Guidelines**.

### **7.7. Sport equipment**

The sport equipment:

- will be used as described in the “Contractual Agreement” and the ITTF Handbook.
- details about the brand, model and colors will be discussed between the ITTF-LOC-Equipment Suppliers with the ITTF having the final decision.

The LOC is responsible:

- to ensure the correct use of all the ITTF Sponsor’s equipment.

- to coordinate with the ITTF and the equipment suppliers to allow sufficient time for the equipment setup.
- to ensure that a sub-floor is placed under the sports floor, for all competition and training venues according to the ITTF Technical Leaflet T6. The sub-floor is very important and should not be underestimated. Any uneven surfaces will not be accepted since it will affect the playing conditions. If the LOC is unsure about what sub-floor to use, please contact the ITTF Staff. If the competition is played in different halls with different base floors, it is of great importance to install the same sub-floor in all halls to even out the differences.

### **7.8. Seating/tickets**

Sufficient number of seats must be guaranteed for VIPs, spectators, officials, players, coaches, umpires and volunteers, at all times including the finals.

#### **7.8.1. General seating:**

The LOC is responsible to:

- discuss with the ITTF the total number of seats required, based on each market.
- work with a professional ticketing and promotion company to ensure successful tickets' sales.
- allocate a minimum of 50 VIP seats.
- reserve a minimum of 20 VIP seats for the ITTF officials and sponsors, in the main competition hall. The seats must have a clear view over the venue and needs to be placed so that the VIP guests will not be in the main cameras at any time.
- position the VIP seats, in close connection to the VIP-area.
- provide to the ITTF up to 30 daily VIP-passes/tickets, free of charge.
- provide to the ITTF up to 30 transferable regular tickets per day, free of charge.
- provide to the ITTF Sponsors an additional number of VIP-passes/tickets, as indicated in the sponsorship contracts.
- provide a small lounge for the ITTF sponsors/VIP to use with easy access to the VIP-seats.
- reserve sufficient number of seats in a special tribune for the players, coaches and other officials of the participating teams.
- allocate a separate tribune with designated seats for the referees, commissioners etc., in agreement with ITTF.

#### **7.8.2. Technical/Operational Desk**

A technical desk should be setup, with the following basic requirements:

- off the FoP, but in close proximity with direct access and clean view.
- sufficient number of working desks and chairs for ~40 persons (15 seats to be reserved for ITTF, 3 for Match Officials and additional seats as needed for the LOC staff and partners).

- sufficient number of power sockets and ethernet ports.
- branded and covered as needed to be off the camera views. If needed, there should be an additional branded PVC or other material of ~30cm height, to cover all materials on the working desks.
- Minimum 60cm space behind the chairs (in sitting position) for people to walk.
- Small table lamps if the desk will be too dark at times.

### **7.8.3. FOP (Field of Play) seating**

The LOC is responsible to:

- allocate up to 6 high quality chairs per competition table for team events, that are presentable for TV.
- reserve space behind the playing area, at the short sides of the tables and on the side facing the main camera.

The LOC is responsible to further allocate:

- 4 x (no. of competition tables) seats with access and visibility to the playing area, for team doctors and physiotherapists.
- up to 3 seats close to the exit of the FOP, for the anti-doping chaperons.
- up to 4 seats for the LOC medical and first aid staff.
- these seats locations that are clearly separated from the coaching benches and not visible in the camera shots.

### **7.9. Players' and Coaches Lounge**

Access to the players' lounge should be given to players and coaches by accreditation.

The LOC is responsible to offer:

- snacks, sandwiches, instant noodles and fruits
- soft drinks, hot and cold water
- chairs and tables
- comfortable furniture, such as sofas and/or couches
- TV screens showing the world feed and results. The number of screens is depending on the size of the area.
- sufficient options for vegetarians.

### **7.10. Changing and Massage Rooms**

The LOC is responsible to allocate sufficient number of:

- massage rooms, with massage tables and other necessary equipment e.g. bins etc.



- changing rooms
- WC rooms

in the competition and training venue(s). All rooms should be separated for male and female.

### **7.11. Match Officials' Lounge**

The LOC is responsible to:

- allocate 1 Match Officials' Lounge, depending on the number of umpires and the venue layout.
- equip the Match Officials' Lounge with:
  - chairs and tables
  - comfortable furniture, such as sofas and/or couches
  - water (hot and cold)
  - coffee and tea if possible
- at least 30 secure lockers, which can be placed in a separate room in close proximity.

### **7.12. Exhibition Area**

The Exhibition Area is very important, for the ITTF, the LOC and their partners and sponsors.

It is recommended that the LOC works closely with an experienced fair company, to ensure the best possible conditions.

The LOC is responsible to:

- allocate a high-traffic space, incorporated into the public area, for the exhibition area.
- separate the exhibition area from the entrance(s) for VIP and accredited persons.
- provide exhibition stands (including walls, carpet, electricity, wi-fi and storage room) free of charge and according to the Commercial Contract(s):
  - Event Title Sponsor
  - Event Major Sponsor(s)
  - Event Equipment Sponsor(s)
  - ITTF (if requested)
  - Other Sponsor(s), as might occur from the Commercial Contract(s).
- be responsible to offer the remaining exhibition space directly to other companies interested, including table tennis and non-table tennis equipment companies.
- request the ITTF to assist with the names and contacts of all ITTF approved equipment manufacturers.

- seek the approval of the ITTF for the full list of exhibitors, to ensure there is no conflict with the ITTF's commercial agreements.
- provide sufficient space to all exhibitors.

### **8. THE VIP AREA**

The VIP area is an important part of the event where sponsors, partners and other important persons meet and socialize with each other. The points listed below are crucial to make the VIP area a success, however, the LOC must work hard to create a unique and friendly atmosphere. The VIP area must also be nicely branded in accordance to the general branding of the venue.

The LOC must work closely with ITTF to explore and define new innovative VIP ticket sales strategies.

#### **8.1. VIP Manager**

The LOC must appoint a VIP Manager to:

- be the main contact for ITTF Staff for all matters regarding VIP (no later than 3 months before the event).
- be the main person in charge of the VIP implementation.
- be the person in daily contact with the catering staff and the event manager.
- ensure that a daily newsletter and other information must be available in the VIP area.

#### **8.2. VIP guests**

The list of guests is to be agreed between the ITTF and the LOC, but in general the below applies:

- Sponsors with VIP access
- ITTF Executive Committee and 2 Accompanying Guests
- ITTF Officials plus Accompanying Guest
- ITTF Professional Management Team, plus Accompanying Guest
- ITTF Professional Staff
- Continental Presidents plus 2 Accompanying Guest.
- Others

Note: The total number of VIP accreditations and tickets distributed/sold shall not exceed 2 times the actual capacity of the VIP Area.

Notes:

- Selected Primary Guests shall be entitled to upgrade passes, to be given to Accompanying Guests at their own discretion.

- Unless otherwise stated, Accompanying Guests shall only be allowed entry when accompanied by Primary Guests. The number of Accompanying Guests shall be indicated on the accreditation cards of Primary Guests.
- VIP F&B should be an “add-on” to the general meal service for the special guests, not a replacement.
- The VIP Area must be recognizable as a VIP area in an area clearly distinguished from other areas.
- Guests must experience a unique environment. They must feel good, safe and comfortable

### **8.3. VIP Services and Requirements**

The LOC is responsible to provide the below minimum requirements:

#### **8.3.1. Space**

- Large enough for total of 50+ persons
- Tables and chairs for 25+ sitting persons
- Standing tables for additional 25+ standing persons

#### **8.3.2. General requirements:**

- Catering facilities
- TV-screens showing the world feed
- TV-screens showing live results
- Private meeting areas
- The furniture must be more than standard equipment
- Being able to create atmosphere, by dimming the light
- Dinnerware and cutlery (glass/porcelain and stainless steel)
- Flowers, candles or other decorations on the tables
- Napkins (paper or fabric) on all tables
- A possibility to charge electronic devices

#### **8.3.3. Service**

- There must be a bar with the assortment stated below.
- The bar must be permanently attended by minimum one employee.
- Waiters must be present at all times to ensure a clean and friendly atmosphere.
- During lunch and dinner time it is recommended to use one or two extra waiters for clearing tables.
- A coffee/tea corner is recommended. Biscuits, milk and different teas from renowned brands.
- Any sponsor refrigerators must be filled in time by the operating staff.

- Description labels for each type of food (in English and ideally with pictures)

### **8.3.4. Food**

- Meals should be provided each day.
- Lunch between 12:00pm (noon) and 3:30pm
- Dinner between 6:30pm and 10:00pm.
- During meals hot food must be served with some local specialties, international food, salads, vegetarian options.
- Finger food and beverages should be available from 30 minutes before the start of the first match of each day and until 15 minutes after the end of the last match. The food choices can be adapted to the time of the day (e.g. more breakfast type of options at morning and other food in the afternoon).
- The food and beverage plan must be submitted and approved by the ITTF Marketing Department no later than 3 months before the event.

#### Lunch and dinner

Lunch and dinner in the form of a buffet, is recommended, with the following minimum requirements:

- hot starter dish e.g. soup.
- meat option, as main dish
- fish dish (boneless), as main dish
- side dish (e.g. pasta, rice, potato)
- additional cooked vegetables
- salad
- two types of bread, in white and brown
- Sufficient flavorings including but not limited to olive oil, vinegar, tabasco etc.
- Minimum two cakes for desert.
- Varieties of fruit and yoghurt for dessert.

#### Finger Food

Finger food must be offered, outside meal times, with minimum the following requirements:

- Fruit
- Salty snacks (minimum chips and nuts)
- Sweet snacks
- Yoghurt

### 8.3.5. Beverage

- Beer
- Preferably one draft beer (of an international brand)
- Local beer in bottle is recommended, provided good quality
- Alcohol-free beer
- A type of beer with low alcohol content is also recommended e.g. a cider.
- Water:
- Still water (bottled)
- Sparkling water
- Hot water
- Wine:
- Minimum two different red wines (dry, preferably Syrah, Cabernet, Sauvignon, Tempranillo, Merlot)
- Minimum two different white wines (dry, preferably Chardonnay, Sauvignon Blanc, Chenin Blanc)
- Minimum one rosé wine, of good quality
- Minimum one sparkling wine (e.g. Prosecco or Cava)
- Soft drinks
- Common types, also light/diet version
- Fruit juices.
- Coffee
- Tea
- Milk

### 8.3.6. Operations

- An emergency number must be clearly visible.
- It is recommended to have only one entrance to the VIP area.
- The LOC must appoint a group of volunteers for the VIP area, with two responsible group leaders.
- In case of using coloured wristbands, the LOC must indicate which colour is valid for each day.
- In case of doubt regarding access, consult the ITTF VIP Manager.
- All entrances from the stands to the VIP area must be guarded.

- Security doors and other doors should only be opened from the VIP area (if the applicable safety regulation allow).

### 9. HOSPITALITY

The LOC is responsible to offer hospitality packages which include, but are not limited to:

- Accommodation
- Meals
- Transport
- Accreditation
- Visas

#### 9.1. Hotel(s)

The LOC will use the following hotels:

- Hotel 1: TBA
- Hotel 2: TBA
- Hotel ..: TBA

The LOC is responsible to:

- confirm the full contact details and categories on the hotel(s) to be indicated on the prospectus.
- ensure that hotels are not changed after the Prospectus is published. Only in situations out of the control of the LOC a change can be agreed, but only with the prior approval of the ITTF. If such change is approved, all NA(s) have to be informed individually by the LOC for the change.

#### 9.2. General hospitality requirements

The LOC is responsible to provide hospitality as follows:

- The full hospitality packages must be available starting 2 days before the event starts. Participants arriving earlier than 2 days must contact the LOC directly to make special arrangements.
- The package for those entitled to free hospitality, starts from lunch on the day before the event starts to breakfast on the day after the event ends.
- Extra days, not covered by hospitality, will be charged according to the rates decided for all participants arriving one, two or three days before the free hospitality starts.
- The hospitality package includes an obligatory minimum of 2 nights for players and coaches, and minimum 2 nights for all other accredited persons.

## 9.3. Hospitality conditions for people entitled to free hospitality

The LOC is responsible to provide free hospitality as follows (provisional):

- up to 3 ITTF Executive Committee + ACC persons
- Olympic and Paralympic Commission members (maximum 5)
- up to 2 Full members of the Athletes Commission (only members not entered as players)
- 2 doping control supervisors.
- all the International Umpires and Referees invited, in accordance with the Directives for Match Officials issued by the ITTF.
- ITTF staff – maximum 10 persons (for the period needed).
- Sponsors entitled for free hospitality

Conditions:

- All participants will be accommodated in hotels, located within a short distance from the competition venue(s).
- All ITTF officials and staff will be housed in single occupancy rooms at the ITTF Official Hotel.

The LOC is further responsible to provide the following:

- A suite for the ITTF President.
- A suite for the ITTF Deputy President.
- Up to 5 deluxe or executive rooms for the Executive Committee members, the CEO and senior staff.
- Rooms to the sponsors, according to the specific agreement with each sponsor and according to the Commercial Contracts.
- to the accompanying persons for each of the ITTF Executive Committee members: free hospitality and an accreditation at the same level as those of the ITTF Executive Committee members.

## 9.4. Hospitality conditions for people not entitled to free hospitality

The LOC is responsible to provide hospitality options as follows:

- ITTF - additional number of rooms, as requested, in the ITTF Official hotel or other Event Official hotels, for a discounted rate of maximum 75% of the official hospitality rate(s).
- ITTF Accompanying Persons
- Continental Federations

- National Associations and Players, who are listed on the NAs' official entry forms can be accommodated with the others and on the same basis, including meals, transport and accreditation.
- Others

Rates:

- USD (\$) or EUR (€) TBA per person per day in a twin/double rooms or
- USD (\$) or EUR (€) TBA per day in a single room.

Extra persons entered on the official entry list of an NA, but not entitled to free hospitality, can be accommodated on the same basis, including meals, transport and accreditation, at a rate of:

- USD (\$) or EUR (€) TBA per person for double occupancy rooms
- USD (\$) or EUR (€) TBA per person for single rooms

### 9.5. Meals

The LOC is responsible to:

- provide all meals to participants who are entitled or purchased a full hospitality package.
- ensure that people with different religions, cultures, allergies or other wishes will be provided with enough options during meal times.

#### 9.5.1. General requirements

The LOC is responsible to ensure that the below requirements are met:

Breakfast will be served at the respective hotels while lunch and dinner will be served at TBA location.

The restaurants will be open, depending on the competition schedule and as agreed in advance with the ITTF Competition Department.

Recommended minimum time requirements:

- Breakfast: from 06:30 until 10:00
- Lunch: from 11:30 until 16:30
- Dinner: from 18:30 until 23:00 (or 30' after the last match)

#### 9.5.2. Buffet range recommended for lunch and dinner:

- A hot starter dish e.g. soup.
- A meat option, as main dish
- A fish dish (boneless), as main dish



- A vegetarian option, as main dish
- A side dish (e.g. pasta, rice, potato)
- Additional cooked vegetables
- Two Salads
- Two types of bread, in white and brown
- Sufficient flavorings including but not limited to olive oil, vinegar, tabasco etc.
- Minimum one cakes for desert.
- Fruits and yogurt
- Coffee and tea
- Ideally, all options are to be properly labelled in English, and if possible with pictograms, to identify clearly at least pork, beek and vegetarian options.

### 9.6. Transportation

A smooth and well-planned shuttle service is crucial for the success of the event. The LOC must, well in advance, appoint one or two persons responsible for the transportation.

The LOC is responsible to offer the following three different types of transportation:

- Arrival and Departure service
- Regular shuttle service (from/to hotel(s) from/to venue(s))
- Public transport service (Optional)
- VIP-transport service

The schedule and plans for all transport services should be shared with ITTF.

#### 9.6.1. Transport center

A transport center must be located in the venue.

The LOC is responsible to secure the below requirements:

- enough space for ~50 people.
- easy access for all accredited persons.
- lists with the latest schedules must be available. No lists with transportation and/or departure times should be published in public areas.

#### 9.6.2. Arrival and departure service

The LOC is responsible to:

- provide free transportation to all accredited persons, from and to the pick-up/drop off points listed below:

- TBA Airport(s)
- TBA Train Station(s)
- try its best to obtain the arrival and departure times for all participants and teams.
- provide transportation to all those who submitted their travel details on time.

### 9.6.3. Regular shuttle service

The LOC is responsible to:

- provide free shuttle service to all accredited persons, between the hotels and the competition hall(s), if more than 8 minutes walking or expected bad weather conditions.
- develop the shuttle schedule according to the competition schedule, and it will be approved by the ITTF Competition Manager.

### 9.6.4. Public transport service

The LOC can optionally:

- provide free access to the public transport for all accredited persons, as an additional service.

### 9.6.5. VIP-transport service

Besides the regular shuttle service, a car pool of 10 cars, with a driver each, must be available to identified ITTF executives, officials and staff during the event. These may be needed only for short journeys a few times each day, so a suitable system must be developed. ITTF will provide the LOC with a list of all VIP pick-ups no later than two weeks before the event.

The LOC is responsible to:

- source courtesy cars from a car sponsor, or procured by the LOC, for the transportation of some of the ITTF officials and sponsors.
- allocate 4 cars with designated drivers, at all times.
- recruit drivers, who must be informed that these persons are VIPs and should have a high level of service. The drivers must also have good knowledge about the city and the routes to avoid for high traffic roads.
- allocate 4 cars with drivers for sponsors, available at all times.
- allocate 2 cars to be on a shared basis as needed.

## 9.7. Accreditation

Accreditation center details:

- For ITTF Officials and Staff: TBA Place (preferably at the hotel(s))
- For Delegations: TBA Place

- For Referees and Umpires: TBA Place
- For Media: Press Center

The LOC is responsible to:

- setup the accreditation center, with adequate space of ~60 sqm.
- follow the ITTF guidelines for the flow, as will be submitted in detail at later stage.
- ensure sufficient number of volunteers and staff to help run the accreditation process.
- provide a rest space for delegations at, or near, the accreditation area.
- ensure that the accreditation for the participants has to be prepared based on the standard accreditation system produced and developed by ITTF.

### **9.8. Visas**

The work with assisting participants, delegates or other accredited persons with visas, must start well in advance of the event. Note that failure to provide visas to all members of the ITTF will result in the cancellation of the event.

The LOC is responsible to:

- request from the host country's government authorities the availability of visas to all participants, as per the "Contractual Agreement".
- provide a list of those countries that need visas to enter the host country and further inform the ITTF of any specific problems.
- guarantee that all NAs and all participants (members of the ITTF), wishing to enter, will receive an entry visa according to the ITTF visa application policy.

## 10. TECHNOLOGY & RESULTS

### 10.1. Internet

The LOC is responsible to ensure the following:

- Internet connection is available in all venue(s), according to the specifications provided by the ITTF no later than three (3) months before the event.
- Internet connection is provided in public areas so that spectators, exhibitors and other public can easily access.
- Minimum 12 dedicated Internet Lines are provided, with a total bandwidth of 1500 Mbps. The following dedicated internet lines must be provided:
- ITTF RMS (main control desk): cable
- ITTF Competition Team (all control desks): cable + wi-fi
- ITTF Live Streaming (all venues): cable
- ITTF Media (press tribune): cable
- Press Center: cable + wi-fi
- Media (media tribune): cable + wi-fi
- Participants (all areas): wi-fi
- Officials (all related areas): wi-fi
- Minimum 3 other lines, in case of additional venue(s).
- All wi-fi connections are secured with different passwords.
- Confirm with the ITTF each dedicated internet-line bandwidth (Mbps) and the final number of cables per line.

### 10.2. Results Management System (RMS)

The event will be managed with the ITTF RMS on site, presented in English.

The LOC is responsible to:

- to cooperate and give all technical and human assistance to set-up and run the RMS.
- appoint a Result Manager to be in charge of the result system.
- appoint a Technical person, who must be available at the venue, in case of urgent or unexpected IT/LOC related issues.
- help in ensuring the quality of results delivery by providing all network set-ups under the supervision of the ITTF.
- provide and install all necessary LAN cables, switches, routers, access points, splitters, power supply or other suitable systems during the venue installation.
- ensure that in case of having more than one venue, not connected to each other, all necessary equipment and services needed to establish a VPN connection between those venues, must be prepared in advance.

- coordinate with ITTF the provision for screens and stands, depending on the sponsorship agreements.
- provide sufficient number of volunteers for the ITTF Event Management and to help with Live Scoring, under the control of the ITTF Competition Department.
- ensure the venue plans are confirmed, so that the ITTF Staff can prepare exact diagrams and numbers.
- provide results service regularly and frequently, ideally detailed result sheets should be printed after each round or at least after each block of matches is played. Before printing and distribution, the results sheets have to be checked and validated by the ITTF Competition Department.
- have at minimum a big video display (LED preferred) and electronic information displays with player information must be available in all competition halls. The information will be displayed in English (provided by the ITTF). In case of using the local language, it is up to the LOC to provide the content.
- ensure that public announcements may complement the visual information. There will be public speakers in the competition halls making announcements in English and in local language.
- secure a number of TV screens showing live results (content by ITTF) to be placed in strategic areas including, but not limited to, the press center, the VIP area, the ITTF Administration, the players' lounge, etc.
- secure a number of TV screens showing the draws for each event (content by ITTF) should be placed in an area (or areas) in view of the public, the participants, the officials and the VIP.

The ITTF is responsible to:

- provide the software and specific hardware (touchpads, Raspberry PI, servers etc.).
- coordinate with LOC the final arrangements for the hardware details (cabling, number of TV Screens etc.).
- ensure regular results' service will be provided through the ITTF.com event page, where anyone can check and follow the up to date results.
- ensure that the electronic displays at each competition table will show both results and players information.

## 11. FUNCTIONS/SERVICES

### 11.1. Medical Services

The LOC must provide first-aid and medical services and specialists as described below.

The LOC is responsible to ensure the following specifications are fulfilled:

- The rights of the players, officials and spectators to dignity and respect, physical and mental integrity, protection of health and safety, choice, information, privacy and confidentiality.
- The players, officials and spectators informed consent for any medical intervention based on full information provided by the medical personnel, including refusal of treatment.
- Delegated written authority for a minor to a person empowered to act on their behalf in medical matters.
- High standards of medical support and access to specialists where necessary.
- Medical support is not intended to mask pain or other protective symptoms to enable the player to compete with an injury or illness, to provide a medical intervention which is not medically indicated nor to provide false medical information or certificates to the ITTF.
- Medical personnel are appropriately qualified. Cooperation between medical personnel appointed by the Organizing Committee, the team medical personnel.

A medical service must be available for players, officials and spectators in the venue for the duration of the event including:

- Ambulance, which should be available during training and competition days with all necessary emergency equipment and personnel.
- Medical doctor/s, who should be on site at all times with all necessary equipment.
- First-aid (emergency) personnel, for emergency incidents.
- 1 Physiotherapist, who should be available for all players.
- AED (electronic heart starter).
- Massage rooms.
- Access to a pharmacy and list of contacts for 24/7 pharmacies.
- Access to medical specialists who should be on call.
- Preferential access to hospital should the need arise.
- A separate medical room for spectators.
- Seats in the FOP and training venues as described under "Venue".

Prior to the event, the LOC should also:

- Distribute basic information (emergency telephone number, location of the medical room(s), etc.) to team leaders, reinforce it upon arrival (bulletins, prospectus, programme, etc.) and ensure it is available in each hotel.

- Remind all participants following a treatment prescribed by their doctor to ensure that they bring the necessary material(s) and medication(s) in sufficient quantity as well, as the corresponding prescription to avoid any unfortunate break in the treatment. In case the participants do not do so, the LOC and the ITTF will not be responsible of any subsequent illness or deterioration of the injury.
- The LOC must consult the emergency medical services, fire department and health and safety officials of the local authorities to ensure all compliance certificates have been issued for the event.
- The LOC should ensure that all teams have the necessary medical and accident insurance prior to the team's arrival.
- The LOC should also inform NAs and their medical personnel of:
  - any documentation that they should submit to the Department of Health in order for them to be allowed to practice in the country for the duration of the event;
  - any requirements for the import and export of medical equipment, medications and consumables they wish for the event.

### **11.2. Anti-Doping Control and Testing**

The ITTF and the LOC will conduct Anti-Doping tests, in accordance with the ITTF and World Anti-Doping Agency (WADA) regulations and the policies of the Host Country's Government.

The ITTF, through the ITTF Anti-Doping Official Representative is responsible to:

- initiate contact with the LOC to make all the necessary arrangements, in accordance with terms stated in this section.
- set the number of tests to be conducted during or before the event.
- determine the method of selecting the athletes to be tested.

#### **11.2.1. Anti-doping Tests (provisional):**

The LOC is responsible to:

- cover the costs of up to 12 tests. If the ITTF wishes to conduct additional tests, the ITTF will pay for the extra costs.
- assist the ITTF Anti-Doping Official Representatives as required.
- contact the appropriate drug-testing agency in the host country to arrange for the tests to be conducted during the event, if required by the ITTF Anti-Doping Official Representatives.
- to request the involvement of WADA to assist with the conduct of the anti-doping tests during the event, if deemed necessary.

All costs are covered by the LOC which may be able to negotiate some funding from the NADO, but this is regarded as an internal matter by the ITTF. The LOC and NADO will be required to sign an agreement relating to doping control specifying responsibilities.

All doping control forms should be given to the ITTF doping control panel member after each session of testing is completed. All results should be sent by the laboratory directly to the address requested by the ITTF Anti-Doping Official Representative, in order to maintain confidentiality of the process.

### **11.2.2. Doping control station and equipment**

The standard doping control station must have 3 different sections, preferably interlinked, but ensuring privacy and confidentiality for the sample collection procedure. The whole doping control station must be located in a secure part of the hall, with lockable doors and if possible, no windows at all, so that only authorized and accredited people have access to it.

The LOC is responsible to ensure that the following requirements are met.

A waiting room:

- which should be large enough to cater for several players at the same time (up to 6) + 1 accompanying persons (coach, team mate, team doctor, interpreter) for each player. Therefore, the following is required:
- enough chairs for all players and accompanying persons
- a TV-screen showing matches in progress
- journals or magazines
- a medium size refrigerator containing closed/sealed bottles of authorised beverages (water, soft drinks, and if possible alcohol-free beer) as well as the same type and number of beverages must available at ambient temperature (not in the fridge)
- a table and 2 chairs at the entry for the list which all persons entering the waiting room need to complete on entry and exit
- only authorized people will have access to the waiting room.

A medical room, which is the "doping control room", with:

- 1 large table and at least 4 chairs (doping control officer, ITTF representative, player, accompanying person)
- 1 large bin with black bags
- tissues (Kleenex)



- 1 secure refrigerator to store the urine samples before sending them to the laboratory. If the samples have to stay inside the fridge at least one night, the fridge needs to be closed either with a key or with a chain and the key given to the ITTF representative.
- a lockable cupboard for the personal valuable items for the doping control officers.
- all the official materials needed for the sampling collection (on a second table, or better, a second secure cabinet). These materials will be provided by the NADO and the DCOs together with the different official forms used in doping control.

The sample collection area:

- 2 toilets large enough for 2 people at the same time (player and doping control officer)
- a washbasin, either in toilet or in the doping control room, with soap and paper towels

### **11.2.3. Volunteers**

The number of volunteers necessary mainly depends on how many players (men, women, or both) will be tested on each day. The LOC will receive the number of volunteers needed 4 weeks before the event.

- A lead DCO
- Other DCOs (at least 1 male and 1 female)
- 1 person in charge of the administration (welcoming the players at the entrance of the doping control station, checking the names and badges, checking that no unauthorized people enter the doping control station, etc.) will be organized by the NADO.

All DCOs must be well trained and have experience in doping control.

Besides the DCOs, several well motivated chaperones (also called escorts) may be required to assist the DCOs to notify selected players that they need to go to the doping control station as soon as the match is over and to accompany them everywhere from the match table to the doping control station within the 60 minutes specified. The number of chaperones needed will be established before the event by the lead DCO, the LOC and the ITTF representative.

All of doping control officials and volunteers should speak English as a basic requirement.

### **11.2.4. General**

The LOC must contact the NADO well in advance of the event to be sure to have the DCOs and all the official materials available for the duration of the event.

Relevant accreditation must be given to those working in doping control (DCOs, chaperones, members of the ITTF doping control panel) giving them free access to all parts of the venue (playing area, practice hall, changing rooms, medical center, press conference room, restaurants,

and doping control station – all parts of the venue where players go), in order to find the players at any time and to accompany them (for example during the press conference after the award ceremony).

Due to the specificity of table tennis (a player can be engaged in several matches during the same day), and to avoid any disturbance to the players, usually the player identified for doping control is tested after his/her last match that day.

The role of the ITTF representative is to supervise the process, to coordinate the draws for random tests and assist the local doping control staff if a problem arises, as well as to check that the rights and also the obligations of the players and the doping control team are respected.

A short meeting should be organized before competition starts in order to confirm that everything is ready, and to give any last recommendations necessary. This meeting should be held in the doping control station with the LOC, the lead DCO and the ITTF representative.

The LOC must also work with the national associations to get consent in writing from the parent or guardian of any player under the age of 18 at the time of the event authorizing the player to be tested. These written authorizations must be provided to the ITTF Anti-Doping Expert at the beginning of the event.

### **11.3. Racket Testing**

The LOC is responsible to:

- provide a special area for the Racket Testing, which will be conducted according to the rules and regulations of the ITTF, as described in the section below.
- cooperate with one member of the Referee team, who will be the responsible official to manage and supervise the Racket Testing.
- cooperate with the ITTF URC to make all the necessary preparations for the Racket Testing.

The ITTF is responsible to:

- provide the equipment for the testing. The LOC may be asked to refund the ITTF 50% of the shipment costs.

The LOC is responsible to ensure that the following requirements are met:

#### **11.3.1.Call area:**

- Room size and equipment:

- Minimum 30 m<sup>2</sup> for a tournament with a maximum 8 competition tables
- Well lit
- 230V plug
- Locker of about 0.25m<sup>2</sup> with key
- Internet connection
- 5 tables 120 x 80cm per 8 competition tables
- 1 table tennis table per 8 competition tables for ball selection
- Depending on the system:
  - Use of one match ball: boxes for 3 balls: 3 per competition table
  - Multi-ball system: baskets for 30 balls: 2 per competition table
- 1 cupboard for rackets, which have been tested and will be collected by players later
- 3 clipboards per competition table
- Office material (e.g. pens, paper, highlighter etc.)
- 2 large bins

### **11.3.2. Continuous information to the referee team**

The assigned referee should have:

- A pigeonhole provided with 2 sets of all communications to associations, players or officials
- Updated playing program and changes
- Final list of participants with their numbers and associations
- Results
- TV-transmitted or recorded matches

### **11.3.3. Preparation of facilities and volunteers:**

- Provide, equip and deliver the necessary facilities at least 3 days before the competition starts so that the assigned referee can set up the room and train the volunteers. Usually two days before the event starts, voluntary tests are done at the request of the players.
- Appoint a contact person (with e-mail address), who will deal with any issue regarding racket testing as requested (e.g. devices, copies, facilities, volunteers, contact with the referee etc.).
- Appoint a number of volunteers for racket testing, so that 3 volunteers are present at all times in the VOC testing room.
- Help prepare and copy all forms and announcements required for Racket Testing before the event. The assigned referee will give the LOC the final guidelines for the preparation of the documents.
- Allocate an additional RCC and call area with equipment, facilities and volunteers, in case there are 2 competition venues halls with significant distance between.

## 11.3.4. Place of Racket Testing

- Rackets will be tested in the “call area” (official place for ball selection/shirt check) before the match and in the VOC testing room, before and after the match as necessary, according to the policy and procedure established by the Board of Directors, to ensure that rackets abide by all ITTF regulations including, but not limited to, racket covering thickness, flatness and presence of harmful volatile organic compounds (VOC).

## 11.3.5. VOC testing room

- a space of about 30 m<sup>2</sup>
- overall well-lit + 60 W table lamp
- opening window or ventilated but no air-streams
- room-temperature between 20°C and 25°C (never more)
- 230V plug
- locker of about 0.25m<sup>2</sup> with key
- locking door with key
- photocopier
- internet connection
- at least one computer
- 3-6 tables 120 x 80cm and 6-12 chairs
- 1 cupboard for rackets, which have been tested and will be picked up by players later
- office material (e.g. pens, paper, highlighter etc.)
- 1 small bin, 1 large bin

## 11.3.6. Information for participants (players, match officials):

The location of the VOC testing room should be indicated on the venue map given to the participants and by:

- Numerous signs with arrows inside the venue and
- On the door of the room.

Room location:

- As close as possible to the main hall of the competition (referee’s desk) and next to the call area.

## 11.3.7. Racket Preparation Room (RPR):

At the event, a properly ventilated racket preparation area shall be provided where players attach racket coverings to their rackets. Liquid adhesives may only be used in the racket preparation

area and shall not be used anywhere else at the playing venue. "Playing venue" means that part of the building used for table tennis and its related activities and facilities and public area.

### Location

- If outside (under a roof), not exposed to rain or wind, but well ventilated.
- If inside (largely open to fresh air, well ventilated), preferably next to the practice area but not be in narrow dressing rooms or corridors.
- In both cases, access to the public is prohibited.

### Size and equipment:

- For 20 players at the same time: at least 40 m<sup>2</sup>, 20 seats with tables
- Several bins.

### Information:

#### Location indicated:

- On the venue map given to participants
- By arrows in the venue.

## 11.4. Corporate Social Responsibility (CSR)

The LOC is required to organize CSR activities linked to the event.

The nature of activities can be jointly decided by the ITTF and LOC, according to the local needs.

## 12. MATCH OFFICIALS

### 12.1. Directives for Match Officials

Match officials must be selected according to the **Directives for Match Officials**.

Travel costs, hospitality and daily allowance should also be implemented accordingly.

## 13. TV BROADCAST AND LIVE INTERNET STREAMING

### 13.1. TV Broadcast

#### Host Broadcaster Details:

- Company name: TBA
- Contact person: TBA
- Contact e-mail: TBA

The LOC is responsible to:

- appoint the Host Broadcaster, with the prior approval by the ITTF Marketing Department.

- ensure that the host broadcaster respects the guidelines according to **Annex: TV Production Guidelines**.
- ensure broadcast of live production of minimum 1 table for every day.
- ensure that the host broadcaster will provide the name and contact numbers of a host broadcaster representative (in advance and "on site") for International broadcasters (and the ITTF) to contact.
- ensure that the host broadcaster will also provide a contact person for satellite bookings to each of the TV-rights holders (and the ITTF). Both names have to be provided 6 months before the start of the event to the ITTF.
- ensure that the host broadcaster will work in close contact with ITTF Marketing, in respect of production standards for the event, including camera angles and a production "look" for the event.
- ensure that the host broadcaster installs the Audio & Video cabling from the OB Van (or the closest A/V interface) to the main streaming working position.

### 16.2. Internet Streaming

The LOC is responsible to ensure the following:

- All technical and organizational conditions for the Internet live streaming production will be provided according to **Annex: ITTF Streaming Guidelines**.
- Order and provide at own costs the required minimum number of (number TDB) Megabit/sec SDSL Internet connection per table; a router with (number TBD) Ethernet ports and ensure the Installation on-site not later than 2 days before the start of the event.
- Set-up the necessary working position in the area around the TV-tables and with special attention to the unobstructed clear view onto the TV table.

## 14. SPORTS PRESENTATION & CEREMONIES

### 14.1. Sports Presentation

The LOC is responsible to:

- follow and respect **Annex: Sports Presentation Guidelines**.

### 14.2. Ceremonies

The LOC is responsible to:

- stage the following ceremonies:
  - opening ceremony (optional),
  - closing ceremony (optional).
- to initiate discussion with the ITTF on the schedule and content of each ceremony.

## 15. SPONSORSHIP IMPLEMENTATION

### 15.1. Sponsorship Implementation

The LOC is responsible to:

- follow and respect the **Annex: Brand Partnership Policy**.
- follow and respect the **Annex: Sponsors Rights and Agreements**, which constitutes an integral part of these guidelines.

### 15.2. Branding

The LOC is responsible to:

- have a clear and pervading branding plan, with the prior approval by the ITTF.
- ensure that the graphical identity of the event is unique and memorable.
- implement the branding with the decided graphical elements in all venues, training venues, public areas, press and media center, etc., as well as in backdrops, signs, posters, advertisements and souvenir program.
- create an event logo.

## 16. PRESS & MEDIA

In order to ensure full coverage and reach a wide audience, all necessary steps shall be taken by the ITTF and LOC to facilitate the work of the different media covering the event. It is essential that the LOC conceives and installs infrastructure, technical facilities and services which consider suggestions and recommendations of the ITTF and its partners, the International Sports Press Association (AIPS) and national sports press associations.

For the Media Requirements please refer to the **Annex: Media Guidelines**