

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



**13<sup>TH</sup> FIG AER GYMNASTICS WORLD CHAMPIONSHIPS**  
**CANCUN (MEX)**  
**June 27-29, 2014**

**6<sup>TH</sup> FIG AER GYMNASTICS WORLD AGE GROUP COMPETITION**  
**CANCUN (MEX)**  
**June 23-25, 2014**



## **Directives**

Dear President,

The FIG is pleased to herein provide you with the Directives for 13th World Championships AER Gymnastics and the 6th World Age Group Competition AER Gymnastics to be held in Cancun (MEX) from 23-29 of June 2014.

These World Championships and World Age Group Competition will be organized following the 2013 FIG Statutes, the 2014 Technical Regulations, the 2013-2016 AER Code of Points as well as all other Rules and Guidelines valid starting 01 January 2014, onwards, any possible amendments by the date of these World Championships, and any complements decided in the meantime.

All participating Federations commit to abide by the Statutes and all FIG Rules and Regulations. Federations not respecting them will not be allowed to compete.

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## 1. FEDERATION INTERNATIONALE DE GYMANSTIQUE

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Fédération Internationale de Gymnastique (FIG)  
Contact Persons: Mr. Alexandre Cola and Ms. Sylvie Martinet  
Avenue de la Gare 12  
Case Postale 630  
CH - 1001 Lausanne  
Tel : +41 (0)21 321 55 10  
Direct : +41 (0)21 321 55 18 / 15  
Fax : +41 (0)21 321 55 19  
Email : [acola@fig-gymnastics.org](mailto:acola@fig-gymnastics.org), [smartinet@fig-gymnastic.org](mailto:smartinet@fig-gymnastic.org)  
Website : <http://www.fig-gymnastics.com>

## 2. LOCAL ORGANIZING COMMITTEE

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FEDERACION MEXICANA DE GIMNASIA  
Contact person :Ms. Naomi Valenzo  
Ciudad Deportiva, Puerta 9  
Colonia Ex-Ejido Magdalena Mixhuca  
08010 MEXICO, D.F.  
Mexico  
Tel: + 52.55.56575681  
Fax: +52.55.56575681  
e-mail: [info@fmqgimnasia.org.mx](mailto:info@fmqgimnasia.org.mx)  
website : [www.fmqgimnasia.org.mx](http://www.fmqgimnasia.org.mx)

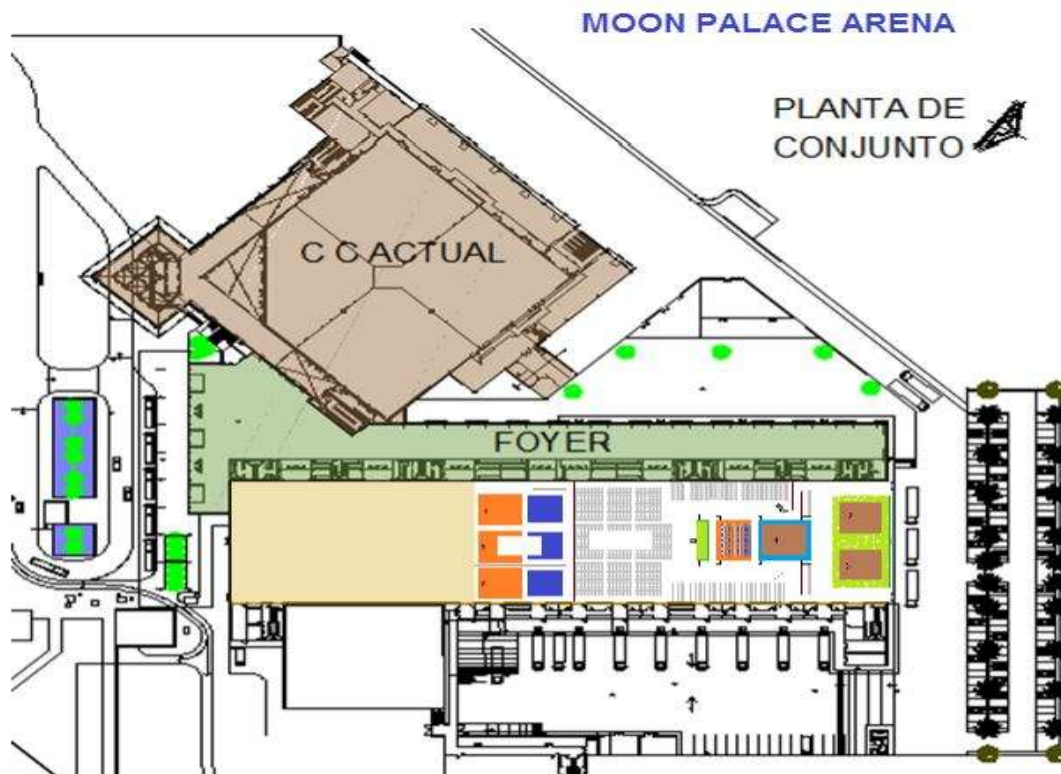
## 3. LOCATION OF THE COMPETITION HALL, TRAINING HALL AND WARM UP HALL

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Competition Hall	Moon Palace Arena Carretera Cancun-Chetumal Km. 340 CP. 77500 Cancún, Quintana Roo México Tel : 1-800-635-1836 / 1-800-346-8225 Website : <a href="http://www.moonpalacecancun.com/spa">http://www.moonpalacecancun.com/spa</a>
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Warm-up Hall	Moon Palace Arena Carretera Cancun-Chetumal Km. 340 CP. 77500
Training Halls	Cancún, Quintana Roo México Competition and trainings will be held in the Convention Center located inside the Moon Palace Hotels. The following areas will be available for training and competition: 6 AER competition floors 3 marked areas for training

**Pictures of the Halls as of today.**



**4. PROVISIONAL PROGRAM (SUBJECT TO CHANGE)**

<b>DATE / TIME</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
Wednesday June 18	Arrival of FIG AER TC (8) and FIG sport dpt staff (2)	
Thursday June 19	TC meeting and preparation, day 1 LOC and FIG Staff meeting	Moon Palace
Friday June 20	Optional arrival WAGC overseas delegations TC meeting and preparation, day 2 LOC and FIG Staff meeting	
Saturday June 21	Official arrival of WAGC delegations TC meeting and preparation, day 3 LOC and FIG Staff meeting	
Sunday June 22	Orientation meeting WAGC (morning) Podium training WAGC Judge instruction WAGC Optional arrival WCH overseas delegations	Moon Palace
Monday June 23	Opening Ceremony WAGC Qualifications WAGC day 1 Official arrival WCH delegations	Moon Palace

Tuesday June 24	Orientation meeting WCH (morning) Qualifications WAGC day 2 Training WCH	Moon Palace
Wednesday June 25	Finals WAGC Training WCH Last arrival day Judge WCH Closing and farewell WAGC	Moon Palace
Thursday June 26	Podium training WCH Judges' instruction WCH Official departure of WAGC	Moon Palace
Friday June 27	Opening Ceremony WCH Qualifications in 2 categories AER Qualification AER Step and/or AER Dance	Moon Palace
Saturday June 28	Qualifications in 3 categories AER Qualification AER Step and/or AER Dance Finals in 2 categories Final AER Dance	Moon Palace
Sunday June 29	Round table Finals in 3 Categories AER Final in AER Step Gala Closing Ceremony Farewell	Moon Palace
Monday June 30	Official departure of Delegations WCH TC Video analysis	
Tuesday July 1	TC Video analysis	
Wednesday July 2	Departure of TC AER	

**Important:**

Please note that the official departure day of the WAGC is as mentioned above on June 26, however, gymnasts and officials willing to stay longer to watch the World Championships may do so, but must contact the LOC directly to arrange accommodation for this additional stay.

Transportation back to the airport will be provided by the LOC only on the official departure dates (being June 26 for the WAGC and June 30 for the WCH), on any other day, no transportation will be provided and it is up to everyone to arrange its own transportation.

Please note also that 2 meetings will take place, on a day and time to be determined, being:

Athletes' meeting and Music and Choreography Workshop

## 5. PARTICIPATIONS AND ACCREDITATIONS

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Gymnasts holding a valid FIG License and with the correct age from FIG affiliated federations in good standings may take part in these World Championships and World Age Group Competition

## MAXIMUM DELEGATION SIZE

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The maximum size of each delegation, together with the number of transferable access cards (transferable within the Federation's official delegation) as per FIG Rules for Accreditation is as follows:

**Please refer to the accreditation rules (edition 2013) World Championships combined with World Age Group Competition, page 18.**

Accreditations with a star (\*) are at the charge of the Delegations. The costs of these accreditations are as follows:

Additional Coach	US 180
Additional Physiotherapist	US 180
Chaperone per 10 competitors	US 180
Guest (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	US 180.-
Guest (if accommodation not booked through the LOC: access to the delegations seating only)	US 180.-
VIP Guest (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	US 200
VIP Guest (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	US 200

## SUPPLEMENTARY ACCREDITATIONS

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The following supplementary Accreditations (either free of charge or at the charge of the Delegations or the FIG Authority) as per the accreditation rules may also be delivered to the FIG affiliated federations and FIG Authorities, provided that a request is sent in writing to the FIG by March 26th, 2014.

FIG and former FIT Honorary Members	Free of Charge
Former Olympic and World Champions	Free of Charge
NF President as Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet)	US 180.-
NF President as Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the delegations seating only)	US 180.-
NF President as VIP Guest if not as Head of Delegation (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet)	US 200
NF President as VIP Guest if not as Head of Delegation (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge)	US 200

Accompanying person of an NF President	US 180
VIP Accompanying person of an NF President	US 200
VIP Accompanying person of TC Members	US 200

VIP Accompanying person of EC Members / TC President	Free of Charge
VIP Accompanying person of FIG and former FIT Honorary Members	Free of Charge

Organizers of future multi sports Games, World and Continental Championships (if assigned, or in case of candidature / bidding contracts) other than the next AER World Championships	
Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	US 180
Observers (if accommodation not booked through the LOC: access to the delegations seating as well)	US 180
VIP Observers (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	US 200
VIP Observers (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	US 200

Organizers of the next Aerobic Gymnastics World Championship Maximum 6 accreditations including 2 VIP	
Observers maximum 6 (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	Free of Charge
Observers maximum 6 (if accommodation not booked through the LOC: access to the delegations seating as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well)	Free of Charge
VIP Observers maximum 2 included in the above maximum 6 (if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well)	Free of Charge

Additional Observers Organisers of future Multisport Games, AER World and/or AER Continental Championships	
Additional Observers (if accommodation booked through the LOC: access to the delegations seating, local transportation and banquet as well)	US 180
Additional Observers (if accommodation not booked through the LOC: access to the delegations seating as well)	US 180
Additional VIP Observers, if accommodation booked through the LOC: access to the VIP seating, VIP Lounge, local transportation and banquet as well.	US 200
Additional VIP Observers, if accommodation not booked through the LOC: access to the VIP seating and VIP Lounge as well	US 200

## PAYMENT

The payment for all these accreditations (at the charge of the Delegations or the FIG Authority) must be made exclusively to the LOC by bank transfer by 26.03.2014 at the very latest to one of the following bank accounts:

#### Option 1

Payable to:	Banco Monex S.A.
Bank:	Standard Chartered Bank
Branch	New York City, N.Y.
Account Number:	3544-039183-001
Swift / BIC:	ABA 026002561 SWIFT SCBLUS33
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

#### Option 2

Payable to:	Banco Monex S.A.
Bank:	Fifth Third Bank
Branch	Cincinnati, OH
Account Number:	7026377098
Swift / BIC:	ABA 042000314 SWIFT FTBCUS3C
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

#### Option 3

Payable to:	Banco Monex S.A.
Bank:	Bank of NewYork Mellon
Branch	New York City, N.Y.
Account Number:	8901003158
Swift / BIC:	ABA 021000018 SWIFT IRVTUS3N
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation (or the FIG Authority), the contact person and the payment purpose on the transfer. The payment must be made in US Dollars only.

## 6. AGE LIMIT OF GYMNASTS

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### **World Championships:**

Senior: 18 years old in the year of the event (born 1996 and before)

### **World Age Group Competition:**

**Age Group 2:** 15-17 years old in the year of the event (born in 1997 – 1999)

**Age Group 1:** 12-14 years old in the year of the event (born in 2000 - 2002)

## 7. REGISTRATIONS AND ENTRY FEES

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Registrations can only be made by FIG affiliated federations in good standings on the FIG database:

<https://www.fig-gymnastics.com/database>

Those deadlines are to be considered valid for both World Championships and World Age Group Competition.

### Provisional Registration

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The definitive registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password from now on till Wednesday March 5th, 2014 (12:00 GMT) at the very latest.

### Definitive Registration

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The definitive registrations must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from March 6th, 2014 (12:00 GMT) till Wednesday March 26th, 2014 (12:00 GMT) at the very latest.

Definitive registrations received in the FIG Offices after the drawing of lots will be refused (i.e. the gymnasts will not be allowed to compete).

### Nominative Registrations

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The nominative entries must be completed by entering the composition of the delegation online and by using the National Gymnastics Federations' intranet login and password, from March 27th, 2014 till Wednesday May 21st, 2014 (12:00 GMT) at the very latest.

Together with the nominative registration and to accelerate the process of the accreditation, each delegation is kindly asked to send to LOC a photo (Identity Colour photo in format JPEG – 45mm x 35mm) together with the Form.

For gymnasts and judges a copy of valid passport (format JPG) is to be added also.

Please send the picture with this information:

- File format; .jpg or .jpeg
- Dimensions; 190 pixels wide x 250 pixels high (file size approximately 50kb)
- File name; NOC\_Surname\_Firstname (eg GBR\_Smith\_John\_WCh.jpg)

Delegations who did not respect this directive will have to wait at the accreditation center.



If the photo has to be taken in Cancun because none has been sent within the deadline or sent in the unofficial requested format, there will be a charge of 10 \$ for each photo taken at the accreditation desk.

## Entry Fees

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The non-reimbursable registration fee is of:

### World Championships:

CHF 100.- per gymnast per discipline (Individual Man, Individual Women, Mixed Pair, Trio and Group, AER Dance and AER Step).

### World Age Group Competition:

CHF 100.- per gymnast per discipline (Individual Man, Individual Women, Mixed Pair, Trio and Group).

The total amount must be paid to the FIG by **March 26th**, 2014 to:

Beneficiary	Fédération Internationale de Gymnastique Av. de la Gare 12 CH-1003 Lausanne Switzerland
Account	272-56301649.0
Bank	UBS SA, P.O.Box, CH-2501 Bienne/Switzerland
IBAN	CH40 0027 2272 5630 1649 0 Please note that IBAN-code is applicable only for bank wires within Europe.
SWIFT/BIC	UBSWCHZH80A

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation, the contact person and the payment purpose on the transfer. The payment must be made in CHF only.

Registrations without the appropriate payment of the registration fees within the given deadline will be considered as invalid (i.e. the gymnasts will not be allowed to compete).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices etc.) and the LOC will not be allowed to participate in these World Championships.

## Fines

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The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

Fine after missing the Provisional Registration deadline or after late Provisional Registration	CHF 1'000
Fine after missing the Definite Registration deadline or after late Definite Registration (until the gymnast's drawing of lots)	CHF 1'500
Fine after missing the Nominative Registration deadline or after late Nominative Registration	CHF 1'000

## 8. LICENSES

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The LOC will be responsible for checking the validity of the gymnasts' Licenses.



The on-line Nominative registration will not be possible for gymnasts who have no License. All national Federations which still did not apply for Licenses are kindly requested to do it as soon as possible.

## 9. JUDGES

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The FIG brevetted judges are designated by their Federation and selected for the panels by draw, taking into consideration the degree of the brevet, according to the Judges' Rules.

### **World Age Group Competitions:**

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 4 minimum  
Priority will be given to the highest categories.

### **World Championships:**

Federations must present 1 or 2 judges (compulsory minimum 1) cat. 3 minimum

Please note that Member Federations can register the same judges for the World Age Group Competition and the World Championships, provided the criteria as mentioned in the specific AER Judges rules are respected.

Member Federations who have only Cat. 4 judges are allowed to send a Cat. 4 judge who may be used as Time and Line judge at the World Championships and at the World Age Group Competition.

The Chairs of Judges' Panel (CJP), the Difficulty Judges (D) and the Reference judges (R) are drawn/appointed by the FIG according to the Technical Regulations and General / Specific Judges Rules.

If a NF rejects the invitation as CJP, D Judge or R Judge, this judge may not be selected to another position for the same competition.

NF who has one of their judges drawn/nominated as CJP, D or R judge must propose one or two judges cat I to III or IV (respective of World Championships or World Age group Competition), according to the TR.

Failure to provide a judge will result in the FIG charging the NF with the fine of CHF 2'000.- for the cost of providing another judge (except those participating for the first time in World Championships/World Age Group Competition).

The selection of judges (Artistic and Execution) is made by draw the day of each competition.

Priority will be given to the highest categories.

In the Finals only judges (Artistic and Execution) whose Federations do not have competitors nor a No 1 reserve competitor may be called upon to judge.

The selection is made by the drawing of lots the day of each Final. If there are insufficient neutral judges the TC AER decides the process for designating the necessary number of judges.

### **Jury of Appeal**

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**The Jury of Appeal will be composed as follows:**

Discipline	President	Member	Member
AER	Alejandro Peniche	John Atkinson	To be named on site if required

## 10. DRAWING OF LOTS

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The drawing of lots will decide the starting order of the qualification competitions and the finals. The drawing of lots will take place within two weeks after the deadline of the definitive entry. The exact date, time and location will be announced in due course by the FIG to the parties concerned which are entitled to be present at the draw.

## 11. COMPETITIONS FORMAT AND PROGRAMME

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### **Overseas arrival:**

Overseas arrival, for WAGC and WCH, is for delegations coming from outside the American continent.

Please note that delegations arriving on overseas arrival day, will not be provided with any kind of additional training. Training will start for all delegations as mentioned under item 4.

Accreditations will be made only on the official arrival day.

### **World Age Group Competition:**

The competition will be conducted according to the 2014 FIG Technical Regulations, and the Age Group Rules which are included in the FIG AER Code of Points 2013-2016

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR) in both Age Groups.

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR).

### **World Championships:**

The competitions will be conducted according to the 2014 FIG Technical Regulations, including Section 6 for Aerobic Gymnastic, Reg. 3.1.

The competition consists of a Qualification round and a Final round per each category (IM / IW / MP / TR / GR / Dance / Step).

Competitors will perform one routine only in each of the rounds.

Please note again that gymnasts will be allowed to compete in maximum 3 categories and no more (being: IM / IW / MP / TR / GR / AD/ AS).

For the Step competitions, Federations will be advised in the workplan (6 weeks before the event) if FIG will provide, or not, steps during the event.

## 12. BIOGRAPHIES

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The current bios will be given to each HoD on the arrival at the accreditation desk. The HoD are kindly requested to check, improve, modify the profiles and to give them back to the FIG Media Staff at the Orientation meeting.

## 13. PUBLICITY

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As the Code of Points foresees, deductions should be made if the FIG Publicity rules are not respected.

Should you need additional information or clarification, you may contact directly the FIG Media Officer, Mr. Philippe Silacci (at [psilacci@fig-gymnastics.org](mailto:psilacci@fig-gymnastics.org)).

## 14. EQUIPMENT

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Manufacturer Supplier: Gymnova  
Colour: tbd  
Reference number: tbd

## 15. VISA

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Please verify immediately with your travel agent or the Mexican Embassy or Consulate in your country if a visa is required for your travel to Mexico. The LOC will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before 26th March.2014. The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, and the arrival and departure dates of the Delegation Member

For Visa request, please use the Forms attached.

General visa information can be obtained at:

<https://www.sre.gob.mx/serviciosconsulares/index.php/es/visas>

## 16. TRANSPORTATION

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The international travel to Cancun (MEX) will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their international transportation.

The destination airport is: Aeropuerto Internacional de Cancún (CUN)

### Local Transportation

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Accredited team delegations who:

- will stay at one of the official hotels
- will book their accommodation through the LOC and
- will fill-in and return to the LOC their "travel schedule" paper form for arrivals and departures by May 21, 2014 at the very latest (Appendix 4), will be provided with local transport from Aeropuerto Internacional de Cancún (CUN) to the official hotels and back on the official arrival/departure dates. This service from the airport to the official hotels and back will be guaranteed by the LOC.

Federations who do not stay at one of the official hotels, do not book their accommodations through the LOC or do not fill-in and return to the LOC their "travel schedule" paper form for their arrival and departure in due course will not be entitled to use the event local transportation system and will be responsible to be on time.

**Note:** It is important to consider that public transportation from Hotel Zone to Moon Palace/Convention Center and viceversa is not very accessible.

The best way, outside LOC transportation plan, is to take a taxi that may cost approximately 20 USD each way

## 17. ACCOMMODATION

### Official Hotels

The LOC is delighted to provide FIG and official delegations members with the following selection of hotels:

#### FIG Official Hotel:

<p><b>Moon Palace SPA &amp; Resort</b> Carretera Cancun-Chetumal Km. 340 C.P. 77500 Cancún, Quintana Roo México Tel : 1-800-635-1836 / 1-800-346-8225 Website : <a href="http://www.moonpalacecancun.com/spa">http://www.moonpalacecancun.com/spa</a></p>								
<p>Prices with full board per person / per night in <b>All Inclusive</b> package based on:</p> <table><tr><td>on a single occupancy:</td><td>280 USD</td></tr><tr><td>on sharing (double) occupancy:</td><td>180 USD</td></tr><tr><td>on a triple occupancy:</td><td>150 USD*</td></tr><tr><td>on a quadruple occupancy:</td><td>140 USD*</td></tr></table> <p>*Triple and quadruple occupancy will be in a room with 2 Kings (193 cm x 203 cm) beds only.</p> <p>All rates include VAT and service charge.</p>	on a single occupancy:	280 USD	on sharing (double) occupancy:	180 USD	on a triple occupancy:	150 USD*	on a quadruple occupancy:	140 USD*
on a single occupancy:	280 USD							
on sharing (double) occupancy:	180 USD							
on a triple occupancy:	150 USD*							
on a quadruple occupancy:	140 USD*							

#### Delegations:

<p><b>Moon Palace SPA &amp; Resort</b> Carretera Cancun-Chetumal Km. 340 C.P. 77500 Cancún, Quintana Roo México Tel : 1-800-635-1836 / 1-800-346-8225 Website : <a href="http://www.moonpalacecancun.com/spa/">http://www.moonpalacecancun.com/spa/</a></p>								
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on a triple occupancy:	150 USD*							
on a quadruple occupancy:	140 USD*							

<p><b>Beach Palace Cancun</b> Blvd. Kukulcan Km 11.5 Zona Hotelera C.P. 77500 Cancún, Quintana Roo México website : <a href="http://www.cancunpalaceresorts.com/beachpalace">http://www.cancunpalaceresorts.com/beachpalace</a></p>						
<p>Prices with full board per person / per night in <b>All Inclusive</b> package based on:</p> <table><tr><td>on a single occupancy:</td><td>275 USD</td></tr><tr><td>on sharing (double) occupancy:</td><td>155 USD</td></tr><tr><td>on a triple occupancy:</td><td>140 USD*</td></tr></table> <p>*Triple occupancy will be in a room with 2 Kings (193 cm x 203 cm) beds only.</p> <p>All rates include VAT and service charge.</p>	on a single occupancy:	275 USD	on sharing (double) occupancy:	155 USD	on a triple occupancy:	140 USD*
on a single occupancy:	275 USD					
on sharing (double) occupancy:	155 USD					
on a triple occupancy:	140 USD*					

**Aloft Cancun (Only B&B)**

Boulevard Kukulcan Km 9  
 MZ 48 L-8-1, Zona Hotelera  
 C.P. 77500  
 Cancún, Quintana Roo  
 Tel: +52 (998) 848 9900  
 Fax: +52 (998) 848 9940  
 website : <http://www.starwoodhotels.com/aloft-hotels>

Prices with **breakfast** per person / per night based on:

on a single occupancy: 155 USD  
 on sharing (double) occupancy: 85 USD

All rates include VAT and service charge.

**Media and Other:****Moon Palace SPA & Resort**

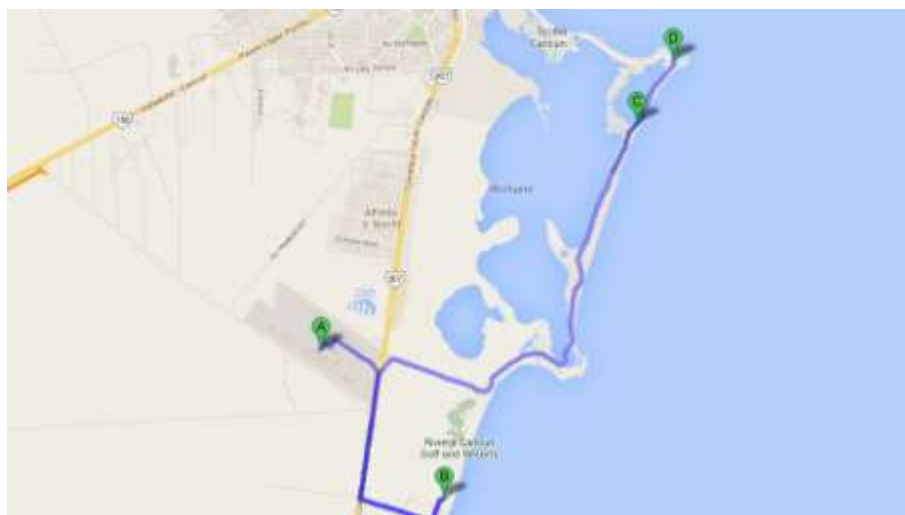
Carretera Cancun-Chetumal Km. 340  
 CP. 77500  
 Cancún, Quintana Roo  
 México  
 Tel : 1-800-635-1836 / 1-800-346-8225  
 Website : <http://www.moonpalacecancun.com/spa>

Prices with full board per person / per night in **All Inclusive** package based on:

on a single occupancy: 280 USD  
 on sharing (double) occupancy: 180 USD  
 on a triple occupancy: 150 USD\*  
 on a quadruple occupancy: 140 USD\*

\*Triple and quadruple occupancy will be in a room with 2 Kings (193 cm x 203 cm) beds only.

All rates include VAT and service charge.

**Map of the City**

A: Airport  
 B: Hotel Moon Palace  
 Convention Center  
 C: Hotel Beach Palace  
 D: Hotel Aloft

**Airport to**

- Moon Palace: 11 km  
 - Beach Palace: 20 km  
 - Aloft: 23 km

**Convention Center to**

- Moon Palace: 0 km  
 - Beach Palace: 26 km  
 - Aloft: 29 km

**RESERVATIONS**

Registration must be made via the accommodation forms as outlined in Appendices 1 and 2.

Payment for the accommodation must be made by bank transfer to one of the following options:

IMPORTANT: Independently of the bank account, it is compulsory to specify the final beneficiary, which is: **CTA 2264141, Federacion Mexicana de Gimnasia, A.C.**

Option 1

Payable to:	Banco Monex S.A.
Bank:	Standard Chartered Bank
Branch	New York City, N.Y.
Account Number:	3544-039183-001
Swift / BIC:	ABA 026002561 SWIFT SCBLUS33
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

Option 2

Payable to:	Banco Monex S.A.
Bank:	Fifth Third Bank
Branch	Cincinnati, OH
Account Number:	7026377098
Swift / BIC:	ABA 042000314 SWIFT FTBCUS3C
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

Option 3

Payable to:	Banco Monex S.A.
Bank:	Bank of NewYork Mellon
Branch	New York City, N.Y.
Account Number:	8901003158
Swift / BIC:	ABA 021000018 SWIFT IRVTUS3N
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

All bank fees in connection with the bank transfers must be covered. Please state the name of the federation, the contact person and the payment purpose on the transfer. The payment must be made in US dollars only.

The prepayment to the LOC of 50% of the total cost of the accommodation must be made at the time you return to the LOC the "accommodation" paper form, or by no later than **26.03.2014**. Following receipt of this "accommodation" paper form and the deposit payment of your booking, a confirmation will be sent to you by the LOC detailing all booking particulars and the final balance.

The final payment to the LOC of the remaining 50% for all accommodation will be required by no later than **21.05.2014**.

Failure to forward the payment by the required dates will result in the reservations being cancelled and in the deposit payment being forfeited.

All personal expenses (in terms of hotel services, laundry, room services, telephone, mini bar, etc.) are not included, unless when the contrary is stated

Do NOT book directly with the hotel as transfers and final banquet can then not be offered.

## CANCELLATION POLICY

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The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their accommodation.

This is valid for the Moon Palace, Beach Hotel and Aloft Hotel.

Rooms cancelled until 26.03.14 at the very latest will be subject to a cancellation fee of 0%.

Rooms cancelled from 27.03.14 until 21.04.14 at the very latest will be subject to a cancellation fee of 50 % to be paid by the Federation concerned.

Rooms cancelled from 22.04.2014 until 21.05.2014 at the very latest will be subject to a cancellation fee of 75 % to be paid by the Federation concerned.

Rooms cancelled from 22.05.2014 until the arrival of the delegations on site or "no show" will be subject to a cancellation fee of 100 % to be paid by the Federation concerned.

## 18. MEALS

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Meals, (breakfast, lunch and dinner) are included in the price mentioned above for the **Moon Palace and the Beach hotel**.

Price for meals (lunch and dinner) at the Aloft hotel, will vary but the approximate cost is:

Lunch: USD\$25-30 approx depending on the menu (buffet or a la carte)

Dinner: USD\$25-30 approx depending on the menu (buffet or a la carte)

## RESERVATIONS

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All meals reservations for the Delegation Members not staying in the Moon Palace or the Beach hotel can be made on spot.

Federations not staying in the Moon Palace and the Beach Hotel can either select to eat at the Moon Palace, back in the Aloft hotel or in the city restaurants.

## ARRANGEMENTS

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Please note that in the Moon hotel and the Beach hotel are in an **All Inclusive** package, therefore, all meals, all drinks and any additional refreshments are included in the mentioned price.

Delegations staying in the Beach Hotel can have their meals in the Moon Palace as part of their All Inclusive package and vice versa.

The Aloft hotel **is not** an All Inclusive hotel.

Therefore as mentioned above, lunch, dinners and all other refreshments during the day will be at your federation's costs.

As mentioned above and for those not staying at Moon Palace and Beach Hotel, the cost for the pass for 3 meals and unlimited beverages in the Moon hotel/convention centre will be at : 95 USD.

The price for a lunch or dinner at the Moon Palace (official hotel/convention centre) and in the Beach Hotel will be: 32 USD each

The price for a dinner in the city of Cancun will be at an average of: 25-35 USD

The price of a bottle of water to be bought in the official hotel/convention centre is: 3 USD

The price of a bottle of water to be bought in the city centre is: 2 USD

While the meal plan is not compulsory and the delegations are free to make their own arrangements to eat at their own expenses, the LOC meals arrangements will be as follows:

Breakfast, lunch and dinners in the Moon Palace and in the Beach hotel will be from 07:00 and running until 23:00.

So it is up to everybody's arrangement to fit this schedule.

For Aloft hotel breakfast will be 6:30-11:30

Lunch will be 11:30-17:30

Dinner will be 18:00-23:00

Lunch and dinners for those staying in the Aloft hotel is up to their choices.

Please note that no other restaurants nor grocery shops are available close to the hotel, those are only in the city centre.

## FAREWELL BANQUET

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Accredited Delegation members (with the exception of E- and R- media), who will stay at one of the official hotels and will book their accommodation through the LOC will receive a free ticket for the Farewell Banquet.

All other persons willing to attend this Banquet will be entitled to do so, provided that a request will be sent in writing to the LOC via the "Meals" Paper Form and that the amount of USD\$ 40.00 per person will be paid in full to the LOC by 21.05.2014.

## PAYMENT

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Payment for Farewell Banquet ticket (for those extra persons without accreditation) must be made by bank transfer to:

### Option 1

Payable to:	Banco Monex S.A.
Bank:	Standard Chartered Bank
Branch	New York City, N.Y.
Account Number:	3544-039183-001
Swift / BIC:	ABA 026002561 SWIFT SCBLUS33
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

### Option 2

Payable to:	Banco Monex S.A.
Bank:	Fifth Third Bank
Branch	Cincinnati, OH
Account Number:	7026377098
Swift / BIC:	ABA 042000314 SWIFT FTBCUS3C
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

### Option 3

Payable to:	Banco Monex S.A.
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Bank:	Bank of NewYork Mellon
Branch	New York City, N.Y.
Account Number:	8901003158
Swift / BIC:	ABA 021000018 SWIFT IRVTUS3N
Observations:	FFC 2264141, Federación Mexicana de Gimnasia, A.C.

*All bank fees in connection with the bank transfers must be covered. Please state the name of the federation, the contact person and the payment purpose on the transfer.*

The payment must be made in US dollars only.

The total payment to the LOC for all farewell tickets will be required by no later than 21.05.2014

Failure to forward the payment by the required dates will result in the meals being cancelled and in the deposit payment being forfeited.

## **CANCELLATION POLICY**

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As Federations staying in the Aloft can make their own meal arrangement on spot, no cancelation policies apply on meals.

## **19. INSURANCE**

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The Host Federation, the LOC and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.

The FIG Technical Regulations foresee that all participating Federations are responsible for making their own arrangements to have the necessary valid insurance coverage against illness, accidents and for repatriation for all the members of their Delegation (except for gymnasts and judges).

**The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy in English).**

Delegation members with insufficient insurance cover must inform the LOC in writing in advance but by no later than 21.05.2014. The LOC will subsequently offer insurance at the Federations own charge as follows: 45 USD including all the official days.

Note: The insurance will cover only official activities of the WCH and WAGC such trainings, competitions and routes of local transportation. Additional activities such leisure or tourism will not be covered.

## **20. WORKPLAN**

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The Workplan will be sent to all the participating federations six weeks at the latest before the start of the competitions.

## **21. DOPING CONTROLS**

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Doping controls will be made as per the Doping Control Regulations of the FIG and WADA.

## 22. OFFICIAL HOSPITAL

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### Hospital Amerimed

Av. Bonampak y Nichupté  
Cancún, Quintana Roo  
México  
Tel : +52 (998) 881 34 00

### Hospiten

Av. Bonampak – Lote 7, MZ 2, SM 10  
C.P. 77500  
Cancún, Quintana Roo  
México  
Tel: +52 (998) 881 37 00  
Fax: +52 (998) 881 37 37  
E-mail: [cancun@hospiten.com](mailto:cancun@hospiten.com)

### Galenia

Av. Tulum, Lote 1, MZA 01  
SM 12, Fracc. Santa Maria  
Siké, Esquina Nizuc  
C.P. 77505  
Cancún, Quintana Roo  
México

## 23. SUMMARY OF THE DEADLINES AND PAYMENTS

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### FOR the FIG

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Online Registrations (FIG database platform)	Opening Date	Closing Date
Provisional Registration	From now on	05.03.2014
Definitive Registration	06.03.2014	26.03.2014
Nominative Registration	27.03.2014	21.05.2014
Request for Supplementary Accreditations		Deadline
Written request		26.03.2014

Payment (to be made to the FIG)	Deadline
Registration Fee	26.03.2014

### FOR THE LOC

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Paper Forms (to be sent to the LOC)	Deadline
Visa Request (not compulsory)	26.03.2014
Travel Schedule (Arrivals)	21.05.2014
Travel Schedule (Departures)	21.05.2014
Accommodation: Room Numbers	26.03.2014
Accommodation: Nominative	21.05.2014

Music form	21.05.2013
Meals (only for farewell party)	21.05.2014

Insufficient Insurance Cover	Deadline
Written information to the LOC	21.05.2014

Payment (to be made to the OC)	Deadline
Accommodation Costs (first 50%)	26.03.2014
Accommodation Costs (last 50%)	21.05.2014
Farewell Banquet (if applicable)	21.05.2014
Accreditations at the charge of the Delegations or the FIG Authority	26.03.2014

Sincerely Yours,

André Gueisbuhler  
FIG Secretary General

## APPENDICES

- Appendix 1: WCH-WAGC Accommodation Room Numbers Form
- Appendix 2: WCH-WAGC Accommodation Nominative Form
- Appendix 3: WCH-WAGC Visa Request Form
- Appendix 4: WCH-WAGC Travel Schedule Form
- Appendix 5: WCH-WAGC Music Release form
- Appendix 6: Farewell Form
- Appendix 7: AER Online registration manual