



UEG Step Dance Test Contest 2009

20th -23rd of November 2009

Liberec, Czech Republic

INFO BULLETIN

Accommodation & Meals

The Organising Committee offers a special package of services. Package includes the followings:

- accommodation
- half-board (breakfast & dinner)
- accreditation
- transportation between the Prague airport and the hotel
- local transport
- banquet

Package:

Package III	Double bed-room Person/night	Triple bed-room Person/night
3. Hotel Babylon ****	85,-€	70,-€

The participating federations must pay for their Accommodation costs. 50% of the accommodation must be paid to the Local Organizing Committee not later than 30th of September 2009, and will not be reimbursed. If there is a reduction on the number of the persons in the delegation after 30th of September 2009 the LOC can not subtract any money from the rest of the payment due. The remaining 50% of the accommodation must be paid to the organizing Committee not later than 16th of October 2009, and will not be reimbursed. All bookings must be made through the Local Organizing Committee.

Meal plan:

The package includes half-board (breakfast and dinner) which is available in your hotel. The Organising Committee will offer lunch for the members of the delegations between 18th and 22nd of November, at the price of 10 EUR / person. The lunch will be available in the Tipsport Arena Liberec Sports Hall.

Reservation:

- Reservations for accommodation and meal plan must be made with the official forms.
- A deposit of 50 % of the total amount has to be paid to the Organising Committee before **30th September 2009** to confirm the reservation.
- The remaining 50 % has to be paid to the Organising Committee before **16th of October 2009**.

- Reservations without payment in time cannot be taken into consideration.

After the Organising Committee received the Accommodation booking form and Meal Form (Form A) and the deposit payment of your booking, a confirmation will be sent to you detailing all booking particulars and the final balance.

Cancellation:

In accordance with the agreement was concluded between the hotels and the Local Organising Committee, please be aware that date of **16th October 2009** is your last opportunity to change your already reserved bookings! After this deadline the ordered rooms will be completely charged to the delegations.

Cancellation policy:

- Until 30th of September 2009 you can change your booking without a cancellation fee.
- Between 30th of September - October 16th: you will be charged 50 % of the cancelled booking.
- After October 16th or in case of no show: up to all the amount has been transferred cannot be refunded.

Transport:

Travel to Prague airport will be at each delegation's own expense. Airport transport service from Prague (130 km far from Liberec) and transport from the railway and bus station in Liberec will be provided by the Organising Committee to delegations which book their accommodation through the Organising Committee and return their travel information form by **30th of September** at the latest. Only accredited persons are entitled to use the transportation system. Those delegations which do not book accommodation through the Organising Committee are themselves responsible to arrive at the venues in time.

For those delegations or member of delegations that do not arrive or depart on the official days, upon request, the LOC may arrange additional transportation. The cost for it depends on the number of the people, the date and time. Please, send your request to the LOC not later than 30th of September 2009 in order to be able to arrange transportation and inform you about the price.

Accreditation:

Accreditations are provided for each delegation which fulfilled their financial obligations to UEG and to LOC (Local Organising Committee).

At the accreditation the Heads of Delegation must present the following:

- Passports of all the members of the delegation
- Insurances of all the members of the delegation
- 2 copies of CD for each one routine
- National anthem
- National flag

Please have your own 3rd copy of each CD for training.

The LOC and the UEG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like. It means 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. The OC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient coverage must inform the OC in advance. The OC will subsequently offer insurance at the Federations own charge during the accreditation.

Additional requests for accreditation see below.

Additional Services:

Organising Committee will provide also additional services for those persons who are not members of the official national delegations as following:

- Additional request for Accomodation in hotel Babylon**** 70EUR/person in Double Room
Deadline 30/09/2009
(price included breakfast, dinner and free access to Aqua Park, Luna Park and IQ Park)
- Additional request for lunch in Tipsport Arena Sport's Hall 10EUR/person/one lunch
Deadline 30/09/2009
- Additional request for a Guest accreditation (will be handled from the OC): 100 EUR/person
Deadline 16/10/2009
- Additional request for a VIP Accreditation(will be handled from the OC): 150EUR/ person
Deadline 16/10/2009
- Additional request for airport transfer (return) from Prague to Liberec: 60 EUR / person
Deadline 30/09/2009
- Additional request for local transport between 17th and 23rd of November: 50 EUR / person
Deadline 30/09/2009
- Additional request for Closing Banquet: 30 EUR/ person
Deadline 16/10/2009

Payment for Additional Services must be transfered separately, **Deadline 16/10/2009.**

Visa:

Please check whether you need a visa to gain entry into Czech Republic. The Organising Committee will assist you applying for a visa with pleasure. To assist with the application process, each country should complete the attached visa request form. This form has to be sent back to the OC by **30th of September** at the latest.

Payment:

Payment for accommodation/meal plan must be made by bank transfer to the Czech Gymnastics Federation as follows:

Account holder: Czech Gymnastic Federation
Account no.: 1724809504/0600
Bank name: GE Money Bank, a.s.
Bank adress: Vítězné nám. 2, 160 00 Praha
IBAN Code: CZ6406000000001724809504
SWIFT Code: AGB A CZ PP

Please state your federation and contact name on the transfer!

Please note that participating Federations must cover all bank fees in connection with bank transfers. If they default it, bank fees will be charged at their second payment or upon arrival at the latest.

Deadlines and Payments:

Available forms	Deadline	To	Payment
Provisional Entry	September 30th, 2009	UEG	
Definitive Entry	October 10th, 2009	UEG	
Nominative Entry	October 27th, 2009	UEG	100% of Entry Fee to UEG
A. Accommodation & Meal Booking Form	September 30th, 2009	LOC	50% deposit of total amount for Acc.& Meal to LOC
B. Travel Information Form	September 30th, 2009	LOC	
C. Visa Request Form	September 30th, 2009	LOC	
D. Final Rooming List	October 16th, 2009	LOC	100% of total amount for Acc.& Meal to LOC
E. Music Form	October 16th, 2009	LOC	
F. Additional Services	See above (Additional Services)	LOC	