



## APPLICATION DOCUMENT

### Invitation to Apply for Hosting Rights of: 2017 REGIONAL PARA TABLE TENNIS CHAMPIONSHIPS



## ABOUT THE DOCUMENT

The hosting rights of the 2017 ITTF Para Table Tennis Regional Championships are now available and open for application.

It will definitely be a **valuable addition to your sporting calendar** for the year, and we would like to invite all interested **cities, associations and organisations** to apply for the **hosting rights. Please note that all applications must be submitted with the support of the respective National Table Tennis Association.**

**Applications for multiple years are also welcome.** In this document you will find out more information on the events and brief hosting requirements.

To submit your application, please complete this application document form and attach any additional documents or information, such as hosting rights fees, which will help you in your application.

Please try to give as much details as possible to improve your application. It is fine if certain fields cannot be answered, but the more detailed the application the better chance of success.

### **Deadline**

**31 December 2015**

Please send all documents by email to:

**Ms Emese Barsai**

**[ebarsai@ittfmail.com](mailto:ebarsai@ittfmail.com)**

**Mr. Gorazd Vecko**

**[gorazd.vecko@gmail.com](mailto:gorazd.vecko@gmail.com)**

## 1. INTRODUCTION

<b>Proposed Date</b> (DD MMM to DD MMM YYYY)  The Championships will be held over a period of (3-6) days.	<b>Preferred Date:</b>	
	<b>Alternative Dates:</b>	
<b>Place</b> City, Country		
<b>Events to be Included</b>	<b>Womens' Team</b> <b>Women's Singles</b> <b>Mens' Team</b> <b>Men's Singles</b>	

<b>Organization</b>	
<b>Is your organization affiliated with official table tennis body?</b>  <b>If yes, please state Affiliated National/Provincial Association (Table Tennis)</b>	
<b>Contact Person</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

Are you prepared to offer Visa to all qualified participants and accredited officials?	YES / NO
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## 2. VENUE GENERAL INFO

<b>Venue Name</b>	
<b>Address</b>	
<b>Nearest City</b>	
<b>Nearest Airport</b>	
<b>Contact Person</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>Proposed Date For Venue Inspection</b> DD MMM YYYY	
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<b>Spectators Capacity</b> Minimum 500	<b>Permanent Seating</b>	
	<b>Temporary Seating for additional capacity</b>	
<b>Type Of Seats</b>		
<b>Wheelchair Access</b>		
<b>Parking Capacity</b>		
<b>Is there air-conditioning?</b>  <b>If yes, will it affect play in the playing area and training area?</b>		

## 3. EVENT GENERAL INFO

<b>Participation Capacity (Hospitality etc.)</b>	
<b>Hotel Name</b>	
<b>Address</b>	
<b>Website</b>	
<b>International Standards</b> Star Rating	

## 4. HOSTING GOALS&EVENT IMPACT

1. HOSTING GOALS	
<b>1.1 What are your goals and motivations for hosting the event?</b>	
<b>1.2 What do you want to achieve by hosting this event?</b>	
<b>1.3 How do you think this event can help you achieve your ultimate goal?</b>	
2. EVENT IMPACT & LEGACY	
<b>2.1 What are the impacts of the event on local &amp; regional Table Tennis development – players, event organizational skills etc?</b>	
<b>2.2 What are your main legacy plans for this event?</b>	
<b>2.3 What other events or activities do you intend to organize to continue the momentum?</b>	



## 2. TRAINING AREA

Training Area must be separated from Competition Area (separate hall/partitioned), but close by

<b>Area size</b>	m x m		
<b>Lighting</b> Lux			
<b>Flooring</b>			
<b>Wireless Internet</b> Yes/No. If yes, please indicate connection speed			
<b>Is training area separated or partitioned?</b> Please indicate with "x".	<b>Separate Hall</b>		
	<b>Partitioned</b>		

## 3. CONTROL DESK

<b>Location</b> Control desk is for officials who need full visibility and access to the playing area.  For example: in the main gym, above main gym but with visibility and easy access to courts etc.			
<b>Area size</b>	m x m		
<b>Internet</b>	<b>Wired Internet</b>	<b>Upload Speed</b>	
		<b>Download Speed</b>	
	<b>Wireless Internet</b>	<b>Upload Speed</b>	
		<b>Download Speed</b>	

## 4. COMMENTARY BOX/DESK

<b>Location</b> Please see attached TV Guide for more information on Commentator's position requirements			
<b>Area size</b>	m x m		
<b>Wireless Internet</b> Yes/No. If yes, please indicate connection speed			

## 5. PLAYERS' AREA

<b>Player's Lounge</b>	<b>Area Size</b>	m x m
	<b>Refreshments Provided</b>	
<b>Changing Rooms</b>	<b>Number For Men</b>	
	<b>Number For Women</b>	
<b>Wireless Internet</b> Yes/No. If yes, please indicate connection speed		

#### 6. TECHNICAL OFFICIALS AREA

<b>Referee and Umpire's Lounge</b>	<b>Area Size</b>	m x m
	<b>Refreshments Provided</b>	
<b>Racket Control Room</b>	m x m	
<b>Ball Selection Area</b>	m x m	
<b>Wireless Internet</b> Yes/No. If yes, please indicate connection speed		

#### 7. MEDIA AREA

<b>Draw &amp; Press Conference Room</b>	<b>Area Size</b>	m x m
	<b>Capacity</b> Number of people it can fit	
	<b>Audio Visual Provided</b> At least 1 projector and screen required.	
<b>Wireless Internet</b> Yes/No. If yes, please indicate connection speed		

#### 8. OTHERS

<b>What other relevant facilities are there?</b> Restaurant, Exhibition Space etc. Please indicate size and capacity.	
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## 6. VENUE & MATCH PRESENTATION

Dressing up the venue is important for the event to look professionally run to spectators as well as TV audiences. In this section, please outline your plans to dress up the venue.

1. FIELD OF PLAY	
<b>Lighting</b> (Eg. Spotlight on TV Table only, while other areas are kept dark etc.)	
<b>Music</b> (Eg. Professional DJ, Volunteer to control music etc.)	
<b>Entertainment between Matches</b> (Eg. Cheerleading, dances, songs, contests, engagement with spectators etc)	
<b>Dress Up</b> (Banners, backdrops, etc)	
<b>Screens</b> (Eg. Scoring, "Live" broadcast etc.)	
<b>Others</b>	
2. OUTSIDE FIELD OF PLAY	
<b>Results Board</b> (Digital/Non-digital) To keep spectators updated on the event status.	
<b>Dress Up</b> (Banners, backdrops, signs, posters etc)	
<b>Others</b>	

## 7. TRANSPORT AND HOSPITALITY

1. TRANSPORT		
<b>Shuttle service between hotel and airport</b>		
Briefly estimate the number of buses, bus frequency and bus capacity. (wheelchair accessible)		
Will there be a welcome person at the airport?		
<b>Shuttle service between hotel and venue</b>		
Briefly estimate the number of buses, bus frequency and bus capacity.		
2. HOSPITALITY		
<b>Hotel Name</b>		
<b>Stars</b>		
<b>Address</b>		
<b>Contact Person</b>		
<b>Position</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>Distance to venue</b>	<b>Distance In Km</b>	
	<b>Time In Hrs&amp;Mins</b>	
<b>Distance to airport (km)</b>	<b>Distance In Km</b>	
	<b>Time In Hrs&amp;Mins</b>	
<b>Capacity</b>	<b>Single Rooms</b>	
	<b>Double Rooms</b>	
	<b>Triple (or more) Rooms</b>	
<b>Meeting Rooms available?</b>		
<b>Package Price/Room</b>		
What is the price of a standard room in full board you are proposing?		
<b>Welcome desk in lobby?</b>		
Yes/No. If yes, how many days and the opening hours per day.		
<b>Possibilities to put information board in hotel lobby?</b>		

## 8. TV PRODUCTION & BROADCAST

<p><b>Will TV production be done by a TV Production company or a Host Broadcaster?</b> Please provide details such as company name, experience, etc.</p>	
<p><b>HD TV Production</b> Most Broadcasters have a requirement for HD production in order to broadcast. Hence, producing in HD will greatly boost your application.</p>	Yes / No
<p><b>Number of Cameras</b></p>	
<p><b>Number of Matches Planned for TV Production</b> Minimum production as per TV Guidelines</p>	
<p><b>Local/Regional TV Broadcast Secured?</b>  Please provide details such as broadcast hours, name etc.  TV Production can be costly if not bartered for TV rights. Please contact the ITTF if more information is required</p>	

## 9. MEDIA & PROMOTIONS

<b>Please outline your promotional and media plans</b> (prior to event and during event)	
<b>Will there be a dedicated Press Officer?</b>	
<b>How many photographers will be available?</b> Please note that photos have to be named and uploaded after every match, or when there is a break between matches.	

## 10. SUPPORTING PARTNERS

If you already have supporting partners to help your application, please indicate them below.

Company Name & Details	Support Role (Eg. Grants given, Transport sponsored, Subsidized Flights etc.)

Thank you for completing this document. Please submit your application, including this application document form and attach any additional documents or information that will help you in your application by email to:

**Ms. Emese Barsai**  
[ebarsai@ittfmail.com](mailto:ebarsai@ittfmail.com)

**Mr. Gorazd Vecko**  
[gorazd.vecko@gmail.com](mailto:gorazd.vecko@gmail.com)

**Deadline**  
**31December 2015**



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Marketing and Asia Pacific Headquarters**

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