



TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

On behalf of the Organising Committee (OC) of the Hyundai Archery World Cup 2018, Berlin – Germany and the German Shooting Sport and Archery Federation, we would like to invite your country to the Hyundai Archery World Cup 2018, which will be held from 16 to 22 July in Berlin, the capital of Germany.

To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

Summary of deadlines:

- | | |
|-----------------------------------|-------------------|
| • Preliminary Entries | 18/04/2018 |
| • Final Entries and entry payment | 26/06/2018 |
| • Preliminary Hotel Reservation | 13/04/2018 |
| • Final Hotel Reservation | 13/05/2018 |
| • 80% Deposit Hotel Payment | 13/06/2018 |
| • Remaining Hotel Payment | 28/06/2018 |
| • Visa Support | 06/06/2018 |
| • Transportation | 26/06/2018 |

We are looking forward to welcoming you and your teams, to Berlin – Germany.

Sincerely yours,

Gerhard Furnier
Chairman of the Organising Committee



PRELIMINARY PROGRAMME:

Day	Date	Description
DAY -1	Sunday 15 July	Arrival of Participants Unofficial practice Transport available
DAY 0	Monday 16 July	Official Practice (For all) Equipment Inspection Team Managers Meeting 16:00 at <i>TBC</i>
DAY 1	Tuesday 17 July	Qualification Round for Recurve and Compound (Recurve 70m Round and Compound 50m Round) Mixed Team Eliminations
DAY 2	Wednesday 18 July	Individual Eliminations for Recurve and Compound
DAY 3	Thursday 19 July	Individual Eliminations for Recurve and Compound Team Eliminations
DAY 4	Friday 20 July	Mixed Team Eliminations for Recurve and Compound
DAY 5	Saturday 21 July	Finals Compound – Individual and Team <ul style="list-style-type: none"> • Compound (Women and Men) • Award Ceremonies
DAY 6	Sunday 22 July	Finals Recurve – Individual and Team <ul style="list-style-type: none"> • Recurve (Women and Men) • Award Ceremonies
	Monday 23 July	Departure of Participants

NOTE: This preliminary programme is subject to change according to participation and TV requirements. All changes will be published and distributed in good time.



PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using WAREOS.

The World Archery Online Registration System (WAREOS) at <http://register.worldarchery.org> now handles the entire registration process for this event. No entry forms, hotel reservations or transportation forms will be accepted; all information must be entered into WAREOS.

Member associations can login to WAREOS at <http://register.worldarchery.org> with the username and password assigned by World Archery. After entering WAREOS, selecting the event from the list will allow a member association to register their athletes. Select/press the “Entries” button to see the list of categories in the event. Select/press the “category” to enter the athlete and official numbers/details participating for that event. A *WAREOS User Manual* can be downloaded in PDF format (English) upon login.

Contact Mr. JK LEE (jklee@archery.org) in the World Archery Office with any questions regarding WAREOS.

A maximum number of **4 athletes per country** can be registered into each category of the event. Preliminary entries should be completed using WAREOS.

Start date for online registration using WAREOS	08 January 2018
End of Preliminary registration using WAREOS:	18 April 2018
End of Final registration using WAREOS:	26 June 2018

Please respect the stated deadlines.

Member Associations can only use WAREOS to make any changes or amendments to entries and will be able to do so at any time. An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Any changes that are made after the deadlines specified or if entries differ by more than 4 athletes from the preliminary entries, the following penalty fees will automatically be applied.



Penalty fees to be paid to Organising Committee:	Cost (EUR):
Entries made after the entry deadline dates.	45 per entry
If final entries differ from the preliminary entries by more than 4 athletes/officials.	140 per entry
When no preliminary entries were made before the deadline date but then submit final entries.	140 per entry

Penalty Fee to be paid to World Archery:	Cost (CHF):
Lost accreditation.	30 each
Changes made to the athlete and/or team official names after the final entry deadline date and within 3 days prior to the start of the event.	50 each change

NOTE: CHF currency exchange rates will be those on the date of the event.

Member Associations that have penalty fees outstanding from 2017 will need to have paid these penalty fees before being eligible to enter and compete.

Any entries received less than 3 days before the team managers meeting for a Hyundai Archery World Cup or World Championships will be refused if no preliminary entry and/or final entry are made prior. This decision cannot be appealed by the teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the rule book and the invitation documents of World Cups and World Championships. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless they have informed World Archery and the Organising Committee in writing at least one week prior to the event that they are unable to attend.



ACCOMMODATION

Teams who do not reserve their accommodation through the LOC will be charged a double entry fee. 460 euro (per athlete)/230 euro (per official) and will not be entitled to any event information or transportation.

- | | |
|---------------------------------|-------------------|
| • Preliminary Hotel Reservation | 13/04/2018 |
| • Final Hotel Reservation | 13/05/2018 |
| • 80% deposit | 13/06/2018 |
| • Remaining Hotel Payment | 28/06/2018 |

IMPORTANT! Please note that there will be a limited number of rooms at each hotel. To ensure that you stay at your preferred hotel, please make your hotel reservation in WAREOS as soon as possible. Reservations are only final once the OC has received **80% deposit**. Hotels are allocated on a first come, first serve basis. Note, any refunds will be made after 13 June.

Hotel room rates are per person, per night, including free internet, full board, breakfast and dinner at the hotels, lunch will be served at the venue. Meals include water. Additional purchases in the hotel bar, café and minibar is at own expense. Please refer to accommodation pages below for detailed hotel information. Hotels are rated in German categories.

4* SUPERIOR CATEGORY CENTER

Crowne Plaza Berlin Potsdamer Platz

www.crowneplaza.com/potsdamerplatz

EUR 155,00 / single incl. full board

EUR 120,00 / double incl. full board



The Crowne Plaza Berlin - Potsdamer Platz welcomes you in the midst of the political and cultural scene of Berlin, near the Brandenburg Gate and Checkpoint Charlie. The hotel owns 256 contemporary rooms with smart TV-systems, free WIFI and luxurious bathrooms, a restaurant with outside terrace and a trendy bar. If you are looking for silence and relaxation you will find an inviting spa area with sauna, steam room and relax-shower. A good work out awaits you in the 24-hour fitness lounge with state-of-the-art equipment.



4* HOTEL CENTER

Mövenpick Hotel Berlin Potsdamer Platz

www.moevenpick-hotels.com/berlin

EUR 153,00 / single incl. full board

EUR 115,00 / double incl. full board



Combine a touch of history with modern accommodation and personal service when you stay at Mövenpick Hotel Berlin. The 4-star hotel in central Berlin is located near Potsdamer Platz in the city centre, just 100 metres from the Anhalter Bahnhof S-Bahn train station and 25 minutes from Berlin Tegel Airport. Stylish interiors complement modern technology in the 243 hotel rooms, many with views over Berlin or the quiet courtyard. Unwind in the gym and sauna before enjoying freshly-prepared seasonal produce in the glass-roofed restaurant and bar. The hotel owns 2 rooms especially suited for physically challenged guests as well as 2 barrier-free rooms. Free WIFI is included.

4* HOTEL CITY AREA

Park Inn Berlin Alexanderplatz

www.parkinn-berlin.de

EUR 132,00 / single incl. full board

EUR 107,00 / double incl. full board



With its 1012 rooms & suites on 37 floors and a total height of 150m, the Park Inn by Radisson Hotel Berlin Alexanderplatz is the second largest hotel in Germany and the tallest hotel in Berlin. A hotel of superlatives and next to the Berlin TV Tower a central landmark at Berlin's Alexanderplatz Square. The hotel is situated in a central location with many amenities and facilities such as the Precious Spa & Fitness, 3 different restaurants, Bar & Lounge offering Euro-Californian cuisine and live music, publicly accessible rooftop terrace and the world's fastest passenger cable wind. The Rooms are equipped with high-quality furnishings and a modern design in warm, elegant wood tones, bathrooms with showers, WC and hairdryer. A flat screen TV and high-speed internet access (free WIFI), soundproof windows and air conditioning is standard in all hotel rooms.

Important Note:

Please refer to the accommodation pages below for detailed hotel information. Complete all necessary sections in WAREOS and make full payment for entries and accommodation by the specified deadlines. Bank transfers only, no credit cards or travel checks will be accepted.

Participants who book their accommodation in non-official hotels will need to pay a double entry fee. In addition, the LOC will not be responsible to provide any event information at this hotel or provide transportation to the venues.

Teams that book non-official accommodation will need to register at the accreditation desk no later than the day before official practice day. Failing to do so will result in no changes being made to the entry list and it is likely that participation in the event will be refused if registration is not completed in time.



PAYMENT CONDITIONS HOTELS:

To confirm hotel reservations, an **80% deposit**, of the total amount, is required to be transferred, to the **HK Travel Plus GmbH before 13 June 2018**, via a bank transfer, using the details below. The remaining payment for accommodation should be paid by **28 June 2018**.

Accommodation cannot be guaranteed after this deadline. In case of cancellation after **13 June 2018** and/or a no-show, the travel agency will charge a cancellation fee of **100%** of the costs for all nights and rooms you have booked.

BANK INFORMATION for ACCOMMODATION ONLY

Account holder:

HK Travel Plus GmbH
Frauenlobstraße 97,
D-55118 Mainz

Account:

Volksbank Alzey-Worms eG
Marktplatz 19
D-67547 Worms, Germany

IBAN DE 15 5509 1200 0080 518307

BIC GENODE61AZY

PLEASE DO NOT MAKE HOTEL PAYMENTS TO THE ORGANIZING COMMITTEE

Contact to Travel Agency

hk travel plus GmbH
Mrs. Birgit Huhn
Frauenlobstraße 97
55118 Mainz, Germany

Phone: +49-6131-217098-0
Fax: +49-6131-217098-20
E-mail: birgit.huhn@hktravelplus.de
Web: www.hktravelplus.de

GENERAL INFORMATION

Archery Venue:

The archery qualification, elimination round will be held at the Maifeld Glockenturmstrasse 1, 14053 Berlin. The venue is located behind the famous Olympic Stadium.

The medal finals will be held in the centre of the city, at the Lilli-Henoch Sportplatz, Askanischer Platz Schöneberger Str. 34, 10963 Berlin.



Distances in Berlin:

	Maifeld (Qualification Venue)	Anhalter Bahnhof (Finals Venue)
Hotels Potsdamer Platz	13 km; 30 min	walking distance
Park Inn Berlin Alexanderplatz	14 km, 35 min	4 km, 15 min

Transportation:

- Transportation will be provided from Tegel (TXL) and Schoenefeld (SFX) airports to official hotels, on **14 & 15 July 2018**.
- Transportation will be provided from the official hotels to Tegel (TXL) and Schoenefeld (SFX) airports on **22 & 23 July 2018**.
- Airport Transportation fee is 20 Euros per person for both ways.

Local transportation will be available between official hotels and the competition venue. Transport timetables will be confirmed and provided. Buses and/or vans will be provided. Additionally the accreditation includes free use of the public transport in Berlin (BVG).

Cancellations & Changes:

Name change (the same category and division) will be accepted up to 72 hours before the event without any additional charge. OC should be informed about changes in the travel program 72 hours prior arrivals. If your arrival is later than your original schedule, the room charges are starting from the original date indicated by the Member Association in their accommodation reservation.

Training:

A training field will be available starting **from 14 July 2018**. The training field is next the competition field. Transportation between the hotels and the venue will be provided.

Water on the Venue:

Bottled water will be provided on venue during competition for accredited persons.

Media Registration:

Media representatives can apply for registration by emailing info@archery.org.

Internet Connection:

Free Wi-Fi will be available in the official hotels. There will also be Wi-Fi available for access to results.



Weather:

July (Average):

Average Temperature	23 ° C
Low Temperature	12° C
High Temperature	30° C
Sunshine Hours	7 Hours
Rainfall days	8 days
Sunrise	5.00h
Sunset	21.15h

VISA SUPPORT

All participants who need an entry visa to Germany, will be required to complete the Visa Support Form in WAREOS by no later than 06 June 2018.

It is the applicants' responsibility for supplying the necessary information, ensuring all details are up to date, correct and submitted by the deadlines specified.

In addition, all participants that require a visa are kindly requested to supply a copy of their latest/valid passport. Copies of each application can be uploaded on WAREOS. All passport copies and personal details entered/uploaded to WAREOS will be held securely and in the strictest of confidence and not shared with other parties.

Please note that the Organizing Committee can provide invitation for the period of the World Cup in Berlin only.

LOC Contact:

Name:	Mrs. Claudia HESS, Registration Manager
Email:	info@worldcup-berlin.de
Language:	German, English
Official website:	www.worldcup-berlin.de



Entry fee:

Individual:	230 EUR per athlete
Officials:	115 EUR per person
Temporary Upgrade:	30 EUR per accreditation
For athletes wishing to be a coach temporarily	

Entry fee in NON official hotels:

Individual:	460 Euro per athlete
Officials:	230 Euro per person

Airport Transportation Fee:

Roundtrip	20 Euro per person
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For participants using official hotels, entry fees include daily local transport to/from the practice field to official hotels during qualification, elimination and finals (timetable to be confirmed). All participants should book their accommodation through the LOC.

Participants that do not book their accommodation through the LOC, will have to pay double entry fees and will not be entitled to any event information or transportation

Payment of Entry Fees

All Entry Fee and Transportation payments must be made to the Organizing Committee.

The LOC will send an invoice to each delegation after the final entry deadline.

The deposit for the entry fee must be transferred to the following bank account:

Account holder:

German Shooting Sport and Archery Federation / Deutscher Schuetzenbund e.V.
Lahnstr. 120
65195 Wiesbaden, Germany

Account:

Wiesbadener Volksbank
Schillerplatz 4
65185 Wiesbaden, Germany

IBAN DE16 5109 0000 0008 8088 80
BIC WIBADE5W