**A. ORGANIZATION:**

|  |  |
| --- | --- |
| **Organization fee Yes (amount)/No.**  **What is included in Organization fee?** |  |
| **Transfer fee** |  |
| **Maximum waiting time at Airport for the shuttle?** |  |
| **Where will be the registration desk?**  **Please explain accreditation process.** |  |

**B. TOURNAMENT HALL:**

|  |  |
| --- | --- |
| **Distance between tournament hall and hotel(s)** |  |
| **Free Shuttle service between hotels and tournament hall?** |  |
| **What will be the walking distance to tournament hall?** (Either from hotels or from the stop of shuttles at tournament hall) |  |
| **Tournament hall area** (square meters) |  |
| **Officials rooms** (number of rooms;  area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed) |  |
| **Commentary room** (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?) |  |
| **Press room** (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?) |  |
| **VIP room** (size, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, refreshment provided?) |  |
| **Anti-doping room** (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?) |  |
| **Other relevant facilities in the tournament hall** (caffe, exhibition space, analizing room,etc) and their size & capacity |  |
| **Wheelchair access yes/no** |  |

**B1 PLAYING AREA**

|  |  |
| --- | --- |
| **Playing area** (square meters) |  |
| **Lighting (min Lux)** |  |
| **Type of flooring?** |  |
| **Air-conditioning/ heating yes/no?**  **If yes will the sound disturb the players?** |  |
| **Wired/wireless internet system yes/no.**  If yes, please indicate capacity/ connection speed |  |
| **Number of toilets** |  |
| **Audio system yes/no** |  |

**C. HOTELS:**

|  |  |
| --- | --- |
| **Capacity of the hotels** |  |
| **Number of available rooms in hotels** (single, double, triple) |  |
| **Size of the rooms in hotels** |  |
| **Room rates** (full board) |  |
| **Details about Full Board meals at hotels** |  |
| **Meeting rooms available in hotels. Yes/No** |  |
| **Internet capacity/ connection speed.**  **Will internet be free?** |  |
| **Possibility to put information board in hotels** |  |
| **Info desk in the hotels** (if yes how many days/ hours per day?) |  |

**D. MEDIA:**

|  |  |
| --- | --- |
| **Promotional and media plans prior and during event?** |  |
| **Live games in internet, (number of boards)** |  |

**E. OTHER**

|  |  |
| --- | --- |
| **Hosting goals** |  |
| **Event impact on local/regional chess development** |  |