

FEDERATION INTERNATIONALE DE GYMNASTIQUE



29TH SUZUKI WORLD CUP 2018 21ST – 22ND APRIL 2018 TOKYO, JAPAN CATEGORY B TOURNAMENT



DIRECTIVES

Event ID: 15415

Dear FIG Affiliated Member Federation,

Following the decision of the FIG Executive Committee, the Gymnastics Federation of **Japan** has the pleasure to invite your Federation to participate in the aforementioned official FIG World Cup.

FIG	Fédération Internationale de Gymnastique (FIG) Contact Person : Alexandre Cola 12 Avenue de la Gare 1003 Lausanne Switzerland Tel: +41 (0) 21 321 55 10 / direct line: +41 (0) 21 321 55 18 Fax: +41 (0) 21 321 55 19 / Sport department +41 (0) 21 321 55 29 e-mail : acola@fig-gymnastics.org website: http://www.fig-gymnastics.com
HOST FEDERATION	Japan Gymnastic Association 1-1-1 Jinnan, Shibuya-ku, Tokyo JAPAN 150-8050 Tel.: +81 3 3481 2341 Fax.: +81 3 3481 2344 e-mail: jga@jpn-gym.or.jp
LOCAL ORGANIZING COMMITTEE	International Aerobic Federation (IAF) Contact person: Mrs. Kazi Tanaka – Secretary General Crest One Bldg.3F, 5-7-10 Higashi-Oi, Shinagawa-ku, Tokyo JAPAN 140-0011 Tel.: +81 3 5796 7521 Fax.: +81 3 5796 7527 e-mail: kazi.tanaka.iaf-jaf@aerobic.or.jp website: http://www.aerobic.or.jp/
LOCATION	Ota-city, Tokyo Japan
DATE	From April 19 to April 23, 2018
VENUE	Ota City General Gymnasium 1-11-1 Higashi-Kamata, Ota-ku, Tokyo JAPAN 144-0031 Tel.: +81-3-5480-6688 Fax.: +81-3-5703-1105 website: http://ota-sports.jp/index.html (Japanese only)
SPECIAL RULES	<p>1. Ranking list: Since this is a combined competition grouping FIG and IAF competitors, 2 separate ranking lists will be established.</p> <p>a. <u>Suzuki World Cup Ranking List</u> including all participants (FIG and IAF competitors)</p> <p>b. <u>FIG World Cup Tokyo Ranking List</u> including FIG competitors ONLY</p> <p>2. Qualifications and Finals: <u>Qualifications:</u></p>

The qualifications are open for maximum 2 units from FIG and 2 units from IAF, thus a participation of 4 units per category.

Finals:

The Finals are open for 2 units per country only. The 2 bests will qualify for the Finals irrespective of their origin (FIG or IAF), thus the 8 best from the Qualifications irrespective of their origin (FIG or IAF) will compete at the Finals.

3. Prize money:

Prize money as mentioned under **PRIZE MONEY** will be paid to the top 3 per category of the Suzuki World Cup Ranking List. Prize money will also be paid to the top 3 per category of the FIG World Cup Tokyo Ranking List, provided they are not included in the top 3 of the Suzuki World Cup Ranking List.

4. World Cup Points:

World Cup Points can only be earned by FIG competitors listed in the FIG World Cup Tokyo Ranking List and duly registered by their respective FIG affiliated Federation in good standing and in possession of a FIG license.

5. Award Ceremonies

Only one award ceremony (per category) will be held based on the Suzuki World Cup Ranking List.

6. Registration

a. FIG gymnasts with valid FIG licence may only be registered by their respective FIG member Federation using the FIG on-line registration system on the FIG database platform.

b. IAF competitors will register through the IAF member Federation directly to the LOC.

See also (**REGISTRATION DEADLINES**)

APPARATUS SUPPLIED **GYMNOVA 6632**
Minimum 2 competition floors of the same manufacturer and product must be available.

PROVISIONAL SCHEDULE	April 19	Official Arrival day
	April 20	Orientation Meeting Opening Rehearsals Judges' Instruction Podium Training
	April 21	Qualifications (9:30- 19:00)
	April 22	Finals (10:00- 18:00) Farewell Party
	April 23	Official Departure Day

PARTICIPATION The World Cup Competitions consist of Qualifications and Finals in all 5 categories.

Participation in the Qualifications:

- All competitors must take part in the qualifications.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied. Nevertheless the gymnasts not qualified for the finals and with same final score will receive the same World Cup points.

Participation in the Finals:

- The top eight units per category from the qualifications qualify for the Finals.
- In addition, if the Organizing Member Federation has not qualified in any category, it may nominate one participation in max. 1 category of its choice.
- Maximum participation in the finals is therefore 8+1 participants in one category and 8 in the other four categories.
- Such "Wild Card Participant" must have participated in the respective category in the qualification.
- "Wild Card Participants" will receive medals and prize money, but they will not receive any World Cup Points.

- If there are less than 4 units participating in a category, no medals, prize money and World Cup Points will be awarded.
- In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

The Organizing Member Federation may cancel the competition in the respective category if at the time of the definitive entry, there are less than 4 units registered in a category. In case of such a cancelation, the Organizing Member Federation must reimburse, in full, the entry fee and payments made for accommodation. Should flights have to be cancelled due to the above, the risk is at the charge of the participating member Federations.

World Cup Competitions may exceptionally be combined with other Competition provided those are clearly separated in the competition schedule.

“HORS CONCOURS” GYMNASTS

The Organizing Member Federation is allowed to add only for the qualifications “hors concours” competitors. These competitors are in addition to the official participants of the Organizing Member Federation’s competitors, they must be named at the time of the closing of the nominative registration and **cannot qualify for the final**. They will have to start first, they are not eligible to receive World Cup Points and prize money and they must not appear on the official results lists. The Organizing Member Federation is allowed to name 1 Individual Men, 1 Individual Woman, 1 Mixed pair, 1 Trio and 1 Group as “hors concours” competitors.

FEDERATIONS INVITED

The Organizing Member Federation must invite all FIG Member Federations who have paid their annual membership fee for Aerobic Gymnastics.

SIZE OF DELEGATION AND FIG LICENSE

The participation is limited to 2 units per NF in each category.

Only senior gymnasts in good standing with the correct age and holding a valid FIG License may participate. No gymnasts will be accepted without a valid FIG License at the deadline of the Nominative Registration.

The Organizing Member Federation may limit the participation with criterias to be defined by the Organizing Member Federation. Those criteria must be approved by the FIG.

The maximum size of the invited delegation is as follows:

Head of delegation		1
Team Manager	(if 4 and more units)	1
	(if 8 and more units)	2
Coaches	(if 1 units)	1
	(if 2 to 7 units)	2
	(if 8 and more units)	3
Gymnasts	(2 per category)	26
Medical Doctor		1
Paramedical staff	(if 1 to 3 units)	1
	(if 4 and more units)	2
Judges		2

A unit being an individual gymnast, a pair, a trio or a group.

AGE LIMITS JUDGES AND JURIES

Age limit: 18 years (born in 2000 or before)

The number of Juries (judges’ panels) may be decided by the Organizing Member Federation depending on the number of participating competitors and judges. The Juries are set up by a draw - directed by the FIG Technical Delegate - from the judges present at the event. Priority will be given to the judges of the highest category.

A jury must consist of one Chair of Judges’ Panel, 4 Artistic, 4 Execution and 2 Difficulty judges.

A federation may not have a judge on both the execution and artistic panels. The Chair of Judges' Panel and the difficulty judges should also be from different federations. Only in exceptional situations can the Technical Delegate make the decision to deviate from this.

The CJP must be of Cat. 1.

The Difficulty Judges must be Cat. 1 or 2.

The Execution and Artistic judges must be Cat. 1, 2 or 3.

If, on the day of the competition, there are no sufficient number of judges in the requested categories, the Technical Delegate may take whatever action needed to secure the running of the event.

Each participating federation must provide minimum one judge Cat. 1, 2 or 3*. Failure to do so, or if a participating Federation sends a judge with a Cat. 4 (instead of Cat. 1, 2 or 3) will result in a fine of Swiss Francs 2'000.- to be paid to the Organizing Member Federation.

*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 only.

The Organizing Member Federation is responsible that there are enough FIG brevetted judges present with the appropriate category of brevet for their function. Should there not be sufficient judges, the Organizing Member Federation may propose to the FIG for approval the name of neutral additional judges to complete the panels (plus 1 reserve). These judges, once approved, have to be invited at the cost of the Organizing Member Federation. Such invitation must be made through the respective Member Federation.

Should the Organizing Member Federation fail to propose names for additional judges, the FIG will invite such judges at the cost of the Organizing Member Federation.

FIG TECHNICAL DELEGATE AND EC MEMBER

The FIG Technical Delegate and EC member (if applicable) will be designated by the FIG.

The FIG Technical Delegate will serve as President of the Superior Jury.

REGISTRATION DEADLINES

Provisional, Definitive and Nominative Registrations must be made exclusively on-line via the [FIG database](#). These registrations will only be accepted from FIG Gymnastics Member Federations.

Provisional registration	January 24, 2018	(4 months prior to the event)
Definitive registration:	February 21, 2018	(2 months prior to the event)
Nominative registration	March 21, 2018	(4 weeks prior to the event)

Last registrations are subject to fines as follows:

Fine for missing or late Provisional registration (if any)	CHF 500.-
Fine for missing or late Definitive registration	CHF 750.-
Fine for missing or late Nominative registration	CHF 500.-

Registrations and payments made after the gymnasts' drawing of lots will not be accepted and the Delegation members concerned will not be authorized to participate.

DRAWING OF LOTS

The drawing of lots will take place at the FIG Headquarters in Lausanne (SUI) two weeks after the closing date of the nominative registration.

After publication of the draw on the FIG website, the member Federation will be given an opportunity to modify the position of their gymnasts' starting order within 3 days by using the official document to be found on FIG website

ENTRY FEES	<p>The entry fees, if any, have to be approved by FIG. The non-reimbursable cost for the Entry Fee is of JPY10,000 per gymnast/category.</p>												
ACCOMMODATION	<p>The invited participating federations must pay for the accommodation expenses of their delegation members.</p> <p>All the rates are per person, per night including BF, all taxes and service charges. Lunch and Dinner are NOT included.</p> <table border="1" data-bbox="515 360 1391 483"> <tr> <td></td> <td>East Tower</td> <td>Main Tower</td> </tr> <tr> <td>Single</td> <td>16,500 JPY</td> <td>-</td> </tr> <tr> <td>Twin</td> <td>-</td> <td>14,500 JPY</td> </tr> <tr> <td>Triple</td> <td>-</td> <td>14,500 JPY*</td> </tr> </table> <p>*For triple room, only 8 rooms are available for first come first served method.</p> <p>The check-in time is 16:00pm. For those of you who would like to check-in before 16pm, please book one additional night to secure the early check-in.</p> <p>The check-out time is 11:00am. Late check-out till 17:00pm is charged 50% and after 17:00pm is charged 100% of the hotel fees.</p> <p>Accommodation & Travel Schedule Form must be sent to the LOC no later than February 21, 2018. The LOC then forward the Form to the LOC's designated travel agent and the agent will start making official reservation and the 100% of the total accommodation fees must be wired to the agent no later than March 21, 2018.</p> <p>All bookings must be made through the LOC's travel agent. For those members that did not book their accommodation through the agent, the LOC and the agent decline any responsibility for any of the local transportation (Narita/Haneda ⇄ hotel ⇄ venue).</p> <p>The prices charged for the hotel rooms will not exceed the usual hotel rates. While the Accommodation & Flight schedule Form must be returned to the LOC by February 21, 2018 at the very latest, the Hotel rooms will be allocated on a "first come, first serve" basis.</p>		East Tower	Main Tower	Single	16,500 JPY	-	Twin	-	14,500 JPY	Triple	-	14,500 JPY*
	East Tower	Main Tower											
Single	16,500 JPY	-											
Twin	-	14,500 JPY											
Triple	-	14,500 JPY*											
MEALS	<p>The invited participating federations must pay for the meals expenses of their delegation members.</p>												
FINAL BANQUET	<p>On April 22, 2018, after the Finals there will be a farewell party from 19:00pm to 21:00pm (tentative) at the official hotel. The tickets are JPY2000/person. (buffet style banquet + free soft drinks) These fees must be paid to the travel agent along with the local transportation fees.</p>												
INTERNATIONAL TRANSPORTATION	<p>The invited participating federations must pay for the travel costs of their delegation members. The Accommodation & Travel Schedule Form must be returned to the LOC by February 21, 2018.</p>												
LOCAL TRANSPORTATION	<p>The LOC provides Meet Service & local transportation to all delegation members from Narita or Haneda International Airport to the hotel and back at the following costs provided that LOC receives the Accommodation & Travel Schedule Form before February 21, 2018. This fee includes train tickets between the hotel and the venue during the event (April 20, 21 and 22)</p> <p>Arrival at Haneda or Narita <u>between 6am -19pm</u> on April 19(official arrival day) <u>in one flight</u> AND departure on April 23(official departure day).</p> <table border="1" data-bbox="459 1870 1394 2029"> <tr> <td style="text-align: center;">Departure Arrival</td> <td>Narita</td> <td>Haneda</td> </tr> <tr> <td>Narita</td> <td>8,000JPY/person</td> <td>5,000JPY/person</td> </tr> <tr> <td>Haneda</td> <td>5,000JPY/person</td> <td>3,000JPY/person</td> </tr> </table> <p>*For those delegations that arrive with two or more groups and/or arrive <u>other than</u></p>	Departure Arrival	Narita	Haneda	Narita	8,000JPY/person	5,000JPY/person	Haneda	5,000JPY/person	3,000JPY/person			
Departure Arrival	Narita	Haneda											
Narita	8,000JPY/person	5,000JPY/person											
Haneda	5,000JPY/person	3,000JPY/person											

	<p><u>April 19, 6am – 19pm</u> (the official arrival date & time), departure other than the official departure day April 23, 12,000JPY is required <u>for each additional flight</u> in addition to the above mentioned transportation costs.</p> <p>*For those delegations that do not need any meet/send-off service and tickets between the airport and the hotel, neither LOC or KNT will not take any responsibility for any local transportation.</p>
VISA	<p>Please verify immediately with your travel agent or the Japanese Embassy or Consulate in your country if a visa is required for your travel to Japan. The Organizing Committee will be happy to assist each Delegation member with an official invitation letter, provided that the request is made before February 21, 2018 to the LOC. The request must include the function, full name, gender, date of birth, citizenship and passport number, passport expiry date, the arrival and departure dates of the Delegation Member as well as the city the visa application support letter must be sent to.</p>
INSURANCE	<p>The Host Federation, the Organizing Committee and the FIG will not be held responsible for any liabilities in case of accidents, illness, repatriation and the like.</p> <p>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.</p> <p>The LOC will verify the insurance upon arrival of the delegation members (e.g. cover note or photocopy of the valid policy). Delegation members with insufficient insurance cover must inform the LOC in advance. The LOC will subsequently offer insurance at the Federations own charge as follows: 500 JPY per person/day.</p>
ACCREDITATION	<p>The accreditation will be held at the official hotel. The Heads of Delegation must present the followings:</p> <ul style="list-style-type: none"> - Passports of all the members of the delegation - License for FIG competitors - One CD for each routine (<u>USB is not acceptable</u>) - Release / Music - Release / Injury & Portrait - NHK Questionnaire
FINANCIAL OBLIGATIONS	<p>Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, etc.) will not be allowed to participate in these World Cups.</p> <p>Federations which have not fulfilled their financial obligations towards the LOC by the given deadline in the Invitation/Directives, may still have the possibility to participate, but the LOC will not guarantee the hotel booking, meals and local transportation.</p>
BANK ACCOUNT INFORMATION	<p>Each participating member Federation is kindly requested to integrate the payment's purpose as follows:</p> <p style="margin-left: 40px;"> Bank Name : SUMITOMO MITSUI BANKING CORPORATION -Branch Name : SUZURAN BRANCH -Account Number : 760-7300002 -Account Name : KINKI NIPPON TOURIST CO.,LTD -Bank Address : 1-5-28,Shimanouchi,Chuo-ku,Osaka-shi,Osaka -Swift Code: SMBCJPJT </p> <p>The participating federation is responsible for covering all bank fees in connection with the bank transfers.</p>
CANCELLATION POLICY	<p>Any change or cancellation must be made in writing to the LOC. The date and time of the change and cancellation will be based on the travel agent's working hours (Monday through Friday 10:00am – 5:00pm [Japan time] except the national holidays). After working hours, cancellation will be made next working day, which may incur charges.</p> <p>1. Entry Fee / Final Banquet Tickets</p>

For cancellations due to less than 4 units registered in a category at the time of the Definitive entry, February 21, 2018, 100% of the Entry Fee will be reimbursed.

2. Rooms / local transportation

Until March 30	No charge
From March 31 to April 11	20% of accommodation charge
From April 12 to April 17	30% of accommodation charge
On April 18	40% of accommodation charge
Before 16:00pm, April 19	50% of accommodation charge
After 16:00pm, April 19 or "no show"	100% of accommodation charge

*Above cancellation fee is based on the official arrival day (April 19).

*All necessary bank handling charges that may occur for reimbursement will be charged at each participating country.

TIE BREAKING RULES

In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied.

The gymnasts with same final score will receive the same World Cup points.

PRIZE MONEY

The Organizing Member Federation must pay a minimum prize money per medallist as follows:

■Suzuki World Cup Ranking List:

Total: 3,000,000JPY (approx. CHF27'000 as of June 2017)

	IW/IM/MP*/TRIO*/GROUP*
1 st place	300,000 JPY (approx. 2,700 CHF)
2 nd place	200,000 JPY (approx. 1,800 CHF)
3 rd place	100,000 JPY (approx. 900 CHF)

*: for MP/TRIO/GROUP, the prize money is divided among the members.

■FIG World Cup Tokyo Ranking List:

Total: 984,500JPY (approx. CHF8,950 as of June 2017)

1 st place	55,000 JPY (approx. 500 CHF) for IM, IW 110,000 JPY (approx. 1,000 CHF) for Mixed Pair* 165,000 JPY (approx. 1,500 CHF) for Trio, Group*
2 nd place	27,500 JPY (approx. 250 CHF) for IM, IW 55,000 JPY (approx. 500 CHF) for Mixed Pair* 82,500 JPY (approx. 750 CHF) for Trio* 110,000 JPY (approx. 1,000 CHF) for Group*
3 rd place	11,000 JPY (approx. 100 CHF) for IM, IW 22,000 JPY (approx. 200 CHF) for Mixed Pair* 33,000 JPY (approx. 300 CHF) for Trio* 55,000 JPY (approx. 500 CHF) for Group*

*: for MP/TRIO/GROUP, the prize money is divided among the members

In case of a tie, the prize money will be added and divided by the number of units:

1, 1, 3 (prize money for rank 1 and 2 is added and divided by 2)

1, 2, 2 (prize money for rank 2 and 3 is added and divided by 2)

No prize money, and no medals will be given, if there are less than 4 participating units per category

"Wild Card Participants" will receive medals and prize money.

"Hors concours competitors" will not receive prize money.

ASSIGNMENT OF WORLD CUP POINT FOR THE RANKING LIST

In principle, the results and the updated FIG World Cup Ranking List will be published on the FIG web site within 24 hours after the end of the competitions provided that all procedures before and after the competitions are duly respected by the Organizing Member Federation "Hors concours competitors" must not appear on the official results lists.

Separate World Cup Series Ranking Lists are established for every category beginning with the first World Cup event of the year and ending with the last World Cup event of the year as follows:

- Men Individual

- Women Individual
- Mixed Pairs
- Trio
- Groups

No World Cup points for AD and AS

For Individual competitors, World Cup Points are assigned to the competitor **by name**.

Mixed Pairs are listed **by name**, but considered **as an entity**.

In case of change of partner, the Mixed Pair is considered as a new Pair.

Trios are listed **by name**, but considered **as an entity**.

One change of name in a Trio is allowed, but in case of a second change of name, the Trio is considered as a new Trio.

Groups are listed **by Federation**. The World Cup Points are assigned to the Federation.

If more than one Group per Federation starts at an event, only the better result will be considered.

The World Cup Points are assigned to the competitors as follows:

Finals: ranking from 1st to 8th place

Qualifications: ranking from 9th to 16th place

Ranking	World Cup Cat. B
1	30
2	25
3	20
4	18
5	16
6	14
7	12
8	10
9	8
10	7
11	6
12	5
13	4
14	3
15	2
16	1

The gymnasts with same final score will receive the same World Cup points.

In case of a tie at any place, the tie-breaking rules as set up for the World Championships shall be applied (see 2018 FIG Technical Regulations Section 6, Art 3.3).

If there are less than four (4) units participating in a category no World Cup Points will be awarded.

“Wild Card Participants” will not receive any World Cup Points.

“Hors concours competitors” will not receive World Cup Points.

WINNER OF THE ANNUAL WORLD CUP

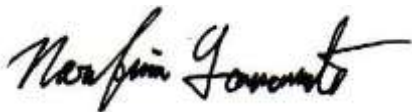
The winner of the annual World Cup per category is the individual gymnast / pair / trio / group with the highest number of points of the World Cup Series Ranking List after the last event of the year:

In case of a tie at any place in the World Cup Series Ranking Lists after the last competition of the year, the tie will not be broken.

	A special award ceremony will be held at the last World Cup Competition of the year in which the World Cup winner will receive the World Cup.	
EVENT MANAGER	Hiro Yamagishi President, International Aerobic Federation(IAF) Crest one Bldg. 3F 5-7-10 Higashi-oi, Shinagawa-ku, Tokyo Japan 114-0011 Tel: +81 3 5796-7521 Fax: +81 3 5796-7527 Email: hiro.yamagishi@aerobic.or.jp	
MEDIA	The person as Event Manager. Our communication policy is basically email communication.	
SOCIAL MEDIA	Facebook : https://www.facebook.com/JapanAerobicFederation	
MEDICAL SERVICES	During all days – official trainings and competition, official medical persons who will be in the training and competition venue will be provided by the LOC.	
OFFICIAL HOSPITAL	When an accident occurs, the LOC makes a phone to an “emergency medical-care center” and ask which hospital can accept the injured person depending on the gravity and the incident occurred. Once the emergency medical-care center advised the LOC of the proper hospital able to treat the injured person, the ambulance will direct him/her to this center for proper medical care.	
DOPING CONTROLS	For World Cup Competitions and Series, A and B Category, the Organizing Member Federation will provide a minimum of 5 doping controls at its own charge. Failure to do so will result in the deposit being lost in full. The LOC will arrange an anti-doping commission under the supervision of JADA (Japan Anti-Doping Agency) and the tests will be analyzed at a licensed doping laboratory in Tokyo.	
MARKETING	FIG advertising and publicity norms must be respected.	
TELEVISION	<p>Host Broadcaster: NHK Grobal Media Services, Inc. 9-2 Kamiyama-cho, Shibuya-ku, Tokyo, Japan 150-0047 Person in charge of the International TV rights: Ms. Akiko Iwasaki The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.</p> <p>The Organizing Member Federation will guarantee the production of a basic feed (international signal) at least for the Final rounds.</p>	
VIDEO CONTROL SYSTEM	The LOC prepares; - One business use video camera - One PC for monitoring for support tool for inquiries.	
RULES AND REGULATIONS	<p>The competition must be organized under the following FIG rules, as valid in the year of the competition, except for any deviation mentioned in these directives:</p> <ul style="list-style-type: none"> • Statutes • Code of ethics • Technical Regulations • Code of Points and relevant Newsletters • Licenses Rules • World Cup Rules for Aerobic Gymnastics • General Judges Rules • Specific Judges’ Rules for Aerobic Gymnastics • Medical Organization of the Official FIG Competitions • Doping Control Rules • Media Rules • Apparatus Norms • Advertising and Publicity Rules • Accreditation Rules • Regulations for Awards Ceremonies <p>and subsequent decisions of the FIG Executive Committee</p>	
DEADLINES SUMMARY	Provisional Registration (on line)	January 24, 2018
	Definitive Registration (on line)	February 21, 2018
	Nominative Registration (on line)	March 21, 2018

	Accommodation & Travel Schedule Form	February 21, 2018
	Visa Request Form	
	Payment of the fine for missing judge	March 21, 2018
	Payment of the Entry Fee	
	Payment of the Accommodation Costs (100%)	
	Farewell Party ticket	
Payment the local transportation		
ADDITIONAL INFORMATION		

Sincerely Yours,



Norifumi Yamamoto
Executive Director
Japan Gymnastic Association




Hiro Yamagishi
President
International Aerobic Federation

Place and date: Tokyo, June 15, 2017