



TO ALL World Archery Member Associations

Dear President,

As Chair of the Local Organising Committee (LOC) of the third stage of the Hyundai Archery World Cup to be held in Berlin- Germany on 21-28 June 2020, I would like to invite you all to be part of one of the most important archery events to take place in Europe in 2020.

Please find enclosed information regarding the details of this event and how to complete registration. To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

Summary of deadlines:

- | | |
|---------------------------------|---------------|
| • Preliminary Entries | 21 March 2020 |
| • Final Entries | 1 June 2020 |
| • Preliminary Hotel Reservation | 17 March 2020 |
| • Final Hotel Reservation | 17 April 2020 |
| • 80% Deposit Hotel Payment | 18 May 2020 |
| • Cancellation Fee | 18 May 2020 |
| • Remaining Hotel Payment | 05 June 2020 |
| • Transportation | 18 May 2020 |
| • Visa Support | 25 May 2020 |

We are looking forward to welcoming you and your team in the capital of Germany and making the Hyundai Archery World Cup Berlin 2020 a successful competition.

Sincerely yours,

Gerhard Furnier
World Cup Berlin OC Chairman



PRELIMINARY PROGRAMME

20 June 2020 Saturday	Arrival of participants Practice field and local transport available
21 June 2020 Sunday	Official Practice (Recurve 70m Round) Equipment Inspection Team Managers Meeting
22 June 2020 Monday	Qualification Round (Recurve 70m Round)
23 June 2020 Tuesday	Official Practice (Compound 50m Round) Equipment Inspection Qualification Round (Compound 50m Round)
24 June 2020 Wednesday	Qualification Round (Compound 50m Round) Individual Eliminations Team Eliminations
25 June 2020 Thursday	Individual Eliminations Team Eliminations (Recurve and Compound)
26 June 2020 Friday	Mixed Team Eliminations (Recurve and Compound)
27 June 2020 Saturday	Finals – Compound
28 June 2020 Sunday	Finals – Recurve
29 June 2020 Monday	Departure of teams

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://extranet.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://extranet.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 Ms CECILE TOSETTI (ctosetti@archery.sport) in the World Archery Office with any questions regarding technical issues on 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	31 January 2020
End of Preliminary registration using WAREOS:	21 March 2020
End of Final registration using WAREOS:	1 June 2020

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 2019 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 & GENERAL INFORMATION

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 **17/03/2020**
- Final Hotel Reservation **17/04/2020**
- 80% deposit **18/05/2020**
- Cancellation Fee **18/05/2020**
- Remaining Hotel Payment **05/06/2020**

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 190,00 / single incl. full board
EUR 136,00 / 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 175,00 / single incl. full board

EUR 130,00 / double incl. full board



Combine a touch of history with modern accommodation and personal service when you stay at Moevenpick 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 144,00 / single incl. full board

EUR 114,00 / 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 above 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 18 May 2020**, via a bank transfer, using the details below. The remaining payment for accommodation should be paid by **05 June 2020**.

Accommodation cannot be guaranteed after this deadline. In case of cancellation after **18 May 2020** 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



ENTRY FEE

Entry Fees:

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

Entry fee in NON official hotels:

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

Airport Transportation Fee:

Roundtrip:	30 EUR 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 by the set deadline.

The payment 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



ADDITIONAL INFORMATION

Venues

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 (Final Venue)
Hotels Potsdamer Platz	13 km - 30 min	walking distance
Park Inn Berlin Alexanderplatz	14 km - 35 min	4 km - 15 min

Cancellations & Changes

All cancellations and changes must be made through WAREOS:

- Name changes to team officials or athletes (same category and division) will be accepted up to **17:00hrs, three (3) days before official practice** without any additional charge or penalty fees.
- In case of cancellation after **18 MAY 2020 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.
- 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 WAREOS accommodation reservation.
- The organising committee should be informed immediately about any changes in travel arrangements 72 hours prior arrivals. Please use the details indicated in the team managers' booklet.



- An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Transportation

Airport Transfers

- Transportation will be provided from Tegel (TXL) and Schoenefeld (SFX) airports to official hotels, on **19 till 22 June 2020**.
- Transportation will be provided from the official hotels to Tegel (TXL) and Schoenefeld (SFX) airports on **28 & 29 June 2020**.
- Airport Transportation fee is 30 Euros per person for both ways.

Local Transportation

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).

Public transport

All accredited persons can use the public transportation (bus, tram, underground) in Berlin from 21 June till 28 June 2020 (Zone AB). Please note the details given in your welcome folder.

Training

A training field will be available starting **from 19 June 2020**. The practice field is located on the Maifeld. Please note that the shooting direction is to the south, directly opposed to the competition field. The training field is on the other side of to the competition field. Transportation between the hotels and the venue will be provided.

Weather

June (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



Media Registration

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

Internet

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

Water

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

Visa

All participants who need an entry visa to **Germany**, will be required to complete the Visa Support Form in WAREOS by no later than **25 May 2020**.

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 to WAREOS. All passport copies and personal details entered/uploaded on 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: Julia Matheis
Email: matheis@dsb.de
Language: German and English