



The World Games
2013 C A L I
Fair Play To The Planet

Bulletin 3
Cali, February 2013

Table of Content

- 1. Accreditation**
 - 1.1 Main Accreditation Center
 - 1.2 Sub accreditation Center
 - 1.3 Accreditation period
 - 1.4 Accreditation process
 - 1.5 Extra-official Accreditation Process
- 2. Visa Process**
- 3. Service**
 - 3.1 Accommodation
 - 3.2 Transportation
 - 3.3 Catering
 - 3.4 Volunteering
 - 3.5 Map of venues, hospitals and hotels
- 4. IBC - International Broadcast**
- 5. Media**
 - 5.1 MMC Main Media Center
 - 5.2 Media Accreditation
- 6. Sponsorship and Advertising**
- 7. Ticketing**
- 8. Merchandising**
- 9. Opening and Closing Ceremonies**
- 10. Athletes Night**
- 11. Applications**
 - 11.1 QR Code System in Badges
 - 11.2 Augmented Reality Application
- 12. FICS – Sports Chiropractic Service**
- 13. Equipment**

1. Accreditation

1.1 Main Accreditation Center

Centro de
Convenciones
Valle del Pacifico.
Address: Calle 15 # 26-120
located 10 mins from Alfonso
Bonilla Aragon Airport.



1.2 Sub Accreditation Center

Public Accreditation Room
Room size: approx. 200 Mts2
VIP Accreditation Room
Room size: approx. 25 Mts2
Address: Calle 9 # 34-01
located across from
THE WORLD GAMES
2013 CALI main office.



1.3 Accreditation period

The following is the time table of the accredited period. CLOC will provide services (meals, accommodation and transportation) to the IF Passport Representatives: (Athletes and Officials).

Timetable for accredited individuals (according to IF passport)

	SPORT	DISCIPLINE	ARRIVAL DAY	JET LAG DAY	OFFICIAL TRAINING DAY	DAY 1	FINAL	DEPARTURE DATE
ARTISTICS AND DANCESPORT	Dance Sport	Standard	24-jul	25-jul	26-jul	27-jul	28-jul	29-jul
		Latin	24-jul	25-jul	26-jul	27-jul	28-jul	29-jul
		Salsa	24-jul	25-jul	26-jul	27-jul	28-jul	29-jul
	Gymnastics	Aerobic	30-jul	31-jul	1-aug	2-aug	3-aug	4-aug
		Rhythmic	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
		Acrobatic	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
		Tumbling	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
		Trampoline	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
	Roller Sports	Artistic	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
BALL SPORTS	Beach Handball	Men's and Women's	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
	Canoe	Canoe Polo	30-jul	31-jul	1-aug	2-aug	3-aug	4-aug
	Fistball	Men's	29-jul	30-jul	31-jul	1-aug	4-aug	5-aug
	Korfball	Mixed	28-jul	29-jul	30-jul	31-jul	4-aug	5-aug
	Rugby	Rugby Sevens	29-jul	30-jul	31-jul	1-aug	2-aug	3-aug
	Racquetball	Men's and Women's Singles	23-jul	24-jul	25-jul	26-jul	28-jul	29-jul
	Squash	Men's and Women's - Singles	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
MARTIAL ARTS STRENGTH SPORTS	Jiu Jitsu	Various Weight Classes	26-jul	27-jul	28-jul	29-jul	30-jul	31-jul
	Karate	Various Weight Classes	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
	Sumo	Various Weight Classes	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
	Powerlifting	Various Weight Classes	27-jul	28-jul	29-jul	30-jul	1-aug	2-aug
	Tug of War	Men's	24-jul	25-jul	26-jul	27-jul	28-jul	29-jul
		Women's (indoor)	25-jul	26-jul	27-jul	28-jul	28-jul	29-jul



	SPORT	DISCIPLINE	ARRIVAL DAY	JET LAG DAY	OFFICIAL TRAINING DAY	DAY 1	FINAL	DEPARTURE DATE
PRECISION SPORTS	Boules Sport	Barebow	27-jul	28-jul	29-jul	30-jul	1-aug	2-aug
		Recurve	27-jul	28-jul	29-jul	30-jul	1-aug	2-aug
		Lyonnaise	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
		Petanque	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
		Raffa	26-jul	27-jul	28-jul	29-jul	31-jul	1-aug
	Bowling	Tenpin Singles Men's and Women's	29-jul	30-jul	31-jul	1-aug	4-aug	5-aug
		Tenpin Doubles - Mixed	29-jul	30-jul	31-jul	1-ago	4-aug	5-aug
	Billiards	Carom	23-jul	24-jul	25-jul	26-jul	30-jul	31-jul
		Pool	23-jul	24-jul	25-jul	26-jul	30-jul	31-jul
		Snooker	23-jul	24-jul	25-jul	26-jul	30-jul	31-jul
TREND SPORTS	Air Sports*	Accuracy Landing	29-jul	30-jul	31-jul	1-aug	4-aug	5-aug
		Canopy Piloting	29-jul	30-jul	31-jul	1-aug	4-aug	5-aug
	Fin Swimming	Pool	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
		Various Disciplines	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
	Flying Disc	Men and Women's Ultimate	25-jul	26-jul	27-jul	28-jul	30-jul	31-jul
	Lifesaving	Pool - Various Disciplines	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
	Orienteering	Sprint	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
		Middle Distance	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
		Mixed Relay	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
	Roller Sports	Inline Hockey	23-jul	24-jul	25-jul	26-jul	30-jul	31-jul
		Speed	28-jul	29-jul	30-jul	31-jul	3-aug	4-aug
	Water Ski	Classic Track	23-jul	24-jul	25-jul	26-jul	29-jul	30-jul
		Classic Slalom	23-jul	24-jul	25-jul	26-jul	29-jul	30-jul
		Classic Jump	23-jul	24-jul	25-jul	26-jul	29-jul	30-jul
		Wakeboard Freestyle	23-jul	24-jul	25-jul	26-jul	29-jul	30-jul
	Sport Climbing	Men's and Women's - Lead	31-jul	1-aug	2-aug	3-aug	4-aug	5-aug
		Men's and Women's - Speed	31-jul	1-aug	2-aug	3-aug	4-aug	5-aug
INVITATIONAL SPORTS	Duathlon	Men and Women's	23-jul	24-jul	25-jul	26-jul	27-jul	28-jul
	Wushu	Men and Women's - Singles	30-jul	31-jul	1-aug	2-aug	4-aug	5-aug
	Roller Sports	Inline Speed Road	1-ago	2-aug	3-aug	4-aug	4-aug	5-aug
	Softball	Women's	23-jul	24-jul	25-jul	26-jul	30-jul	31-jul
	Canoe Marathon	Men's and Women's	29-jul	30-jul	31-jul	1-ago	2-aug	3-aug

1.4 Accreditation Process

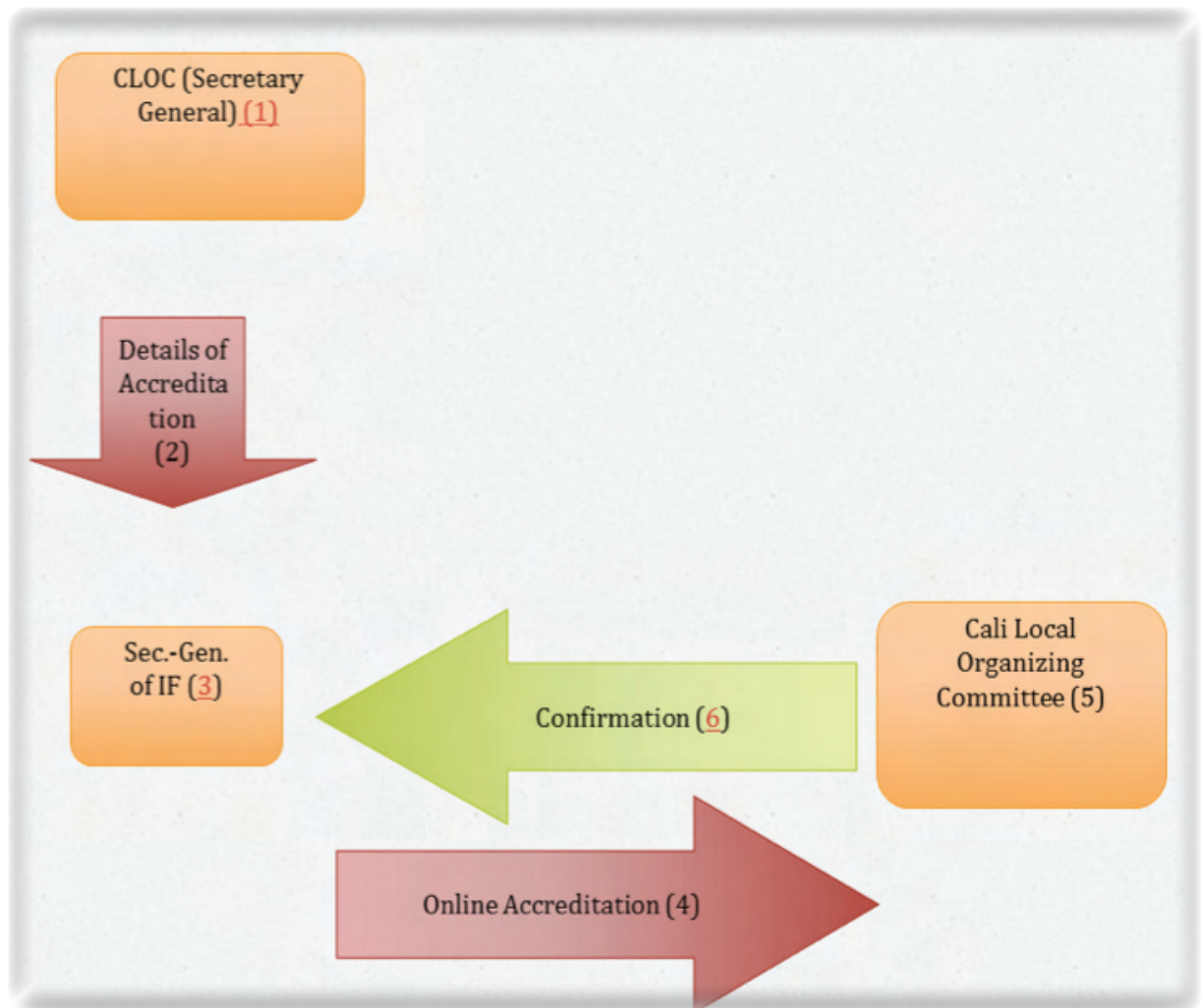


Figure 1.3

The following are the milestones until the IAC is delivered. Please remember the badge will only be delivered to the participants who present a valid medical insurance at the accreditation center, otherwise she/he will be required to buy it through our local provider at the accreditation center, with a fee of USD 40. (see 6.4 bulletin 2).

Accreditation Milestones

20 January, 2013	Electronic Accreditation Package has been sent
1 February, 2013	Accreditation System Opens
31 May, 2013	IF Deadline to send Accreditation Data by Excel-import Spreadsheet
1 June 2013	Accreditation system opens to IFs for data verification
30 June, 2013	IF Limited Access to Accreditation System
15 July, 2013	Accreditation Center Opens
4 August, 2013	Accreditation System Closes
Contact person:	Angela Urbano: e-mail: accr@theworldgames2013.com

All IF received a complete set of information as it was announced at the General Meeting in November 2012. IF and Competition Managers were informed on due time.

Description of figure 1.3

CLOC Secretary General (1)

The IFs received the following information package via email:

- Accreditation User Manual: This manual has all the information to use the Accreditation System.
- Excel-Import spreadsheet
- User Name and Password for the accreditation system
- Extra officials Accreditation Document (including payment instructions).
- Rooming List Form: This form must be completed by the IF.

Accommodation

All IF's received the "Rooming list form" included on the Accreditation package. This form has to be sent via e-mail to Mrs. Consuelo Arcila, accommodation coordinator, no later 30 June 2013. E-mail: carcila@theworldgames2013.com

Details of Accreditation (2)

Between 1st February 2013 through 31st May 2013, the Secretary General of each IF must contact the participants of their National Federations and must send the spreadsheet in order to import the data into the accreditation system (this information contains all categories including extra- officials). The spreadsheet must be sent to the following e-mail: ems-cali2013@st-software.com
Please revise Accreditation Manual.

Secretary General IF (3) Starting 1st June 2013

Once a participant is registered, the corresponding Secretary General will automatically receive a notification by E-mail containing all personal information provided. The athlete will also receive a copy of the email. The IF Secretary General

shall enter all travel information and shall submit it once the information is completed. Travel information of all registered participants has to be provided by the Secretary General of the IFs. This information is required by the Colombian National Government and the Ministry of Foreign Affairs.

Note: If an IF does not provide flight information of the participant in the above deadlines, the organization will not be responsible for immigration issues.

From 30th June, 2013

IFs will only be able to register participants on the online accreditation system with limited access.

1.5 Extra-official Accreditation Process

Accreditation Milestones

The following are the Accreditation Milestones established for Extra official Accreditation. An Extra-Official Accreditation must be always proofed by IWGA; this person must have a function and be a necessity for the IF during the competition. He/ She will receive the category according to this function.

The process has to be handled by the IF Secretary General that is in charge of coordinating with the IF and the International Association (IWGA). Please refer to the IWGA as soon as possible; the online accreditation system will only give the quota approved.

20 January, 2013 - Electronic accreditation package and accreditation forms sent to Secretaries General of IF's.

1 February, 2013 - Online accreditation system opens

15 May, 2013 – Deadline of the 100% payment for Extra Officials

31 May, 2013 - Last date to provide CLOC with Excel-Import Spreadsheet

1 June, 2013 - Accreditation system opens to IFs for data verification

30 June, 2013 – IF Limited Access to Accreditation System

15 July, 2013 - Accreditation center opens

4 August, 2013 - Accreditation center closes

Accreditation Process

20 January, 2013 - Electronic accreditation package and accreditation forms sent to Secretaries General of IF's.

CLOC Secretary General sent a complete set of Accreditation in compliance with the information given in November General Meeting. Each IF Secretary General should include the Athletes', Officials' and Extra-Officials information. The General spreadsheet will be then imported to the online system. Please revise Accreditation Process.

The room allocation for the Extra-officials will be the responsibility of each IF.

1 February 2013 - Online accreditation system opens.

The Extra-Officials of the Official Sports will be accommodated in double occupancy rooms (twin beds) in the hotels listed below. Please revise rooming list format.

EXTRA OFFICIALS HOTELS

SPORT	DISCIPLINE	HOTEL
AIR SPORTS	Extra Officials- Paragliding - Accuracy Landing	STANCIA SPIWAK
	Extra Officials- Parachuting - Canopy Piloting	STANCIA SPIWAK
ARCHERY	Extra Officials (Barebow)	GRANADA REAL HOTEL
BEACH HANDBALL	Athletes-Extra Officials	APARTAHOTEL DEL RIO
BILLIARDS	Extra Officials- Carom - Men	MOVICH
	Extra Officials- Pool - Women / Men	MOVICH
BOULES SPORTS	Extra Officials	HAUS
BOWLING	Extra Officials	TOSCANA
CANOE MARATHON	Extra Officials	LOS ANDES CLUB
CANOE POLO	Extra Officials	TORRE DEL VIENTO
DANCE SPORT	Extra Officials	INNOVA
	Extra Officials	STANCIA SPIWAK
DUATHLON	Extra Officials	RADISSON ROYAL HOTEL
FINSWIMMING	Extra Officials	APARTAHOTEL DEL RIO
FISTBALL	Extra Officials	RADISSON ROYAL HOTEL
FLYING DISC	Extra Officials	SAN FERNANDO REAL HOTEL
	Extra Officials- Aerobics	DANN CALI
GYMNASTICS	Extra Officials-Rhythmic	INTERCONTINENTAL HOTEL
	Extra Officials-Acrobatics	INTERCONTINENTAL HOTEL
	Extra Officials-Tumbling	INTERCONTINENTAL HOTEL
	Extra Officials-Trampoline	INTERCONTINENTAL HOTEL
JUJITSU	Extra Officials	MS CASTELLANA
KARATE	Extra-Officials	SAN FERNANDO REAL HOTEL
KORFBALL	Extra Officials	OBELISCO HOTEL
	Extra Officials	IMBANACO
LIFESAVING	Extra Officials	SHERATON
	Extra Officials	DANN CALI - DANN CARLTON
ORIEENTERING	Extra Officials	TORRE DE CALI
POWERLIFTING	Extra Officials	TORRE DE CALI
RACQUETBALL	Extra Officials	RADISSON ROYAL HOTEL
ROLLER SPORTS	Extra Officials- Men Hockey (Inline)	DANN CALI
	Extra Officials-Artistic	DANN CARLTON
	Extra Officials-speed	HAUS
RUGBY	Extra Officials	DANN CARLTON
SOFTBALL	Extra Officials	AMERICANA
CLIMBING	Extra Officials	FLAMINGO
SQUASH	Extra Officials	RADISSON ROYAL HOTEL
SUMO	Extra Officials	TORRE DE CALI
TUG OF WAR	Extra Officials	CALIMA
WATER SKI	Extra Officials	LOS ANDES CLUB
WUSHU	Athletes-Extra Officials	GRANADA REAL HOTEL

The Extra-Officials of the Invitational Sports will be accommodated in double or triple occupancy rooms depending on the case. This information will be sent out individually to each sport on the contract addendum.

Accreditation Package: the cost for IF Extra-Officials of the Official Sports is \$162 USD per day that includes:

- Transportation Airport – Hotel - Airport
- Local Transportation
- Catering: Lunch and Dinner
- Hotel and Breakfast (hotel)

Accreditation Badge

The NOC's approved by the IWGA that requires accreditation to enter to the Sport Venues must pay 30 USD per day, that includes:

- Transportation Airport-Hotel-Airport
- Entrance to the sport venues

The IF/NOC will receive a notification e-mail with the corresponding link for the payment. The instructions for the payment will be the same as an extra official.

15 May, 2013 – Deadline of the 100% payment for Extra Officials/NOCs.
CLOC gives two payment options:

Payment by Wire Transfer

1. Download the Swift Format for deposit included on the notification E-mail
2. Send to Accounting Coordinator of TWG2013 Alexandra Casas E-mail: acasas@theworldgames2013.com the following information:
 - List of individuals covered by the payment (Full Name, Country and Sport)
 - Swift Format Completed
 - Confirmation of Bank Transfer

Important

- The cost by wire transfer must be 162 USD net for the Extra Officials of the Official Sports and the net value stipulated in the contract of the Invitational Sports.
- The transfer costs will be borne by the person who pays, not by the organization. Alexandra Casas will send the payment validation.

Online Payment

To pay online by credit card, follow the instructions on the notification E-mail.

2. Visa Process

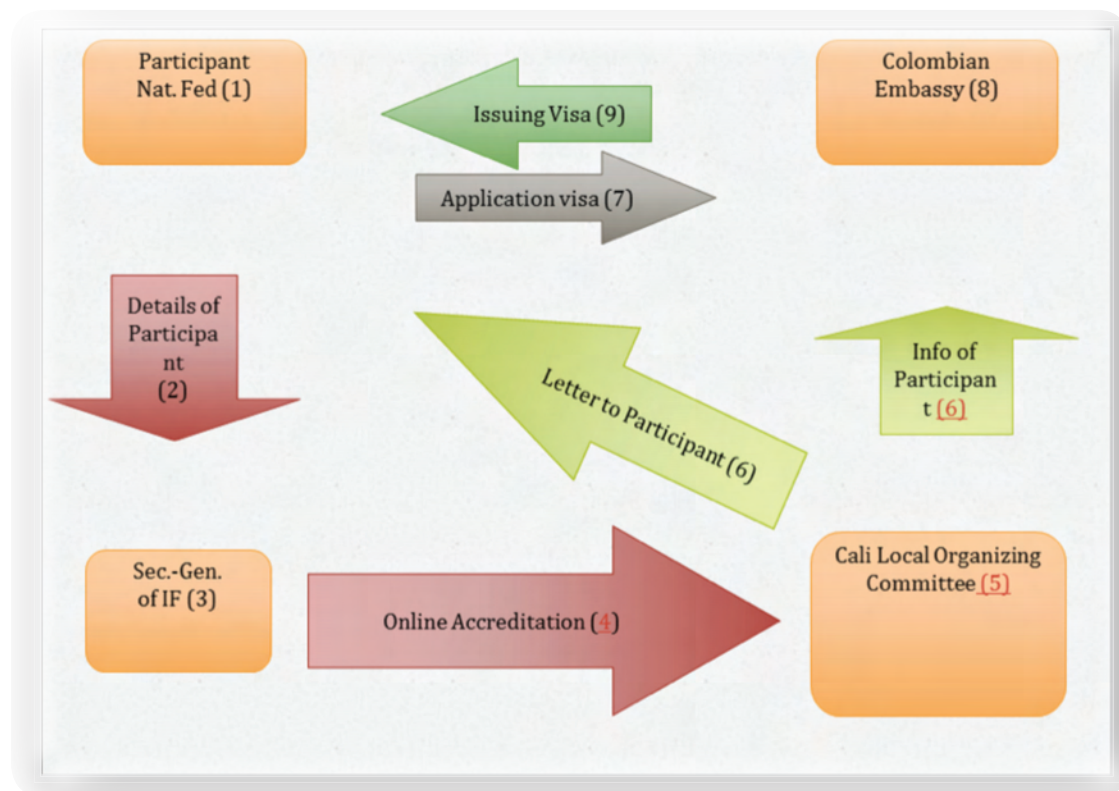


Figure 2

Online Accreditation (4)

The online accreditation will have a link that will direct people to the visas information section of The World Games webpage. Participants must specify the need of visa and provide the embassy or consulate in which they are applying for visa.

The deadline for entering the profile data of participants who need visa will be 15th April 2013. CLOC will be able to check the information as long as it is saved on the system.

Cali Local Organizing Committee (5)

The Secretary General of CLOC will export all information of participants who require visa from the online accreditation in order to manage the requests with the Colombian Ministry of Foreign Affairs and Immigration Authorities during the following dates:

16 April 2013 – 26 April, 2013

All participants must enter Colombia with Temporary Visitor's Visa. The letter of invitation will be sent to those participants who require visa. The other invitations can be downloaded from the system.

21 May 2013

Foreign Affairs Ministry:
During the following period, CLOC will send the visa information required to the Colombian Ministry of Foreign Affairs.

21 May 2013 – 24 May 2013

Colombian Immigration:
The information will be sent to Colombia's Immigration Authorities: 12 July, 2013.

Important Dates for Visa Applicants

1 February, 2013	Accreditation System Opens
1 April, 2013	Flight information is mandatory
15 April, 2013	IF Deadline to send Accreditation Data
21 - 30 May, 2013	Sending of Invitation Letters
15 July, 2013	Accreditation Center Opens
4 August, 2013	Accreditation System Closes
Contact:	Brenda Valencia, E-mail: accr@theworldgames2013.com

CLOC will use a help desk to direct every question you have regarding accreditation, media accreditation, and visas.

<http://app.theworldgames2013.com/helpdesk/>

Questions will be answered by IT Assistant/Accreditation Supervisor Mrs. Angela Urbano

E-mail: accr@theworldgames2013.com

3. Service**3.1 Accommodation****Hotel location**

- Athletes and officials are accommodated in double rooms (officials will share the same room for having the same sport, same gender, but different nationalities).
- Volunteer service: At least one volunteer will be assigned to each hotel to provide information assistance.
- Laundry Service: Each hotel offers laundry service at delegations expenses.

Hotel Locations for Each Sport

SPORT	DISCIPLINE	HOTEL	TIME (Minutes) HOTEL - VENUE
AIR SPORTS	Paragliding - Accuracy Landing	INNOVA	20 - 30
	Extra Officials	STANCIA SPIWAK	20 - 30
	Parachuting - Canopy Piloting	STANCIA SPIWAK	20 - 30
	Extra Officials	STANCIA SPIWAK	20 - 30
ARCHERY	Compound-Athletes	GRANADA REAL HOTEL	20 - 30
	Oficials	DANN CARLTON	20 - 30
	Barebow-Athletes	LAS VEGAS GRANADA	20 - 30
	Extra Officials	GRANADA REAL HOTEL	20 - 30
	Recurve-Athletes	GRANADA REAL HOTEL	20 - 30
BEACH HANDBALL	Athletes-Extra Officials	APARTAHOTEL DEL RIO	35 - 45
	Athletes-Officials	AMERICAS	35 - 45
BILLARDS	Carom - Men	MOVICH	35 - 45
	Extra Officials	MOVICH	35 - 45
	Pool - Women / Men	MOVICH	35 - 45
	Extra Officials	MOVICH	35 - 45
	Snooker - Men	NOW	35 - 45
	Officials	AQUA	35 - 45
BOULES SPORTS	Officials-Lyonnaisse Athletes	PUERTA DE SAN ANTONIO	35 - 45
	Pétanque-Lyonnaisse Athletes	AUSTRAL HOTEL	20 - 30
	Raffa-Lyonnaisse Athletes	HAUS	20 - 30
	Lyonnaisse-Athletes	INTERCONTINENTAL HOTEL	20 - 30
BOWLING	Athletes	TOSCANA	15 - 25
	Officials	TOSCANA	15 - 25
CANOE MARATHON	Marathon Men / Women	LOS ANDES CLUB	5
	Jet Lag-	RADISSON ROYAL HOTEL	5
	Extra Officials	LOS ANDES CLUB	5
CANOE POLO	Athletes Canoe Polo	LA ESPERANZA	10 - 15
	Athletes	KARLO	10 - 15
	Officials-Athletes	MS CASTELLANA	10 - 15
	Athletes	TORRE DEL VIENTO	10 - 15
DANCE SPORT	Athletes	INNOVA	40 - 50
	Extra Officials	INNOVA	40 - 50
	Athletes	STANCIA SPIWAK	40 - 50
	Extra Officials	STANCIA SPIWAK	40 - 50

SPORT	DISCIPLINE	HOTEL	TIME (Minutes) HOTEL - VENUE
DUATHLON	Athletes	RADISSON ROYAL HOTEL	10
	Extra Officials	RADISSON ROYAL HOTEL	10
FINSWIMMING	Athletes	APARTAHOTEL DEL RIO	20 - 30
	Extra Officials	APARTAHOTEL DEL RIO	20 - 30
FISTBALL	Athletes-Officials	RADISSON ROYAL HOTEL	15 - 20
	Extra Officials	RADISSON ROYAL HOTEL	15 - 20
FLYING DISC	Athletes	IMBANACO	15
	Officials-Athletes	SAN FERNANDO REAL HOTEL	15
	Extra Officials	SAN FERNANDO REAL HOTEL	15
GYMNASTICS	Aerobic	DANN CARLTON-DANN CALI	20 - 30
	Oficials	DANN CARLTON	20 - 30
	Rhythmic	INTERCONTINENTAL HOTEL	20 - 30
	Extra Officials	INTERCONTINENTAL HOTEL	20 - 30
	Sports Acrobatics	INTERCONTINENTAL HOTEL	20 - 30
	Extra Officials	INTERCONTINENTAL HOTEL	20 - 30
	Tumbling	INTERCONTINENTAL HOTEL	20 - 30
	Extra Officials	INTERCONTINENTAL HOTEL	20 - 30
	Trampoline	INTERCONTINENTAL HOTEL	20 - 30
	Extra-Officials	INTERCONTINENTAL HOTEL	20 - 30
JU JITSU	Athletes	KARLO	15 - 20
	Athletes	TORRE DEL VIENTO	15 - 20
	Officials	OBELISCO HOTEL	15 - 20
	Athletes-officials-Extra Officials	MS CASTELLANA	15 - 20

SPORT	DISCIPLINE	HOTEL	TIME (Minutes) HOTEL - VENUE
KARATE	Athletes	OBELISCO HOTEL	15 - 20
	Athletes	SAN FERNANDO REAL HOTEL	15 - 20
	Officials	SAN FERNANDO REAL HOTEL	15 - 20
	Extra-Officials	SAN FERNANDO REAL HOTEL	15 - 20
KORFBALL	Athletes-Officials	SHERATON	50 - 60
	Athletes-Extraofficials	OBELISCO HOTEL	50 - 60
	Extra-Officials	METROPOLIS	50 - 60
LIFESAVING	Athletes-Extra Officials	SHERATON	15 - 25
	Officials-Extra Officials	DANN CALI - DANN CARLTON	15 - 25
ORIEENTERING	Athletes-Extra Officials	TORRE DE CALI	45 - 65
	Extra-Officials	TORRE DE CALI	45 - 65
	Officials	LAS VEGAS SUR	45 - 65
POWERLIFTING	Athletes	COSMOS	50 - 60
	Athletes-Extra Officials	TORRE DE CALI	50 - 60
	Athletes	SHERATON	50 - 60
	Officials	CAMPESTRE	50 - 60
RACQUETBALL	Athletes	RADISSON ROYAL HOTEL	15 - 20
	Extra Officials	RADISSON ROYAL HOTEL	15 - 20
ROLLER SPORTS	8 Teams Men Hockey (Inline)	DANN CALI	20 - 30
	Extra Officials	DANN CALI	20 - 30
	Artistic	DANN CARLTON	20 - 30
	Extra Officials	DANN CARLTON	20 - 30
	Speed	SAN FERNANDO REAL HOTEL	20 - 30
	Athletes-Officials	HAUS	20 - 30
	Extra Officials	HAUS	20 - 30
	Road	INTERCONTINENTAL HOTEL	20 - 30
RUGBY	Athletes	INTERCONTINENTAL HOTEL	15 - 25
	Officials	DANN CARLTON	15 - 25
	Extra Officials	DANN CARLTON	15 - 25

SPORT	DISCIPLINE	HOTEL	TIME (Minutes) HOTEL - VENUE
SOFTBALL	Athletes-officials	MUDEJAR	15 - 25
	Athletes-Extra Officials	AMERICANA	15 - 25
	Athletes-Officials	IMBANACO	15 - 25
SPORTS CLIMBING	Athletes	FLAMINGO	10 - 15
SQUASH	Athletes	RADISSON ROYAL HOTEL	15 - 20
	Extra Officials	RADISSON ROYAL HOTEL	15 - 20
SUMO	Athletes	COSMOS	50 - 60
	Officials-Athletes	INTERCONTINENTAL HOTEL	50 - 60
	Athletes	TORRE DE CALI	50 - 60
TUG OF WAR	Athletes-Officials	AMERICAS	50 - 60
	Athletes	VERSALLES	50 - 60
	Extra Officials	CALIMA - TORRE DE CALI	50 - 60
WATER SKI	Water Ski Classic	LOS ANDES CLUB	5
	Wakeboard	LOS ANDES CLUB	5
	Extra Officials	LOS ANDES CLUB	5
WUSHU	Athletes-Officials	SAN FERNANDO REAL HOTEL	5
	Officials	SAN FERNANDO REAL HOTEL	5
	Athletes-Extra Officials	GRANADA REAL HOTEL	15 - 20

Note:

Please refer to the Hotels and Venues Map. Any change of hotel will be announced in Bulletin 4

Arrival and Departure Schedule

- Participants from non-American continent should arrive 3 days prior to the competition (the first day is the jet lag) and depart on the day after the final competition.
- Participants from American continent should arrive 2 days prior to the competition and depart on the day after the final competition.

- *Notice:
- The day before the competition start is the official training day.
 - Please refer to page 4 for service period for each sport.
 - Participants arriving before the official service period shall go to the Accreditation Center by themselves. Assistance from the volunteers on-site will be provided.
- Other than the above mentioned official service period, all participants are welcome to arrive earlier or stay after the competition for sightseeing at their own expense (room, food, and transportation). Please contact VIP Sports Travel for additional information or contact your travel agency.

Traveling to Cali

For tour packages and additional travel requests, as travel arrangements, extend of staying before or after the event, tickets for the competitions, you can contact:

VIP Sports Travel

Michelle Lu
Senior Sales Manager
Representative Office Berlin
Tel.: +49 30 26 47 64 684
michelle.lu@vip-sportstravel.com

Remy Briffot
Senior Sales Manager
Representative Office Madrid
Tel.: +34 91 119 05 11
Fax: +34 91 119 05 01
remy.briffot@vip-sportstravel.com

Or visit the webpage: <http://www.vip-sportstravel.com/en/product-portfolio/the-world-games-2013.html>

3.2 Transportation

Transportation Service Schedule and Notice

- CLOC provides transportation service on site from Jul 23rd - Aug 5th 2013.
- Free transportation service is available on the exact dates for each sport.

If you arrive before the schedule for the sport you need to contract your own transportation.

- The official airport for arrival in Cali is the Alfonso Bonilla Aragon Airport. Some flights will arrive initially to Bogotá and then connecting flights to Cali.
- Information Centers will be located in El Dorado and Puente Aéreo Airports in Bogotá and in Alfonso Bonilla Aragón Airport in Cali.

Flight Information

Flight Information- Cali (CLO)

For Flight information on Alfonso Bonilla Aragón (CLO), please visit:
www.aerocali.com.co

ORIGEN IATA CODE	CITY	COUNTRY	IATA CODE DESTINATION	AIRLINE- FLIGHT	HOURS	ARRIVE
MIA	MIAMI	USA	CLO	AVIANCA 39	17:21	20:00
MIA	MIAMI	USA	CLO	AA 921	16:50	19:30
MAD	MADRID	SPAIN	CLO	AVIANCA 15	15:25	20:15
PTY	PANAMA	PANAMA	CLO	CM 0677	15:52	17:25
PTY	PANAMA	PANAMA	CLO	CM 0645	18:22	19:55
PTY	PANAMA	PANAMA	CLO	CM 615	09:22	10:55
PTY	PANAMA	PANAMA	CLO	CM 669	09:42	11:15
LIM	LIMA	PERU	CLO	TACA 148	10:25	13:13
GYE	GUAYAQUIL	ECUADOR	CLO	AVIANCA 7386	19:10	20:40
NY	NEW YORK	USA	CLO In special dates 27- 28-29 y 3 ag.	AVIANCA 043	08:55	15:28

*Any change will be updated in Bulletin 4

Airport Pick Up

Bilingual volunteers will be located at the airport in order to provide guidance needed for transportation. There will also be volunteers at the Accreditation Center on the dates for each sport.

Accreditation Center

The location of the Accreditation Center will be at the Centro de Convenciones Valle del Pacífico. After arriving at the airport we will transport the athletes /officials to the Accreditation Center.

Local Transportation Service

- Please carry your accreditation card when boarding the shuttle bus (except for the arrival day)
- Shuttle bus schedule will be given to all participants upon arrival
- Transportation information and schedule will be posted on the bulletin boards at each venue, hotel and catering center
- Service available for: Athletes, judges, officials and extra officials.
- Service Locations: Alfonso Bonilla Aragón Airport, El Dorado Airport in Bogotá, Accreditation Centers, Venues, Official Hotels, Catering Centers, Doping Control Centers and the World Games Plaza
- Transportation by: shuttle buses and designated buses
- Training and competition schedules will also be posted at the hotels and venues
- Special transportation will be provided for the Opening and Closing Ceremonies and for the Athletes' Night.

3.3 Catering

Catering Service Period and Notice

- Service starts from the jetlag day or the arrival day until the next day after the final competition.
- Breakfast will be served in hotels while lunch and dinner will be available at the catering centers.
- Please carry accreditation card when entering the Catering Centers.
- No food is allowed to be taken out of the Catering Center.

Catering Centers

Will be open to IF ID card holders. VIPs are scheduled to eat at the VIP hotels but are welcome to join the athletes in the Catering Centers.

Locations of Catering Centers by Sports:

- Jaime Aparicio and San Fernando Sport Units
Canoe Polo, Fin Swimming, Flying Disc, Jujitsu, Karate, Lifesaving, Wushu, Softball, Rugby.
- Alberto Galindo Sport Unit
Archery, Beach Handball, Boules Sports, Bowling, Dance Sports, Gymnastics, Duathlon, Roller Sports, Billards, Sport Climbing.
- Other cases
Air Sports, Tug of War, Korfball, Orienteering, Sumo and Powerlifting will have lunch on venue site and dinner on Catering Center at Jaime Aparicio Sport Unit.
Raquetball, Squash and Fistball will have lunch on venue site and dinner on Catering Center at El Pueblo Sport Unit.

- Complete foods on Venue (Lunch and Dinner)
Water Sky and Canoe Marathon at Los Andes Golf Club

Opening hours of Catering Centers (in general):

Lunch: 11:00– 15:00 hours

Dinner: 18:00- 22:00 hours

The hours will be slightly adjusted during the Opening and Closing Ceremonies.

Meal Arrangement

Note:

This information and the names of the Catering Centers will be announced in Bulletin No 4.

3.4 Volunteering

Volunteers' Profile

The volunteer of The World Games 2013 Cali is the young, adult, elderly, or disabled person willing to be part of this great team. These groups came mostly from senior high school of bilingual schools (English), and non-bilingual schools, college students, professionals, athletes and people interested in sports. All of them will support the Local Organizing Committee and will be distributed in 16 categories.



The World Games
2013 C A L I
Los Juegos Mundiales

VOLUNTEERING
THE WORLD GAMES 2013 CALI

Around 57% of volunteers will be bilingual; the foreign language requested for The World Games is English.

Volunteers in Numbers

Currently the database has 3000 volunteers. The process to become a volunteer is: General Training (40 hours), Interview, English Placement Test (optional, for those who apply to bilingual areas) and specific training in the designated area.

General training usually lasts 40 hours and is held in a training center of The World Games 2013 Cali. The training includes the following subjects: Etiquette and Protocol, Emergency Care, Tourism and Customer service.

So far, we have already trained 1900 volunteers, interviewed 459 interviewed by psychologists.

Service Locations

Bilingual volunteers will be located at places that involve contact with foreign visitors as: airports, accreditation center, transportation, hotels, information points at sport venues, and at the “Plaza de la Cultura”. Volunteers at the airport will welcome our visitors and guide them to their destination; likewise each sports delegation will be accompanied by at least one volunteer who will guide them throughout the event.

Tasks

The tasks of the World Games 2013 Cali volunteers involve to provide relevant information, accompany and guide the delegations through the city and sport venues, translate and support any service required regarding the operation of the sport and cultural events.

How to Identify a Volunteer

Volunteers will be identified with an uniform with the image of The World Games 2013 Cali and the identification of volunteer.

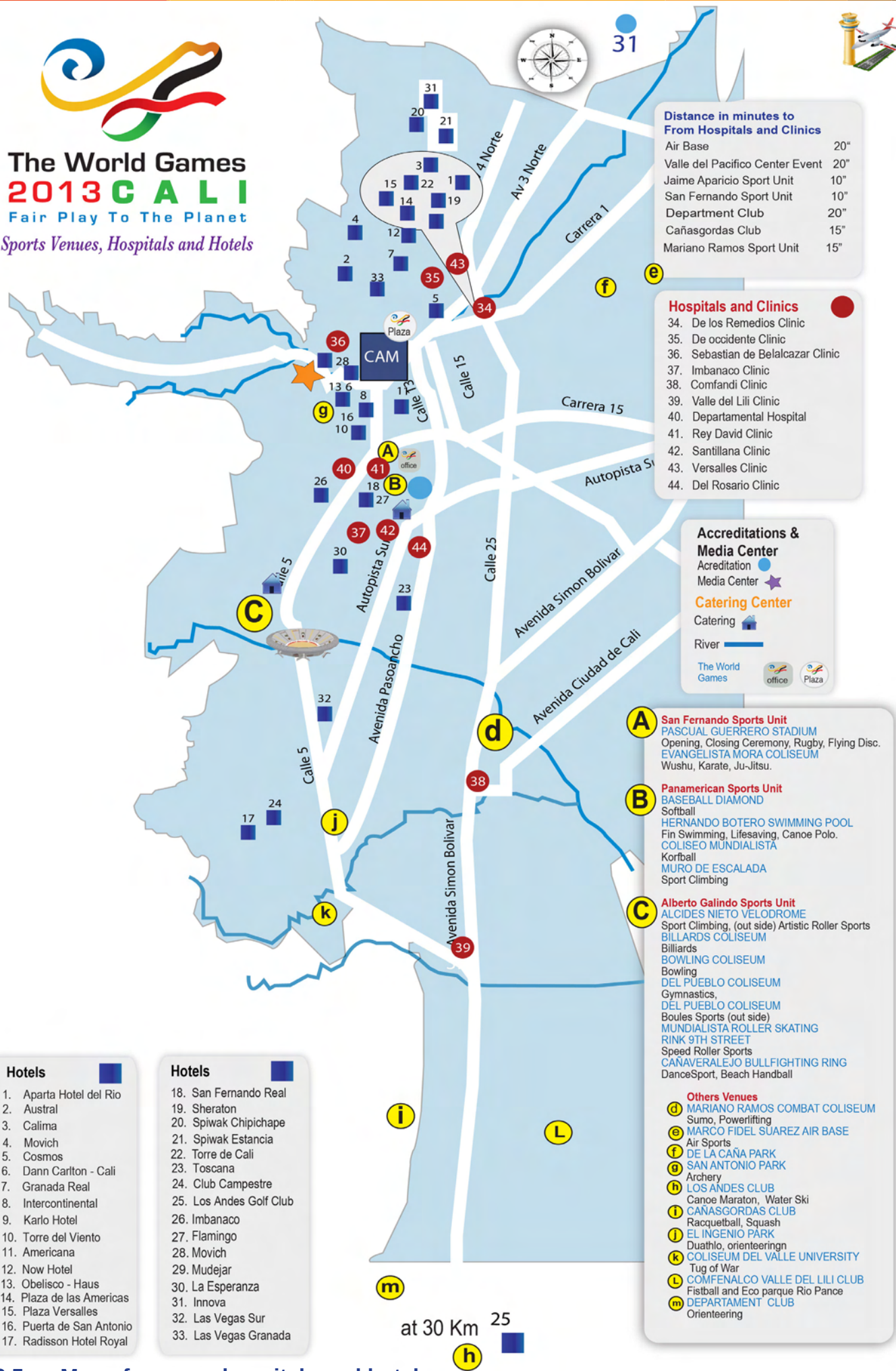
Volunteers from abroad

Any person from different countries can be a volunteer of The World Games 2013 Cali. From the end of February the interested individuals must register on the official website: www.theworldgames2013.com (volunteering). We already have requests from several countries and we expect all of them to be part of our team.



The World Games 2013 C A L I

Fair Play To The Planet
Sports Venues, Hospitals and Hotels



Distance in minutes to From Hospitals and Clinics

Air Base	20"
Valle del Pacifico Center Event	20"
Jaime Aparicio Sport Unit	10"
San Fernando Sport Unit	10"
Department Club	20"
Cañasgordas Club	15"
Mariano Ramos Sport Unit	15"

Hospitals and Clinics

34.	De los Remedios Clinic
35.	De occidente Clinic
36.	Sebastian de Belalcazar Clinic
37.	Imbanaco Clinic
38.	Comfandi Clinic
39.	Valle del Lili Clinic
40.	Departamental Hospital
41.	Rey David Clinic
42.	Santillana Clinic
43.	Versalles Clinic
44.	Del Rosario Clinic

Accreditations & Media Center

Acreditation

Media Center

Catering Center

Catering

River

The World Games

office Plaza

A San Fernando Sports Unit
PASCUAL GUERRERO STADIUM
Opening, Closing Ceremony, Rugby, Flying Disc.
EVANGELISTA MORA COLISEUM
Wushu, Karate, Ju-Jitsu.

B Panamerican Sports Unit
BASEBALL DIAMOND
Softball
HERNANDO BOTERO SWIMMING POOL
Fin Swimming, Lifesaving, Canoe Polo.
COLISEO MUNDIALISTA
Korfball
MURO DE ESCALADA
Sport Climbing

C Alberto Galindo Sports Unit
ALCIDES NIETO VELODROME
Sport Climbing, (out side) Artistic Roller Sports
BILLARDS COLISEUM
Billiards
BOWLING COLISEUM
Bowling
DEL PUEBLO COLISEUM
Gymnastics,
DEL PUEBLO COLISEUM
Boules Sports (out side)
MUNDIALISTA ROLLER SKATING
RINK 9TH STREET
Speed Roller Sports
CANAUERALEJO BULLFIGHTING RING
DanceSport, Beach Handball

Others Venues

- d** MARIANO RAMOS COMBAT COLISEUM
Sumo, Powerlifting
- e** MARCO FIDEL SUAREZ AIR BASE
Air Sports
- f** DE LA CAÑA PARK
SAN ANTONIO PARK
- g** Archery
- h** LOS ANDES CLUB
Canoe Maraton, Water Ski
- i** CANASGORDAS CLUB
Racquetball, Squash
- j** EL INGENIO PARK
Duathlo, orienteering
- k** COLISEUM DEL VALLE UNIVERSITY
Tug of War
- L** COMFENALCO VALLE DEL LILI CLUB
Fistball and Eco parque Rio Pance
- m** DEPARTMENT CLUB
Orienteering

Hotels

1. Aparta Hotel del Rio
2. Austral
3. Calima
4. Movich
5. Cosmos
6. Dann Carlton - Cali
7. Granada Real
8. Intercontinental
9. Karlo Hotel
10. Torre del Viento
11. Americana
12. Now Hotel
13. Obelisco - Haus
14. Plaza de las Americas
15. Plaza Versalles
16. Puerta de San Antonio
17. Radisson Hotel Royal

Hotels

18. San Fernando Real
19. Sheraton
20. Spiwak Chipchape
21. Spiwak Estancia
22. Torre de Cali
23. Toscana
24. Club Campestre
25. Los Andes Golf Club
26. Imbanaco
27. Flamingo
28. Movich
29. Mudejar
30. La Esperanza
31. Innova
32. Las Vegas Sur
33. Las Vegas Granada

4. IBC (International Broadcast Center)

The estimated area size for the media center is 350 Mts2 which includes:

Technical Area:

- Studio
- Control centers
- Postproduction areas of:
 - o Editing rooms
 - o Viewing rooms
- Workstations

Administrative area:

- Offices
- Meeting Room
- Information
- Marketing
- Reception
- Production
- Logistics in general

Mobile units for the sports production will be connected to the IBC either via digital microwave, fiber optics or satellite signals.

5. Media

5.1. MMC (Main Media Center)

The MMC is the place where all journalists, photographers, camera operators and any accredited media will have a place to work and find all the information about The World Games during the event.

The media center will have an area of approximately 600 square meters where there will be:

- Audio booths
- 3 giant screens where screened signal or TV or broadcast signal will be displayed
- An area up to 200 workstations
- A press conference room with capacity for 70 journalists and a camera platform
- An official press office for up to 6 - 8 workstations
- An area for coffee breaks

In the MMC media room users will find the following services:

- Internet
- Electricity in every workstation
- Telephone Lines
- TV Signal
- Personal care · Bilingual (English and Spanish)

5.2 Media Accreditation

Media accreditation will be handled through a public portal. All information regarding media accreditation is available at TWG2013 Web Page:

<http://worldgames2013.com.co/en/press/2013-01-17-19-17-41>

15 January, 2013

Application sent to interested parties

The Secretary General of TWG2013 sent e-mails to the media outlets or individuals that have shown interest in the event, informing the opening and closing time of the online accreditation system.

1 February, 2013

Accreditation System Opens

15 March, 2013

Notifications will be sent out

Once the applicant is approved a notification will be sent to the registered e-mail informing he/she is able to continue with the accreditation process.

30 April, 2013

Request for Application Deadline

Applications sent after the deadline will be reviewed on a case by case basis. It is important to register before the deadline, to avoid last minute inconveniences.

31 May, 2013

All Accreditation Data Submitted to CLOC

The registration process for accreditation badges is closed.

1 June, 2013

IAC Production Begins

The applicant will receive a confirmation e-mail once the AIC is ready. This email will have information for the applicant to pick up the accreditation badge.

1 June, 2013

IAC Distribution Begins

The accredited individual can only pick up the IAC once they received the confirmation Email.

15 July, 2013

Accreditation Center Opens

04 August, 2013

Accreditation Center Closes

Contact: Francisco Barco, E-mail: accr@theworldgames2013.com

6. Sponsorship and Advertising

The CLOC has had an approach with many different companies, local and national, interested in sponsoring The World Games 2013 Cali. The following is a list of possible sponsors we have.

	COMPANY	CATEGORY
1	Avianca	Airline
2	Suramericana	Insurance
3	Postobon	Beverages
4	EMCALI	Technology
5	Herbalife	Nutrition
6	Colombina	Food and snacks
7	Kraft	Food and Beverage
8	Colgate	Personal care
9	Tecnoquimicas	Pharmaceutical Laboratory
10	Harinera del Valle	Food products
11	Corn Products	Raw materials
12	Carvajal	Paper producer and printer
13	La 14	Shopping mall
14	Fanalca	Automobiles and motorcycle autoparts, tools and design
15	Colanta	Dairy products
16	Alqueria	Dairy products
17	Claro	Mobile
18	La Gitana	Bakery
19	Enriko	Cold cuts
20	Qbano	Fast food
21	Atlas	Security Company
22	Johnson y Johnson	Personal care
23	Belleza Express	Beauty
24	Centro Comercial Chipichape	Shopping Mall
25	Centro Comercial Unico	Shopping Mall
26	Centro Comercial Jardin Plaza	Shopping Mall
27	Centro Comercial Palmetto	Shopping Mall
28	Centro Comercial Cosmocentro	Shopping Mall
29	Ingenios	Sugar producer

	COMPANY	CATEGORY
30	Banco de Occidente	Bank
31	Grupo Corona	Concrete products
32	Bionaire	Electrical appliances
33	Aguila Roja	Coffee
34	Ferrero	Chocolates
35	NISSAN	Automobiles
36	Renault	Automobiles
37	JGB	Nutrition
38	Wrigley	Candy
39	Diageo	Beverages
40	Aldor	Candy
41	Colsanitas	Health
42	Studio F	Clothing
43	Nike	Sports apparel
44	Gef	Sports apparel
45	Natural Systems	Vitamins

The IFs and NFs must send the details of their sponsors if they want to advertise on sportswear and equipment to the CLOC before 15th May. CLOC will check and answer the requests by an email notifying whether the advertisement is allowed.

7. Ticketing

- The tickets will be distributed among regional and local companies, shopping malls, etc., partners and sponsor of The World Games 2013 Cali, and general public.
- For purchasing tickets outside of Colombia you can contact VIP Sports Travel
- The tickets prices are 4-12 USD depending of the sports
- Permanent updated information will be available in the webpage

	VENUES	Tickets Total Approx.
1	ESTADIO PASCUAL GUERRERO	
	RUGBY - FLYING DISC	92.000
	OPENING AND CLOSING	62.000
2	COLISEO EVANGELISTA MORA	
	KARATE-JUJITSU-WUSHU	17.000

	VENUES	Tickets Total Approx.
3	CLUB COMFENALCO VALLE DEL LILI	
	FISTBALL	3.200
4	DIAMANTE DE SOFTBALL	
	SOFTBALL	6.600
5	CLUB DEL DEPARTAMENTO Y ECOPARQUE DE LA SALUD	
	Orienteering middle distance and relay	720
6	COLISEO MUNDIALISTA (ESC NAL DEPORTE)	
	KORFBALL	5.200
7	PISCINAS HERNANDO BOTERO O'BYRNE	
	Fin Swimming, Lifesaving-Canoe polo	22.400
8	COLISEO DE HOCKEY EN LINEA	
	Inline Hockey	9.200
9	PARQUE EL INGENIO	
	Duathlon-Orienteering sprint	4.000
10	COLISEO DE BOLOS Y BILLAR	
	BILLIARDS	1.300
11	COLISEO DE BOLOS Y BILLAR	
	BOWLING	720
12	COLISEO EL PUEBLO	
	GYMNASTICS	103.600
13	CANCHA EXTERIOR COLISEO EL PUEBLO (BOCHÓDROMO)	
	BOULES	2.400
14	PATINODROMO MUNDIALISTA	
	SPEED ROLLER-FINAL ARCHERY	18.800
15	VELODROMO ALCIDES NIETO PATIÑO	
	ROLLER ARTISTIC	11.500
	CLIMBING	1.800
16	PLAZA DE TOROS CAÑAVERALEJO	
	BEACH HANDBALL	43.200
	DANCESPORT	24.000
17	COLISEO DE COMBATE MARIANO RAMOS	
	SUMO - POWERLIFTING	8.000
18	COMFENALCO-CLUB CAÑAS GORDAS	
	RACQUETBALL - SQUASH	3.900

	VENUES	Tickets Total Approx.
19	UNIVERSIDAD DEL VALLE CANCHA EXTERNA	
	TUG OF WAR MEN	480
20	COLISEO ALBERTO LEON BETANCOURT (UNIV VALLE)	
	TUG OF WAR WOMEN	1.040
21	PARQUE DE LA CAÑA	
	ARCHERY	960
22	ESCUELA BASE MARCO FIDEL SUAREZ	
	AIR SPORTS	6.400
23	CLUB LOS ANDES	
	WATER SKI - CANOE MARATHON	2.900

8. Merchandising

The World Games 2013 Cali Merchandise will be sold during the 11 days of competitions in strategic locations of the city.

An agreement with Marca País (Colombian office in charge of the promotion of Colombia abroad) has been done to have an exhibition and sell of handicrafts “Artesanías de Colombia” in The World Games Plaza.

This exhibition will show the Colombian culture and will give the visitors the opportunity to purchase beautiful souvenirs related to the city, the country and the Sport Event.

More information on distribution of merchandising will be updated in Bulletin No 4

9. Opening and Closing Ceremonies

The Opening Ceremony will be the night of July 25th, 2013 at the Pascual Guerrero Stadium. Transportation for VIP and participants will be offered from hotels- Stadium – hotel. The delegations parade will be at the beginning of the Ceremony and they will be located at the stands.

The Closing Ceremony will take place the night of July 4th, at the Pascual Guerrero Stadium. Transportation will be offered for all VIP and participants from hotels- Stadium – hotel. Athletes and volunteers will be part of the Ceremony.

General Concept

The events that are aimed at a regional, national, and international audience will capture and represent the essence of the ninth version of The World Games, as well

as of the Valle del Cauca and its cultural diversity. They will be presented to a live audience and different mass media.

Sports and Culture are activities with a high social and economic impact which also share common goals, positive actions in the society and a tangible economic impact such as job creation, investment in infrastructure and equipment, among others. In addition, they promote the exchange and content creation, peace among nations and encourage the development of tourist destinations.

For these reasons, Cali is proud to host the ninth World Games, with 31 multidisciplinary sporting events to be held between July 25th and August 4th 2013. This is the first Latin American city to host the games.

10. Athletes Night

The night of 30th July, 2013 more than 3000 participants will gathered at The World Games Plaza to share an experience with people from Cali and with visitors of this sport event. This is a celebration dedicated to the athletes.

The audience will enjoy cultural activities with the performance of an artistic show, fireworks, orchestra, local gastronomy and other attractions. The gathering will start at 20:30 hrs.

11 Applications

11.1 QR Code System in Badges

We developed an application where users can scan a QR code pasted on the back of the accreditation badges and get real-time information of their event using their mobile device (cell phone or tablet); once your device reads the code you will be taken to a URL where you can get information such as flights, accommodation, and places of interest. This information is based on real data taken from the accreditation application. This application works through internet connection. The users can connect to WIFI networks available in venues, hotels, shopping malls, etc.



11.2 Augmented Reality Application

What is augmented reality?

It is the combination of virtual and physical elements from which through a mobile device and using its incorporated GPS, the users can see a mixed world (real + virtual).

How it will be applied

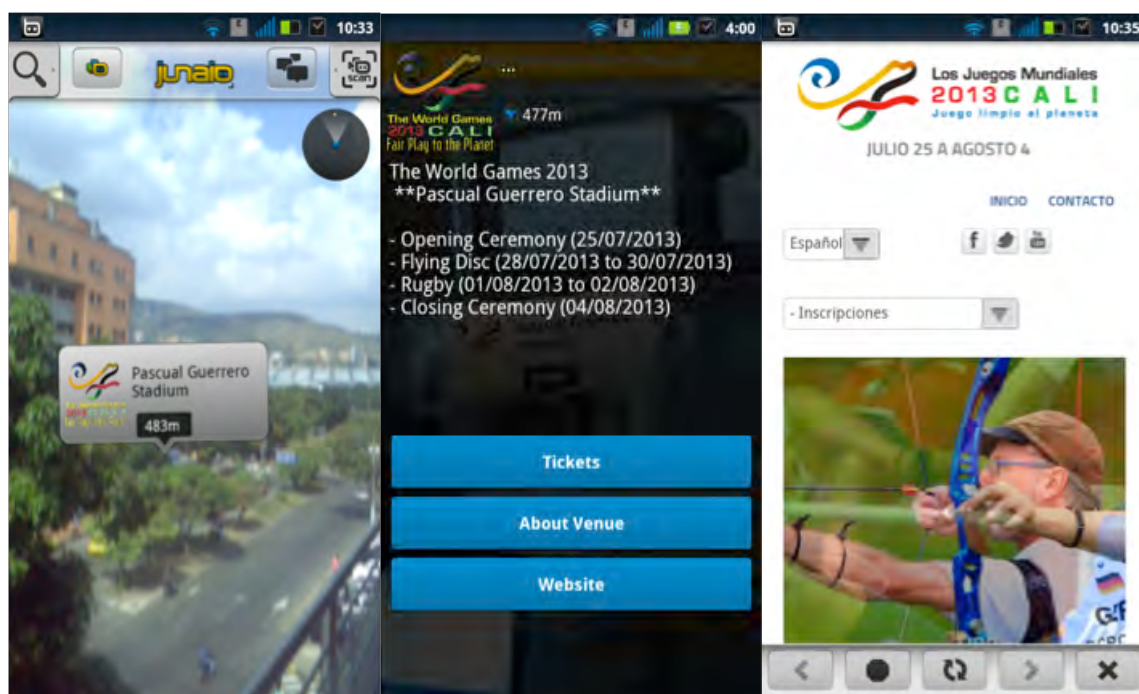
For The World Games 2013 the use of this technology allows us to explore multiple paths. We decided to follow the geo location.

Its functionality allows us to see through a mobile device the sport venues that we will have access to during the event, distances and if we choose one, information of how to get there, ticket purchase, event hours and important information for participants.

The CLOC is in conversations with a local cellphone company to agree a partnership with The World Games 2013 Cali. In Bulletin No 4 will be explained the benefits resulting from this agreement.

12. FICS – Sports Chiropractic Service

The success of the incorporation of Chiropractic services in The 2005 World Games in Duisburg, Germany initiated an agreement to provide these services at all future



games. This arrangement was continued for the 2009 World Games in Kaohsiung, Taiwan with great success. This will give the opportunity to those Sports Federations and National Teams access to Chiropractic care. The World Games have a contract with the International Federation of Sports Chiropractic (FICS) to provide Chiropractic services at these upcoming games.

All FICS Chiropractors have completed a minimum of 5 year degree program, followed by at least 1 year in postgraduate studies in Sports Chiropractic. As a consequence they are highly trained in the area of caring for athletes. FICS represents the highest level of care available in Sports Chiropractic and the team of 30 in Cali will be an International delegation with several language skills.

Chiropractors look at the effects of mechanical and neurological inhibition on the injury mechanism. By implementing these 2 components many athletes seem to get beneficial results and appreciate access to this form of Alternative and Complementary Medicine.

Our goal is to offer this service to all athletes, coaches, support teams and volunteers at the Games in Cali, Colombia. We will focus on injury prevention and work to assist the athletes to be at their peak performance without the use of medication and no risk of doping.

As a result of these developments many Federations and their sports medicine teams are requesting access to the Chiropractic service available in Duisburg and Kaohsiung. We would like to thank the Federations, National Teams and athletes that requested our services at the previous The World Games. This service is at no cost to the athlete,

Federation, National Team or the IWGA and is a service provided by FICS.

If you are interested in having your athletes have access to this service, please contact the CLOC immediately via email stating that you would like this service so that we can organize to provide care to your Federation and athletes.

FICS is very keen to meet with all the Federations that are requesting access to Chiropractic services at The World Games. We are aware that any care offered to athletes during the course of these Games is carried out in conjunction with your Federation's current medical protocols. There will be meetings scheduled with the various Federations prior to the commencement of the Games to ensure all parties are happy with these protocols.

Please contact CLOC requesting our FICS Sports Chiropractic delegation to provide care to your Federation and Athletes. If you have other questions regarding our services or FICS in general.

Contact:

Dr Brian C. Nook

FICS International Federation Commission Chair

Phone +61-(2)-9379-3303

Email: bnook@acpe.edu.au

13. Equipment

The sport implementation will be set on time at the venues for the training and competitions of each sport; 55% of the total sport implementation has already been purchased.

Part of it has already arrived to Cali and part of it is about to arrive to Colombia. 26% of it is planned to be purchased before mid-February 2013. The remaining 19% is in process to be purchased and most of it is local merchandise.

DB Schenker and Sunrise Cargo are associated as the official freight forwarder and customs broker to The World Games 2013 Cali, Colombia. To find out more about its services and contacts please go to Bulletin No 2, Appendix C.