08

**Fall**



**APPLICATION DOCUMENT**

**Invitation to Apply for Hosting Rights of:**

**2023 and 2025 CONTINENTAL PARA TABLE TENNIS**

**CHAMPIONSHIPS**



**ABOUT THE DOCUMENT**

The hosting rights of the 2023/2025 ITTF Continental Para Table Tennis Championships are now available and open for application.

It will definitely be a **valuable addition to your sporting calendar** for the year, and we would like to invite all interested **cities, associations and organisations** to apply for the **hosting rights. Please note that all applications must be submitted with the support of the respective National Table Tennis Association.**

**Applications for multiple years are also welcome.** Please, note that the continental championships are held every two years (odd years). In this document you will find out more information on the events and brief hosting requirements.

To submit your application, please complete this application document form and attach any additional documents or information which will help you in your application.

Please try to give as much details as possible to improve your bid. It is fine if certain fields cannot be answered, but the more detailed the submission the better chance of success.

There will not be classification in the Continental Championships. Applicants of the African and Oceania continents are specially encouraged to organize an International Open event just the days before the Continental Championships to provide classification opportunities for their players.

**Deadline**

**2 June 2022 at 23:59 CET**

Please send all documents by email to:

**Mr. Pablo Pérez**

[**pperez@ittf.com**](mailto:pperez@ittf.com)

**1. INTRODUCTION**

The number of competition days will be, depending on the continent:

* For Oceania: a minimum of 3 days competition
* For Africa: a minimum of 4 days competition
* For Asia: a minimum of 5 days competition
* For Europe: a minimum of 6 days competition

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| **Proposed Date**  (DD MMM to DD MMM YYYY)  Competition in 2023 must be held between September and November with first competition day on 04/09/2023 or later and last competition day on 26/11/2023 or earlier.  Competition in 2025 must be held between September and November with first competition day on 01/09/2025 or later and last competition day on 30/11/2025 or earlier. | **Preferred dates:** |  |
| **Alternative Dates:** |  |
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| **Place**  City, Country |  | |
| **Events to be Included** | **Women’s Singles and Doubles**  **Men’s Singles and Doubles**  **Mixed doubles** | |

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| **Continent** (Africa, Asia, Europe or Oceania) |  |
| **Name of the organization** |  |
| **Is your organization affiliated with official table tennis body?**  **If yes, please state Affiliated National/Provincial Association  (Table Tennis)** |  |
| **Contact Person** |  |
| **Position** |  |
| **Telephone** |  |
| **Email** |  |

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| Are you prepared to offer Visa to all qualified participants and accredited officials? | YES / NO |

**2. VENUE GENERAL INFO**

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| **Venue Name** |  |
| **Address** |  |
| **Nearest City** |  |
| **Nearest Airport** |  |
| **Contact Person** |  |
| **Position** |  |
| **Telephone** |  |
| **Email** |  |

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| **Proposed Date For Venue Inspection (if required by ITTF)**  DD MMM YYYY |  |

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| **Spectators Capacity** | **Permanent Seating** |  |
| **Temporary Seating for additional capacity** |  |
| **Type Of Seats** |  | |
| **Wheelchair Access** |  | |
| **Is there air-conditioning?**  **If yes, will it affect play in the playing area and training area?** |  | |

**3. EVENT GENERAL INFO**

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| **Participation Capacity**  **(Hospitality etc.)** |  |
| **Hotel Name** |  |
| **Address** |  |
| **Website** |  |
| **International Standards**  Star Rating |  |

**4. HOSTING GOALS & EVENT IMPACT**

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| **1. HOSTING GOALS** | |
| **1.1 What are your goals and motivations for hosting the event?** |  |
| **1.2 What do you want to achieve by hosting this event?** |  |
| **1.3 How do you think this event can help you achieve your ultimate goal?** |  |
| **2. EVENT IMPACT & LEGACY** | |
| **2.1 What are the impacts of the event on local & regional Table Tennis development – players, event organizational skills etc?** |  |
| **2.2 What are your main legacy plans for this event?** |  |
| **2.3 What other events or activities do you intend to organize to continue the momentum?** |  |

**5. EVENT VENUE REQUIREMENTS**

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| **1. PLAYING AREA** | | |
| **Area**  Minimum:  - 2 Show courts | **Area (square meters)** | m x m |
| **Number of Show courts**  (16m x 8m each) |  |
| **Number of Regular Competition Courts**  (14m x 7m each) |  |
| **Lighting**  Minimum 1,000 Lux |  | |
| **Flooring**  synthetic subfloor  The organizer must ensure that the official sports flooring provided by the ITTF is used to cover all playing areas in the hall, installed on top of the synthetic subfloor. | YES / NO | |
| **Temperature**  Main hall temperature during which event will be held.  Minimum: 16°C  Maximum: 25°C |  | |
| **Are there any windows or doors that can disturb players?**  Yes/No. If yes, please detail plans to cover the windows or doors. |  | |
| **Wired Internet**  Please indicate quantity and connection speed | Dedicated wired internet for Working Officials:  **Quantity - Speed -**  \*\*\*Dedicated 4 megabit SDSL internet line during the event according to TV requirements OBLIGATORY | |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |

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| **2. WARMUP AREA**  Warmup Area must be separated from Competition Area (separate hall/partitioned), but close by | | |
| **Area size** | m x m | |
| **Lighting**  Lux |  | |
| **Flooring** |  | |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |
| **Is training area separated or partitioned?**  Please indicate with “x”. | **Separate Hall** |  |
| **Partitioned** |  |

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| **3. TRAINING AREA**  Training Area must be separated from competition Area (separate hall/partitioned), but close by | | |
| **Area size** | m x m | |
| **Lighting**  Lux |  | |
| **Flooring** |  | |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |
| **Is training area separated or partitioned?**  Please indicate with “x”. | **Separate Hall** |  |
| **Partitioned** |  |

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| **4. CONTROL DESK** | | | |
| **Location**  Control desk is for officials who need full visibility and access to the playing area. |  | | |
| **Area size** | m x m | | |
| **Internet** | **Wired Internet** | **Upload Speed** |  |
| **Download Speed** |  |
| **Wireless Internet** | **Upload Speed** |  |
| **Download Speed** |  |

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| **5. PLAYERS’ AREA** | | |
| **Player’s Lounge** | **Area Size** | m x m |
| **Refreshments Provided** |  |
| **Changing Rooms** | **Number For Men** |  |
| **Number For Women** |  |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |

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| **6. TECHNICAL OFFICIALS AREA** | | |
| **Referee and Umpire’s Lounge** | **Area Size** | m x m |
| **Refreshments Provided** |  |
| **Racket Control Room** | m x m | |
| **Ball Selection Area** | m x m | |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |

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| **7. MEDIA AREA** | | |
| **Draw & Press Conference Room** | **Area Size** | m x m |
| **Capacity**  Number of people it can fit |  |
| **Audio Visual Provided**  At least 1 projector and screen required. |  |
| **Wireless Internet**  Yes/No. If yes, please indicate connection speed |  | |

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| **8. OTHERS** | |
| **What other relevant facilities are there?**  Restaurant, Exhibition Space etc. Please indicate size and capacity. |  |

**6. VENUE & MATCH PRESENTATION**

Dressing up the venue is important for the event to look professionally run to spectators as well as TV audiences. In this section, please outline your plans to dress up the venue.

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| **1. FIELD OF PLAY** | |
| **Lighting**  (e.g. Spotlight on TV Table only, while other areas are kept dark, etc.) |  |
| **Music**  (e.g. Professional DJ, Volunteer to control music, etc.) |  |
| **Entertainment between Matches**  (e.g. Cheerleading, dances, songs, contests, engagement with spectators, etc.) |  |
| **Dress Up**  (Banners, backdrops, etc.) |  |
| **Screens**  (e.g. Scoring, “Live” broadcast etc.) |  |
| **Others** |  |
| **2. OUTSIDE FIELD OF PLAY** | |
| **Results Board**  (Digital/Non-digital)  To keep spectators updated on the event status. |  |
| **Dress Up**  (Banners, backdrops, signs, posters, etc.) |  |
| **Others** |  |

**7. TRANSPORT AND HOSPITALITY**

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| **1. TRANSPORT** | | |
| **Shuttle service between hotel and airport**  Briefly estimate the number of buses, bus frequency and bus capacity. (wheelchair accessible)  Will there be a welcome person at the airport? |  | |
| **Shuttle service between hotel and venue**  Briefly estimate the number of buses, bus frequency and bus capacity. |  | |
| **2. HOSPITALITY** | | |
| **Hotel Name** |  | |
| **Stars** |  | |
| **Address** |  | |
| **Contact Person** |  | |
| **Position** |  | |
| **Telephone** |  | |
| **Email** |  | |
| **Distance to venue** | **Distance In Km** |  |
| **Time In Mins** |  |
| **Distance to airport (km)** | **Distance In Km** |  |
| **Time In Mins** |  |
| **Capacity** | **Single Rooms** |  |
| **Double Rooms** |  |
| **Triple (or more) Rooms** |  |
| **Meeting Rooms available?** |  | |
| **Package Price/Room**  What is the price of a standard room in full board you are proposing? |  | |
| **Welcome desk in lobby?**  Yes/No. If yes, how many days and the opening hours per day. |  | |
| **Possibilities to put information board in hotel lobby?** |  | |

**8. TV PRODUCTION & BROADCAST**

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| **Will TV production be done by a TV Production company or a Host Broadcaster?**  Please provide details such as company name, experience, etc. |  |
| **HD TV Production**  Most Broadcasters have a requirement for HD production in order to broadcast. Hence, producing in HD will greatly boost your application. | Yes / No |
| **Number of Cameras** |  |
| **Number of Matches Planned for TV Production** |  |
| **Local/Regional TV Broadcast Secured?**  Please provide details such as broadcast hours, name etc.  TV Production can be costly if not bartered for TV rights. Please contact the ITTF if more information is required |  |

**9. MEDIA & PROMOTIONS**

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| **Please outline your promotional and media plans** (prior to event and during event) |  |
| **Will there be a dedicated Press Officer?** |  |
| **How many photographers will be available?**  Please note that photos have to be named and uploaded after every match, or when there is a break between matches. |  |

**10. SUPPORTING PARTNERS**

If you already have supporting partners to help your application, please indicate them below.

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| **Company Name & Details** | **Support Role**  (e.g. Grants given, Transport sponsored, Subsidized Flights etc.) |
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Thank you for completing this document. Please submit your application, including:

* this application document form
* a video with the recorded presentation (maximum 8 minutes) so it can be presented to the Executive Committee
* any additional documents or information that will help you in your application

Before 30/06/2022, the candidates should be ready to hold the virtual inspection meeting where they will show a comprehensive presentation on the different items described in this form. The presentation should include photos and videos concerning the Venue and Hotels (different room types and common areas with special focus on how accessibility issues are solved).

All documentation must be sent by email to:

**Mr Pablo Perez**

[pperez@ittf.com](mailto:pperez@ittf.com)

**Timeline**

02/05/2022 – Announcement of the bidding process to all Member Associations

02/06/2022 – Deadline for receiving applications

30/06/2022 – Deadline for remote inspections of the venue and hotels

10/07/2022 - Video presentations will be shown to the Executive Committee

15/07/2022 – Voting by the Executive Committee

**Deadline for receiving applications**

**2 June 2022 at 23:59 CET**

[](http://www.ittf.com)