

Service Guide for the Technical Officials of the 6th East Asian Games

TEAGOC

June 2013

In order to provide a good service for the Technical Officials of the 6th East Asian Games, the Tianjin East Asian Games Organizing Committee (TEAGOC) has formulated this Service Guide for the Technical Officials during the Games according to the practice of international multi sports Games.

1. Identity and Accreditation Card and Access Entitlement

1.1 Technical Delegates

The color of Identity and Accreditation Card: silver, B category

Venue access entitlement: The competition venue of their own sports, ALL, HT, MPC, IBC

Access and Seating Entitlement in Venue Zones: ∞(?), VS

2.2 International Technical Officials (ITOs) and National Technical Official (NTOs)

The color of Accreditation Card: yellow, D category

Venue access Entitlement : The competition venue of their own sports, HT, MPC, IBC

Access and Seating Entitlement in Venue Zones: 1, 2, 3

Address of Accreditation Center: Tianjin Sports Hotel

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Contact: Qin Peng

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2. Air Tickets

2.1 TEAGOC will provide Technical Delegates and International Technical Officials with the round trip air tickets with economy class from the nearest airport of their locations to Tianjin or Beijing, China and the airlines will be decided by TEAGOC. In case of taking Business Class, they have to pay the extra costs by themselves.

2.2 In principle TEAGOC will provide round-trip tickets from and to the same locations. If not, TEAGOC will only reimburse the round trip tickets for the shortest airline distance.

2.3 The Technical Officials of accompanying NOC delegations should bear their own travel expenses.

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3. Train & Bus Tickets

3.1 TEAGOC will provide National Technical Officials (NTOs) with the train with hard sleepers or bus tickets from their own locations to and from Tianjin.

3.2 If they choose other means of transportation (airplane or high-speed train), they have to pay the extra costs by themselves.

4. Entry

Technical Officials from overseas can enter and stay in China multiple times with their Accreditation Cards and valid passports or other international travel documents during the period from September 30, 2013 to October 20, 2013. In this case they don't have to apply for visa and residence permit. But if the Card holders want to enter or stay in China beyond the valid period of the Accreditation Card, they should apply for visa or residence permit from the Public Security Department.

When Technical Officials enter China with Accreditation Cards, please make sure the information on their valid

passports or international travel documents is consistent with that on the documents they use to register for accreditation, and the travel documents should be valid till June 30, 2014.

If Technical Officials don't get their Accreditation Cards before their departure, they should apply for visas and can enter into China with valid visa and passport or international travel document.

5. Arrival and Departure

5.1 Ports of Arrival and Departure and Policies

(1) Designated ports of arrival and departure

From 0:00 on September 29, 2013 to 24:00 on October 16, 2013, Beijing Capital International Airport and Tianjin Binhai International Airport will be the TEAGOC designated airports for arrival and departure ; Beijing Railway Station and Tianjin Railway Station will be the TEAGOC designated railway stations for arrival and departure .

TEAGOC will provide transportation service from the designated airports and railway stations to the official hotels.

(2) Other arrival and departure ports

If Technical Officials choose other ports for arrival and departure, they should solve the transportation to and from

Tianjin by themselves and inform TEAGOC of their arrival date, time, flight and the pick-up airport or station in Beijing or Tianjin in advance and TEAGOC will provide necessary help.

TEAGOC recommend all the Technical Officials to choose Beijing Capital International Airport or Tianjin Binhai International Airport as the arrival and departure airports to ensure more convenient entry and exit procedures.

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6. Accommodation

6.1 Accommodation standard for Technical Officials

- (1) Technical officials' accommodation will be arranged according to their sports.
- (2) Each Technical Delegate will be allocated with a single room
- (3) The technical officials from the same place and of the same sport and gender shall share a twin-bedded room; other technical officials shall have a single room.
- (4) The free accommodation days for Technical Officials: Technical Delegates will enjoy free accommodation from 5 days before the competition of their own sport to 1 day after the

end of the competition of their own sport; other Technical Officials will enjoy free accommodation from 3 days before the competition of their own sport to 1 day after the end of the competition of their own sport. If there are other special requirements for particular sports, the issues have to be solved upon consultations.

6.2 Accommodation service and standard

Accommodated in the designated hotels, Technical Officials can enjoy room service, free breakfast, free items in the room and free daily laundry service (a sports jacket, sports pants or shorts, a pair of socks).

For other paid services in the hotel, the bills have to be paid directly to the hotels.

7. Transportation

7.1 Vehicle

(1) Technical Delegates are provided with T1 (individual private car) transportation services.

(2) ITOs and NTOs are provided with TF (technical official bus) transportation services.

(3) TEAGOC will provide transportation services for Technical Officials to opening and closing ceremonies, competitions and

other special events.

7.2 Service time

The daily service time is from 07:00 to 24:00 for the period from 5 days before the competitions to 1 day after the end of competitions of each sport (The shuttle will be arranged according to the needs of the trainings and competitions. The transportation service time refers to the period of training and competitions).

7.3 T1 transportation service

- (1) Each T1 car will have a chauffeur and its service covers Tianjin only.
- (2) T1 car service will be provided 12 hours after the guests arrive at the hotel.
- (3) The guests of T1 car may invite other registered personnel to share their cars.

7.4 Transportation for the opening and closing ceremonies

- (1) Service time

October 6, 2013 (opening ceremony), October 15, 2013 (closing ceremony)

- (2) Service

(A) Provide transportation service from the hotel to the venues of

opening and closing ceremonies for technical officials.

- (B) After the opening and closing ceremonies, the shuttle buses will be provided for Technical Officials to their hotels and they should get on the bus at the designated pick-up place.

7.5 Transportation for the competitions

- (1) Service time

Transportation shall be provided three hours before the competition to three hours after the end of competition during the competition days

- (2) Service

A certain number of buses and cars will be arranged for each sport for shuttle bus services and special pick-up.

The transportation service contact will be located in the hotels that Technical Officials stay to render assistance.

8. Allowance

Technical Delegates and ITOs will receive an allowance of USD 100 per person per day and NTOs will receive an allowance of RMB500 per person per day. The allowance will be given according to the actual work days.

9. Uniform

9.1 Category and quantity of Technical Officials' uniforms

(1) Sportswear

Category	Quantity
Short-sleeved T-shirt	1
Long-sleeved T-shirt	1
Trousers	1
Jacket	1
Sports shoes	1 pair
Socks	2 pairs
Trolley case	1

(2) Formal Uniform

Category	Quantity
Upper garment (sea blue)	1
Leather belt	1
Long-sleeved shirt (white)	2
Trousers (light color)	1
Tie (male)	1

Scarves (female)	1
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10. Catering

10.1 Hotel catering (designated hotels)

(1) Catering time:

Breakfast: 06:30 to 09:30

Lunch: 11:30 to 14:30

Dinner: 17:30 to 21:30

(2) Service policy:

Free breakfast is provided, but lunch and dinner have to be on their own.

10.2 Food in Venues

(1) Service hours:

Service shall be arranged according to the competition schedule of the venues

(2) Service place and time

Service shall be provided two hours before the competition till the end of the competition at the Technical Officials' lounge)

(3) Supply policy

Refreshments and beverages are free; Technical Officials should pay for the cost of meals which have to be reserved in advance.

11. Ticket

(1) Technical Delegates can watch competitions of other sports with their Accreditation Cards.

(2) Other Technical Officials can watch competitions of other sports by tickets only .

(3) Technical Delegates can watch the opening and closing ceremonies with their tickets offered by EAGOC and Accreditation Cards; other Technical Officials can watch the opening and closing ceremonies by tickets.

Contact: Li Fengcai

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12. Medical service

(1) Technical Officials enjoy free medical care if they suffer acute illness, injuries and accidents in Tianjin during their work and

activities arranged by TEAGOC. Free medical services will last from the registration day to one day after the end of the competitions of the sport.

(2) The free medical services enjoyed by Technical Officials include:

(A) Ambulance services from all the venues to the designated hospital

(B) Medical services in the designated hospitals;

(C) Emergency services in the designated hospitals;

(D) Drug therapy during hospitalization in the designated hospitals.

(E) The treatment and medication Standard are subject to the same scope with the national basic medical insurance coverage of Chinese citizens.