

Dear Friends,

On behalf of Chinese Taipei Skating Union and the Organizing Committee of Asian Open Figure Skating Trophy 2014; we would like to extend our sincere welcome to all participating teams to Taipei City for this event.

Following are the information for accreditation, registration, hotel payment and airport transportation; please find the information below for your reference:

* **Accreditation Center**

The Accreditation Center will be located at official hotel – Sunworld Dynasty Hotel Taipei, ground floor, C2 Meeting Room (left side of the lobby). All team leaders, competitors, team officials, judges, coaches and chaperon (1 coach and 1 chaperon per skater) are required to approach to Accreditation Center when they arrive to Taipei. Only the accredited person may allow to entering the ice rink for the official practice, which starting on August 6th 2014.

Please do carry your accreditation ID with you all the time, as you may need to present your accreditation ID to OC staffs when entering the ice rink. However, to re-issue an accreditation ID may cost UD\$50 per person.

Operating Hours:

Date	Operating Hours
August 5 th 2014	09:00am ~ late night (until the last team arrived)
August 6 th 2014	09:00am ~ 21:00pm
August 7 th 2014	09:00am ~ 21:00pm
August 8 th 2014	09:00am ~ 15:00pm

Note: Accreditation Center will be closed after 15:00pm on August 8th 2014.

* **Registration Office**

The registration office will be located at the same place as for Accreditation (ground floor, C2 Meeting Room). The registration will start at the time when first team arrives to the hotel. Team Leaders, Competitors, Judges, Coaches may need to present their passports to OC staffs for registration and accreditation purpose. Competitors also need to hand in their music CD or any missing forms (e.g. program content form & music information form) to our OC staffs while registration.

* **Hotel Check-In & Payment**

For the teams who have made their hotel reservations through the Organizing Committee; please approach to Registration Office directly. Team Leaders or the persons who are in charge of their team's hotel reservations and payment, kindly look for Ms. Christine Hua to collect the room keys and settling payment.

For any inquiries about your team's accommodation arrangement or payment issues; please contact with Ms. Christine Hua for assistance:

Accommodation

Ms. Christine Hua

Email: tpeskatingchh@gmail.com

Cell Phone: +886 911-425970

* **Transportation**

Free airport transportation will be provided to participating teams who made their hotel reservations through the Organizing Committee. Our OC staffs will be holding the following sign board at the airport:



Departure Confirmation Form will be given to all team leaders at the registration and this form must be return to OC Office before August 8th 2014.

Transportation Department

Mr. Laurance Wu

Email: laurancewuchengen@gmail.com

Cell Phone: +886 919-848821

※ **Event Tickets**

For the event tickets, each participating member federations can request the event tickets (for August 7-8-9-10) for their chaperons and skating fans. However, this request must go through the member federations to the Organizing Committee. The event ticket request form is enclosed within this Bulletin. The request must be made before August 6th 2014. Please kindly send your event ticket request form to the following:

- Ms. Jenny Yu / Email: jennyutpe@gmail.com or
- Ms. Tiffany Wang / Email: loveskating2012@gmail.com

The event tickets will be prepared by each request forms accordingly and can be collected in Information Desk at Taipei Annex Arena.

※ **Closing Banquet**

The Closing Banquet will be held at the official hotel Sunworld Dynasty Hotel, 2nd floor, Diner Bar. Only Team Leaders, Competitors, Event Officials will be invited. For team officials, coaches or chaperons who wish to attend the closing banquet, it will be cost NT\$700.- per person per tickets. The tickets can be purchased at your registration.

Please do not hesitate to contact with us for any further inquiries or information and we will be look forward to seeing your team in Taipei soon.

The Organizing Committee

Asian Open Figure Skating Trophy 2014