

**A. ORGANIZATION:**

<b>Organization fee Yes (amount)/No. What is included in Organization fee?</b>	
<b>Transfer fee</b>	
<b>Maximum waiting time at Airport for the shuttle?</b>	
<b>Where will be the registration desk? Please explain accreditation process.</b>	

**B. TOURNAMENT HALL:**

<b>Distance between tournament hall and hotel(s)</b>	
<b>Free Shuttle service between hotels and tournament hall?</b>	
<b>What will be the walking distance to tournament hall?</b> (Either from hotels or from the stop of shuttles at tournament hall)	
<b>Tournament hall area</b> (square meters)	

<p><b>Officials rooms</b> (number of rooms; area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed)</p>	
<p><b>Commentary room</b> (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?)</p>	
<p><b>Press room</b> (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?)</p>	
<p><b>VIP room</b> (size, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, refreshment provided?)</p>	
<p><b>Anti-doping room</b> (area, wired/wireless internet system yes/no. If yes, please indicate capacity/ connection speed, audio visual provided?)</p>	
<p><b>Other relevant facilities in the tournament hall</b> (caffe, exhibition space, analizing room,etc) and their size &amp; capacity</p>	
<p><b>Wheelchair access yes/no</b></p>	

**B1 PLAYING AREA**

<b>Playing area</b> (square meters)	
<b>Lighting (min Lux)</b>	
<b>Type of flooring?</b>	
<b>Air-conditioning/ heating yes/no? If yes will the sound disturb the players?</b>	
<b>Wired/wireless internet system yes/no.</b> If yes, please indicate capacity/ connection speed	
<b>Number of toilets</b>	
<b>Audio system yes/no</b>	

**C. HOTELS:**

<b>Capacity of the hotels</b>	
<b>Number of available rooms in hotels</b> (single, double, triple)	
<b>Size of the rooms in hotels</b>	
<b>Room rates</b> (full board)	
<b>Details about Full Board meals at hotels</b>	
<b>Meeting rooms available in hotels.</b> <b>Yes/No</b>	
<b>Internet capacity/ connection speed.</b> <b>Will internet be free?</b>	

<b>Possibility to put information board in hotels</b>	
<b>Info desk in the hotels</b> (if yes how many days/ hours per day?)	

**D. MEDIA:**

<b>Promotional and media plans prior and during event?</b>	
<b>Live games in internet, (number of boards)</b>	

**E. OTHER**

<b>Hosting goals</b>	
<b>Event impact on local/regional chess development</b>	