

A. ORGANIZATION:

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

B. TOURNAMENT HALL:

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

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

B1 PLAYING AREA

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

C. HOTELS:

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

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

D. MEDIA:

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

E. OTHER

Hosting goals	
Event impact on local/regional chess development	