TO ALL World Archery Member Associations

Dear President,

The second stage of the Hyundai Archery World Cup will be held in Shanghai - China on 4-10 May 2020. One behalf of the Organizing Committee, I have great pleasure to invite you to participate in this competition. This event will be organized following the Hyundai Archery World Cup rules for 2020, in both divisions, recurve and compound.
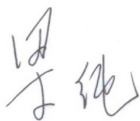
Please find enclosed information regarding the details of this event and how to complete registration. To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

Summary of deadlines:

• Preliminary Entries	4 February 2020
• Final Entries	14 April 2020
• Hotel Reservation	6 March 2020
• Transportation	6 March 2020
• Visa Support	10 April 2020
• Final Hotel Reservation & Payment	10 April 2020

Looking forward to welcoming you in Shanghai, China.

Sincerely yours,

Mr LIANG Chun
President
Organising Committee

PRELIMINARY PROGRAMME

3 May 2020 Sunday	Arrival of participants Practice field and local transport available
4 May 2020 Monday	**Official Practice** Equipment Inspection Team Managers Meeting
5 May 2020 Tuesday	**Qualification Round** (Recurve 70m Round and Compound 50m Round) Mixed Team Eliminations
6 May 2020 Wednesday	**Individual Eliminations** (Recurve and Compound)
7 May 2020 Thursday	**Individual Eliminations** **Team Eliminations** (Recurve and Compound)
8 May 2020 Friday	**Mixed Team Eliminations** (Recurve and Compound)
9 May 2020 Saturday	**Finals – Compound**
10 May 2020 Sunday	**Finals – Recurve**
11 May 2020 Monday	Departure of teams

NOTE: This preliminary programme is subject to change according to participation and TV requirements. All changes will be published and distributed in good time.

PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using WAREOS.

The World Archery Online Registration System (WAREOS) at http://extranet.worldarchery.org now handles the entire registration process for this event. No entry forms, hotel reservations or transportation forms will be accepted; all information must be entered into WAREOS.

Member associations can login to WAREOS at http://extranet.worldarchery.org with the username and password assigned by World Archery. After entering WAREOS, selecting the event from the list will allow a member association to register their athletes. Select/press the "Entries" button to see the list of categories in the event. Select/press the "category" to enter the athlete and official numbers/details participating for that event. A WAREOS User Manual can be downloaded in PDF format (English) upon login.

Contact Ms CECILE TOSETTI (ctosetti@archery.sport) in the World Archery Office with any questions regarding WAREOS.

A maximum number of **4 athletes per country** can be registered into each category of the event. Preliminary entries should be completed using WAREOS.

Start date for online registration using WAREOS   **30 November 2019**
End of Preliminary registration using WAREOS: **4 February 2020**
End of Final registration using WAREOS: **14 April 2020**

Please respect the stated deadlines.

Member Associations can only use WAREOS to make any changes or amendments to entries and will be able to do so at any time. An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Any changes that are made after the deadlines specified or if entries differ by more than 4 athletes from the preliminary entries, the following penalty fees will automatically be applied.

Penalty fees to be paid to Organising Committee:	Cost (USD):
Entries made after the entry deadline dates.	**50** per entry
If final entries differ from the preliminary entries by more than 4 athletes/officials.	**150** per entry
When no preliminary entries were made before the deadline date but then submit final entries.	**150** per entry

Penalty Fee to be paid to World Archery:	Cost (CHF):
Lost accreditation.	**30** each
Changes made to the athlete and/or team official names after the final entry deadline date and within 3 days prior to the start of the event.	**50** each change

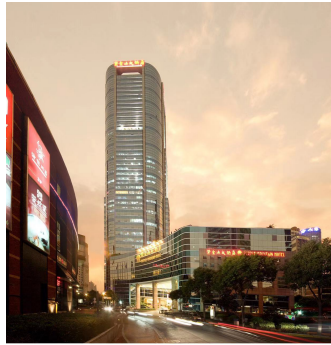**NOTE:** CHF currency exchange rates will be those on the date of the event.

Member Associations that have penalty fees outstanding from 2019 will need to have paid these penalty fees before being eligible to enter and compete.

Any entries received less than 3 days before the team managers meeting for a Hyundai Archery World Cup or World Championships will be refused if no preliminary entry and/or final entry are made prior. This decision cannot be appealed by the teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the rule book and the invitation documents of World Cups and World Championships. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless they have informed World Archery and the Organising Committee in writing at least one week prior to the event that they are unable to attend.
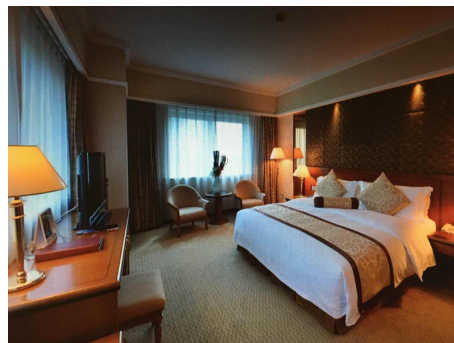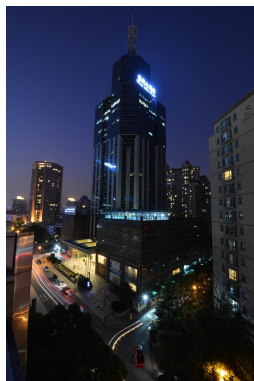
ACCOMMODATION & GENERAL INFORMATION

Purple Mountain Hotel – Five Star Hotel
- Single Room USD 185.00 (including Breakfast, Lunch & Dinner Buffet)
- Double/Twin Room USD 260 (including Breakfast, Lunch & Dinner Buffet)
- http://www.purplemountain-hotel.com

Tong Mao Hotel – Four Star Hotel
- Single Room USD 130.00 (including Breakfast, Lunch & Dinner Buffet)
- Double/Twin Room USD 170 (including Breakfast, Lunch & Dinner Buffet)
- http://www.sh-tongmaohotel.com/

Benjoy Hotel – Three Star Hotel
- Single Room USD 125.00 (including Breakfast, Lunch & Dinner Buffet)
- Double/Twin Room USD 160 (including Breakfast, Lunch & Dinner Buffet)
- https://www.benjoyhotels.com

Hotels are allocated on a first come, first serve basis. Accommodation includes breakfast, lunch and dinner with non-alcoholic drinks.

Teams who do not reserve their accommodation through the organising committee will be charged a double entry fee.

- Reservations should be made before **6 March 2020**
- Final Hotel Reservation & Transportation before: **10 April 2020**.

To confirm hotels reservations, a minimum 50% deposit of the total amount is required to be bank transferred to the OC before **6 March 2020**. Reservations after this date will be considered only according to availability.

Important Note: Please refer to the accommodation pages below for detailed hotel information. Complete all necessary sections in WAREOS and make full payment for entries and accommodation by the specified deadlines. Bank transfers only, no credit cards will be accepted.

Participants who book their accommodation in non-official hotels will need to pay a double entry fee. In addition, the LOC will not be responsible to provide any event information at this hotel or provide transportation to the venues.

Teams that book non-official accommodation will need to register at the accreditation desk no later than the day before official practice day. Failing to do so will result in no changes being made to the entry list and it is likely that participation in the event will be refused if registration is not completed in time.

ENTRY FEE

Entry Fees:

Individual:	**250 USD** per athlete
Officials:	**125 USD** per person
Temporary Upgrade: For athletes wishing to be a coach temporarily	**30 CHF** per accreditation

Entry fee in NON official hotels:

Individual:	**500 USD** per athlete
Officials:	**250 USD** per person

There is no entry fee for teams.

Entry fees include airport transfer between airport and the official hotel, daily local transport to and from the practice field to/from official hotels during the qualification, elimination and finals venues (timetable to be confirmed on site).

PAYMENT CONDITIONS:

The entry fees should be paid in full before arrival.

Payment of accommodation, a minimum deposit of 50% should be made when booking by **6 March 2020**. The final outstanding balance shall be made via bank transfer before arrival. Accommodation cannot be guaranteed after this deadline. A balanced invoice will be provided via WAREOS.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

BANK	BANK OF CHINA SHANGHAI YANGJING SUB- BRANCH
ADDRESS:	NO.276 GU SHAN ROAD, PUDONG DISTRICT, SHANGHAI, CHINA
BANK ACCOUNT HOLDER NAME:	SHANGHAI PUDONG NEW AREA SPORTS FEDERATION
ACCOUNT NO:	453370519478
SWIFT CODE:	BKCHCNBJ300

NOTE:　　　ALL PAYMENTS SHALL BE MADE IN USD BY BANK TRANSFER. NO BANK TRANFER FROM PERSONAL BANK ACCOUNT.

All bank charges will be paid by the participants.
CREDIT CARDS are not accepted.

ADDITIONAL INFORMATION

Transportation
Transportation will be provided from Shanghai airport to the official hotels, from two days before the official practice day and until two days after the closing day. Local transport will be available between official hotels, practice and competition venues. Transport timetables will be confirmed.

Cancellations & Changes
All cancellations and changes must be made through WAREOS:
- Cancellations received **before 17 April 2020** a full refund of the deposit payment will be made.
- Cancellations received **after 17 April 2020**, no refund will be given.
- Refunds will be processed after the event.
- Name changes to team officials or athletes (same category and division) will be accepted up to **17:00hrs, two (2) days before official practice** without any additional charge or penalty fees.
- Should flight arrival details change last minute, please contact the Organising Committee using the details indicated in the team managers' booklet.
- If a participant's arrival is later than the original scheduled arrival date, the room will be charged from the date of the original booking in WAREOS.
- An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Training
A training field will be available starting on **2 May 2020.** The training field is near the competition field and is about **3-5** km from the hotels.

Weather
The temperature in May is expected to be 14-25°C.

Media Registration
Media representatives can apply for registration by emailing info@archery.org

Internet
Will be available in the official hotels for free (in hotel rooms and in the lobby). There will also be Wi-Fi available for access to results on venue.

Water
Bottled water will be available at the qualification and practice venues

Visa

All participants who need an entry visa to China, will be required to complete the **Visa Support sections** in WAREOS by no later than **10 April 2020**.

It is the applicants' responsibility for supplying the necessary information, ensuring all details are up to date, correct and submitted by the deadlines specified.

In addition, all participants that require a visa are kindly requested to supply a copy of their latest/valid passport. Copies of each application can be uploaded on WAREOS. All passport copies and personal details entered/uploaded to WAREOS will be held securely and in the strictest of confidence and not shared with other parties.

Chinese Archery Association Contact

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