

WTF EVENTS BID MANUAL

16 March 2017





It is a great pleasure to announce opening of the next bid process for the WTF's prestigious events 2018-2020 to all potential hosts such as WTF Member National Associations, Cities and Governments.

The newly established WTF bid process is now serving as a driving force for creation of collaborative partnership between the WTF and the host cities.

"WTF Events Bid Manual" offers important guidelines and contains important information on the bid process highlighting benefits and requirements of hosting WTF events.

The WTF is proud of presenting its events as one of the most cost-effective and the best value-added sporting events among other Olympic sports. This will also help potential hosts better understand the core values of the sport of taekwondo which will be associated with the host cities through organizing WTF events.

I believe that this manual will serve as the cornerstone to allow potential hosts to be more actively engaged in the bid process from earlier stage and also to better understand the WTF event as a platform which creates shared values by facilitating exchanges between athletes, spectators, media and organizers.

I hereby invite you to review this document and contact the WTF so that we could work together to deliver the greatest taekwondo events to your cities and countries, leaving the long lasting legacy.

Chungwon Choue

Chungwon Choue

President, World Taekwondo Federation

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I. Overview

Since the introduction of the new bid process, the World Taekwondo Federation (“WTF”) has welcomed potential hosts into maximum communications and mutually beneficial partnerships for the best delivery of its future events.

Further to this effort, the WTF is pleased to announce opening of the next process of bid and host city selection for the WTF events to take place between 2018 and 2020.

The process will culminate in the host city selection at the following WTF Council meeting.

- 22 June 2017 | Muju, Republic of Korea

Timeline of the process is specified in the following page.



II. Events open to bid

WTF Events between 2018 and 2020 receive potential hosts.

Year	Name of Event	Period
2018	World Taekwondo Junior Championships*	Apr.-Jun.
	World Taekwondo Grand-Prix Final	Dec.
	World Taekwondo Team Championships**	Dec.
2019	World Para Taekwondo Championships	Feb.-Nov.
	World Taekwondo Grand-Prix Series 1	Aug.-Sep.
	World Taekwondo Grand-Prix Series 3	Oct.-Nov.
2020	World Taekwondo Junior Championships	Oct.-Nov.
	World Taekwondo Grand-Prix Final	Dec.
	World Taekwondo Team Championships**	Dec.

* The host of the 2018 WTF World Taekwondo Junior Championships will also have the right to organize the WTF Qualification Tournament for the 2018 Youth Olympic Games.

** WTF World Taekwondo Team Championships can be hosted in conjunction with the Grand-Prix Final.

III. Bid Timeline

The official bid timeline of the host city selection will be as follows.

Phase		Date	Procedure	Remarks
1	Registration (- APR 14)	APR 14	- Bid Registration <ul style="list-style-type: none">· By email· Under a signature of either the president of MNA or the mayor of city or equivalent	Only registered bidder will be eligible to submit the bid file.
	Application (APR 15 - MAY 19)	MAY 19	- Submission of Bid File <ul style="list-style-type: none">· By email· Bid File form & Attachments:<ul style="list-style-type: none">1) Guarantee Letters2) HCC (signed by both the president of MNA & the mayor of city or equivalent)	One-page of executive summary shall be submitted to the WTF in due course.
2	Evaluation (MAY 20 - JUN 20)	JUN 8	- Evaluation by experts	
		JUN 12	- Shortlisting of final candidates	Result will be notified individually.
3	Selection (JUN 21 - 22)	JUN 21	- Submission of the original documents of <ul style="list-style-type: none">· Bid File form· Signed HCC· Guarantee letters to WTF ad-hoc office in Muju, Korea.	WTF Council Meeting in Muju, Korea
		JUN 22	- Presentations of final candidates <ul style="list-style-type: none">· 10 minutes or less for each candidate - Report of evaluation results - Vote for host city selection <ul style="list-style-type: none">· WTF Council - Announcement of the host city and Awarding Ceremony <ul style="list-style-type: none">· WTF President and bid delegations	

* This timeline is subject to change.

IV. What to Do by Phase

1. Registration Phase

Bid Registration - by email (Submission deadline: ARP 14th)

All cities/MNAs who wish to host WTF Event(s) shall submit the registration via email at bid@wtf.org by no later than the APR 14th. In the registration, year and name of the event(s) to bid shall be specified.

Registration needs a signature of either


- i) the president of MNA or
- ii) the mayor of city or the equivalent.

Only registered bidders are eligible to submit their bid files in the next phase. To download the Bid Registration form, please refer to the following link.

http://www.worldtaekwondofederation.net/wp-content/uploads/2016/12/Bid-Registration-form_16-MAR-2017.doc

[Bid Registration Form]

Bid Registration



Bid Registration

TO Mr. Hoss Raffety
 Secretary General, World Taekwondo Federation
 E-mail: bid@wtf.org

FROM _____
 Name of Applying MNA or Applying City

EVENT

YEAR	NAME OF EVENT(S) MEANSING TO HOST	NAME OF HOST CITY

We hereby submit our registration to bid for the WTF Event(s) as above.

The completed bid file with the required attachments will be submitted to the WTF no later than the deadline to complete the application requirements.

NAME _____
 President of the Applying MNA or Mayor (or the equivalent) of the Applying City

DATE _____ SIGNATURE _____

IV. What to Do by Phase

2. Application Phase

Submission of Bid File - by email (Submission deadline: MAY 19th)

The completed bid file must be submitted to the WTF via e-mail at bid@wtf.org by no later than MAY 19th.

Bid File form shall be submitted under the signature of both

- the president of MNA or
- the mayor of city or the equivalent.

Applicants shall attach the following documents as appendices.

a. Signed Host City Contract (HCC)

A bidder must attach the HCC duly signed by the both representatives of the MNA and the city.

The WTF will send the HCC which is individualized to each bidder upon receipt of the bid registration.

b. Guarantee Letters

A bidder must attach guarantee letters issued by the following authorities.

- Guarantee letter from the central government for full support of the fast visa issuance
- Guarantee letter from the local government
- Guarantee letter from the WTF MNA

Detailed explanation on the Bid File is described at the [“VI. How to Prepare the Bid File”](#) section.

To download the Bid File form, please click or refer to following link.

http://www.worldtaekwondofederation.net/wp-content/uploads/2016/12/Bid-File-form_9-Dec-2016.ppt

IV. What to Do by Phase

3. Evaluation Phase

Evaluation by experts

WTF will nominate experts to review and screen applications of bidders particularly in the following areas.

- Compliance
- Marketability
- Credibility
- Legacy-promising
- Competency

Detailed explanation on criteria above is described at the [“V. Evaluation”](#) section.

Shortlisting of final candidates

Applicants who did not meet the requirements of the WTF will be individually notified and, at the same time, the experts will shortlist final candidates.

IV. What to Do by Phase

4. Selection Phase

Selection phase for deciding hosts of WTF events 2018-2020 will take place at the WTF Council Meeting in 22nd June 2017.

Final candidates shall be present at the WTF Council Meeting to attend the selection event. The travel and accommodation cost shall be covered by bidders' own expenses while the WTF will assist hotel reservation.

Submission of original bid file

Final candidates shall submit the original documents (hard copies) of the followings to the WTF ad-hoc office around the WTF Council meeting venue, a day before the final presentation and selection.

- Bid File form
- Signed Host City Contract (3 copies)
- Guarantee Letters

Presentations of final candidates

Final candidates shall deliver their bidding presentations to the WTF Council members. The length of the presentation shall be strictly limited in duration to 10 minutes or less.

Report of evaluation results

Evaluation results on the applications will be addressed to WTF Council.

Host City Announcement and Awarding Ceremony

After the vote, the host city will be announced by the President of the WTF. The certificate of host city will be awarded by the WTF President after the announcement.

At least one representative from the host city or MNA shall join the ceremony.

V. Evaluation

1. Experts on Evaluation

WTF will appoint experts on evaluation, who will examine each application based on the evaluation criteria set out as below.

The experts will verify information and conditions suggested by bidders, examine the feasibility of the proposed budget plans, determine each bidder's ability to deliver the WTF event successfully.

2. Evaluation Criteria

Compliance

The experts will evaluate each application based on submitted Bid File to see if the applicant meets requirements outline in the documents of the WTF, which includes Operational Requirements, WTF Event Operations Rules, WTF Statutes and Competition Rules.

Competency

The experts will evaluate the applicant's capacity to organize the event in the highest level, providing lifetime experience to participants.

Credibility

The experts will examine whether an applicant secure the guarantees from relevant authorities to deliver the event safely and successfully.

Marketability

The experts will evaluate an applicant's marketing strategies to deliver the event and achieve quality TV production.

Legacy-promising

The experts will evaluate an applicant's plans on sustainability and legacy, bringing social and economic benefits to the hosting city.

VI. How to Prepare the Bid File

1. Concept

Bid file is an official set of documents which consists of general bid information, operational plan and bidder’s capability to host the WTF event.

Submitted bid file will be the principal tool of the evaluation in the entire bid process.


WTF Events

Bid File

[Year and Name of Event You are Bidding for]

Name of Bidder

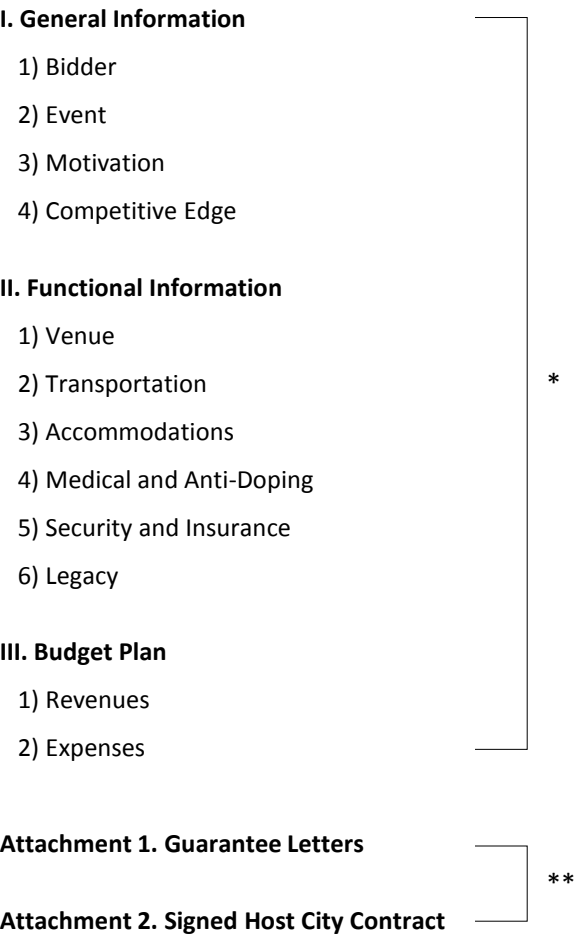
dd/mm/yyyy

WTF
WORLD TAEKWONDO FEDERATION

VI. How to Prepare the Bid File

2. Overview

Bid File shall be comprised of the following parts.



* Compose your answers, proposals and budget plan in 'I. General Information', 'II. Functional Information' and 'III. Budget Plan' of the Bid File form.

** Scan the Guarantee Letters and Signed Host City Contract in .pdf or .jpg format and attach them.

VI. How to Prepare the Bid File

3. Sample

1) Venue

(Your Contents Here)

Describe your venue plan (competition venue, venue for official meetings, etc.).

Required Components

- Name and address of venue
- Type of the venue (convention center, arena, indoor stadium etc.)
- Capacity (spectators/commercial booth)
- Distance from nearest transportation hub and official accommodations
- Composition of space (attach brochure, photos and blueprint of the venue)
- Accessibility of the venue (by the public and disabled people)

See the 'WTF Events Bid Manual - Appendix A. and Appendix B.' to check the requirements regarding Venue(s).

Put your contents in the empty box above following the directions given in bold.

Some pages are listed with components that shall be included in your contents.

Refer to the tips that help you complete the page.

(Sample for II. Functional Information)

1) Revenues

Category	Items	Amount (US\$)
Subsidy	Central Government	
	State Government	
	City Government	
	Others	
Sponsorship (Incl. VIK)	International Sponsors	
	Local Sponsors	
Entry Fee		
Ticket Sales		
Merchandising, licensing and concessions		
	(* Please describe)	
Other sources		
Total		

Bidders may add or delete lines on the table or pages to better summarize the budget plan.

See 'Operational Requirements' which is 'Appendix B.' to this Bid Manual before you start to compose the budget plan.

Fill in amount of budget here.

You can add or delete some items to describe your budget plan.

Put total amount at the last page of 'Revenues' and 'Expenses' each.

(Sample for III. Budget Plan)

VI. How to Prepare the Bid File

4. Additional Information

- 1) Please read every part of the WTF Events Bid Manual and its Appendices carefully before preparing a Bid File.
- 2) In case of bidding for multiple WTF events, a bidder must prepare one bid file per event.
- 3) Bid File form and all attachments shall be prepared and submitted in English.
- 4) Bid File form which is comprised of 'I. General Information', 'II. Functional Information' and 'III. Budget Plan' shall be submitted in MS PowerPoint format.
- 5) 'Attachment 1. Guarantee Letters' and 'Attachment 2. Signed Host City Contract' shall be scanned in .pdf or .jpg format and attached.
- 6) All supporting materials attached to the Bid File, if any, shall be in color and clearly annotated. They must be provided in format of .pdf or .jpg.

Should you have any queries while preparing the Bid File, please contact WTF Event Department at bid@wtf.org.

Appendix A. WTF Events



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I . WTF World Taekwondo Championships



Flagship Event

Since 1973, the WTF World Taekwondo Championships has served as the globe’s largest gathering of elite taekwondo athletes. Thousands of athletes and officials participate from over one hundred nations.

The WTF World Taekwondo Championships comprises eight weight categories for both men and women.

This G-12 grade event coincides with the WTF’s General Assembly, the annual meeting of leaders from the WTF’s 207 Member National Associations, as well as the International Taekwondo Symposium in addition to Council meeting and other committee meetings.

The World Championships reflect both excellence and universality.

6-8

Days of Competition



US\$ 2.5-5 Million

Budget



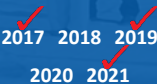
US\$ 200,000

Hosting Fee



Biannual Event

Event Frequency
(2017-2021)



873

Athletes



695

Officials



1,500

Hotel Capacity



3,000

Venue Capacity



40m x 60m (5)

Size of the FOP
(No. of Courts)



1. Event Dates

Taking place every two years (odd year), the WTF World Taekwondo Championships shall be held within the first half of the year preferably between May and August.

It requires a half day for Executive meeting, one (1) full day for WTF Council and other Committee meetings, one (1) full day for WTF General Assembly, two (2) days for the International Taekwondo Symposium and six (6) to eight (8) days for competitions.

2. Events to take place

Name of the Event
Muju 2017 WTF World Taekwondo Championships
Manchester 2019 WTF World Taekwondo Championships

3. History of host cities

Year	Date	City and Host Country
1973	May 25 - 27	Seoul, Republic of Korea
1975	August 28 -31	Seoul, Republic of Korea
1977	September 15 -17	Chicago, United States
1979	October 26 - 28	Stuttgart, West Germany
1982	February 24 - 27	Guayaquil, Ecuador
1983	October 20 - 23	Copenhagen, Denmark
1985	September 4 - 8	Seoul, Republic of Korea
1987	October 7 - 11	Barcelona, Spain
1989	October 9 - 14	Seoul, Republic of Korea
1991	October 28 - November 3	Athens, Greece
1993	August 19 - 23	New York City, United States
1995	November 17 - 21	Manila, Philippines
1997	November 19 - 23	Hong Kong
1999	June 2 - 6	Edmonton, Canada
2001	November 1 - 7	Jeju City, Republic of Korea
2003	September 24 - 28	Garmisch-Partenkirchen, Germany
2005	April 13 - 17	Madrid, Spain
2007	May 18 - 22	Beijing, China
2009	October 14 - 18	Copenhagen, Denmark
2011	May 1 - 6	Gyeongju, Republic of Korea
2013	July 15 - 21	Puebla, Mexico
2015	May 12 - 18	Chelyabinsk, Russia

4. Media Impact

Chelyabinsk 2015 WTF World Taekwondo Championships attracted more than 7 million TV viewers.

Accumulated broadcasting time of the Championships was 251 hours 39 mins.

The broadcast was transmitted to 112 countries while generating 619,809 USD, according to Repucom's report in 2016.

5. Highlights

To watch the highlights of the World Taekwondo Championships, please click on the following link

<https://www.youtube.com/watch?v=rDdv93CVVR8&list=PLQKA4xw494fkCnbB2VNiO8h4l87gjcpgkN&index=1>



II. WTF World Taekwondo Grand-Prix Series



World's Best

From 2014, this invitation-only event brings together the top thirty two (32) male and female athletes by Olympic ranking in four weight categories per male and female respectively.

In concept, the Grand-Prix Series has been designed to present Olympic-level competition in a media-friendly format. Each Grand-Prix Series has been transmitted to over 80 countries.

The Grand-Prix Series seeks commercial value and fully focuses on competition, without requiring an opening/closing ceremonies or official meetings. Hence, this G-4 grade event requires the distance between the Field of Play and the spectators stand to be close.

3
Days of Competition



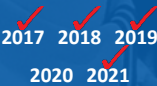
US\$ 0.8-1 Million
Budget



US\$ 100,000
Hosting Fee



Annual Event
Event Frequency
(2017-2021)



230
Athletes



235
Officials



400
Hotel Capacity



2,000
Venue Capacity



30m x 50m (3)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2015 WTF World Taekwondo Grand-Prix Series Manchester, UK. The numbers may vary, depending on host city's operational strategy and performances. The WTF World Taekwondo Grand-Prix Series is not held in the Olympic year.

1. Event Dates

The WTF Grand-Prix Series takes place three times a year, while the Grand-Prix Final takes place once a year. Between each Grand-Prix Series and the Grand-Prix Final, there shall be at least six (6) weeks interval.

In the year of Summer Olympic Games, the Grand-Prix Series (1, 2 and 3) is not held but only the Grand-Prix Final is held.

It requires three (3) full days of competition.

2. Events to take place

Name of the Event
Moscow 2017 WTF World Taekwondo Grand-Prix Series 1
Marrakech 2017 WTF World Taekwondo Grand-Prix Series 2
London 2017 WTF World Taekwondo Grand-Prix Series 3
Moscow 2018 WTF World Taekwondo Grand-Prix Series 1
Taipei City 2018 WTF World Taekwondo Grand-Prix Series 2
Manchester 2018 WTF World Taekwondo Grand-Prix Series 3
2019 WTF World Taekwondo Grand-Prix Series 1
Chiba 2019 WTF World Taekwondo Grand-Prix Series 2
2019 WTF World Taekwondo Grand-Prix Series 3

3. History of host cities

Year	Date	City and Host Country
2014 - 1	July 4 - 6	Suzhou, China
2014 - 2	August 29 - 31	Astana, Kazakhstan
2014 - 3	October 24 - 26	Manchester, Great Britain
2015 - 1	August 14 - 16	Moscow, Russia
2015 - 2	September 18 - 20	Samsun, Turkey
2015 - 3	October 16 - 18	Manchester, Great Britain

4. Highlights

To watch the highlights of the WTF World Taekwondo Grand-Prix Series, please click on the following links.

Grand-Prix Series 1

2015 WTF World Taekwondo Grand-Prix Series Moscow

<https://youtu.be/5XJRD2AsO68>



Grand-Prix Series 2

2015 WTF World Taekwondo Grand-Prix Series Samsun

<https://youtu.be/9UO6T1EfAAc>



Grand-Prix Series 3

2015 WTF World Taekwondo Grand-Prix Series Manchester

<https://youtu.be/LlmBoRdzVqg>



III. WTF World Taekwondo Grand-Prix Final



Best-of-the-Best

Launched in 2013, the Grand-Prix Final now invites the top sixteen (16) male and female athletes by Olympic ranking in four weight categories respectively.

In concept, the World Taekwondo Grand-Prix Final has been designed to present Olympic-level competition in a media-friendly format. Each Grand-Prix Final has been transmitted to over 85 countries. Hence, This G-8 grade event requires world-quality TV production.

The WTF Gala Awards is held in conjunction with the Grand-Prix Final. The Gala Awards is globally the most important social event in taekwondo where the best personalities are awarded and congratulated.

2
Days of Competition



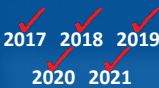
US\$ 0.6-1.5 Million
Budget



US\$ 100,000
Hosting Fee



Annual Event
Event Frequency
(2017-2021)



128
Athletes



172
Officials



300
Hotel Capacity



2,000
Venue Capacity



30m x 50m (2)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2015 WTF World Taekwondo Grand-Prix Final Mexico City. The numbers may vary, depending on host city's operational strategy and performances.

1. Event Dates

The WTF Taekwondo Grand-Prix Final takes place once a year in December, while the Grand-Prix Series does three times a year.

Except for the year of Summer Olympic Games, three (3) Grand-Prix Series events take place culminating in the Grand-Prix Final. However, only the Grand-Prix Final is held in the Olympic year.

WTF World Taekwondo Team Championships has been held in conjunction with the Grand-Prix Final in the last two (2) years.

The Grand-Prix Final requires two (2) competition days with another day for the WTF Gala Awards.

2. Events to take place

Name of the Event
Abidjan 2017 WTF World Taekwondo Grand-Prix Final
2018 WTF World Taekwondo Grand-Prix Final
Moscow 2019 WTF World Taekwondo Grand-Prix Final
2020 WTF World Taekwondo Grand-Prix Final

3. History of host cities

Year	Date	City and Host Country
2013	December 13 - 15	Manchester, Great Britain
2014	December 13 - 14	Queretaro, Mexico
2015	December 5 - 6	Mexico City, Mexico
2016	December 9 - 10	Baku, Azerbaijan



4. Media Impact

Mexico City 2015 WTF World Taekwondo Grand-Prix Final

- Was transmitted to 87 countries (TV)
- Recorded 17 hours of broadcast time
- Hit 114,590 of livestream views

5. Highlights

To watch the highlights of the World Taekwondo Grand-Prix Final, please click on the following links.

2015 WTF World Taekwondo Grand-Prix Final Mexico City

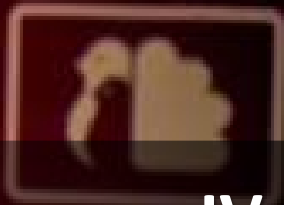
<https://youtu.be/UM-ZMVLj0A>



2015 WTF Gala Awards

<https://youtu.be/Q6z10FnEd1Q>





사랑으로
BOOYOUNG

IV. WTF World Taekwondo Team Championships



Unexpected; Spectacular

WTF World Taekwondo Team Championships was inaugurated in 2009 and the current tag team format competition was launched in 2012.

The value of this event is reflected via incredibly fast and dynamic competitions with strong team spirit of players displayed. Preliminary round takes place on a round-robin format followed by an elimination round from quarterfinals or semi-finals.

Currently, this G-2 grade Championships consists of respective gender events and a mixed-gender event. The WTF staged the mixed-gender team competition for the first time in Baku, Azerbaijan in 2016, in accordance with the philosophy of fostering gender equality, which is emphasized on the Olympic Agenda 2020, the IOC’s long-term visions and roadmap.

2
Days of Competition



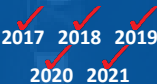
US\$ 0.5-1 Million
Budget



US\$ 30,000
Hosting Fee



Annual Event
Event Frequency
(2017-2021)



170
Athletes



102
Officials



250
Hotel Capacity



2,000
Venue Capacity



25m x 40m (1)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2013 Abidjan World Taekwondo Team Championships. The numbers may vary, depending on host city’s operational strategy and performances.

1. Event Dates

Given its extremely spectators-friendly nature, World Taekwondo Team Championships have fascinated the taekwondo fans and media.

The WTF World Taekwondo Team Championships takes place every year, in conjunction with WTF Grand-Prix Final.

It requires two (2) full days, using one (1) court.

2. Events to take place

Name of the Event
Abidjan 2017 WTF World Taekwondo Team Championships
2018 WTF World Taekwondo Team Championships
2019 WTF World Taekwondo Team Championships
2020 WTF World Taekwondo Team Championships

3. History of host cities

Year	Date	City and Host Country
2009	June 11 - 14	Baku, Azerbaijan
2010	July 17 - 20	Urumqi, China
2012	November 23 - 25	Santa Cruz, Aruba
2013	November 28 - 30	Abidjan, Côte d'Ivoire
2014	October 30 - November 2	Queretaro, Mexico
2015	December 8 - 9	Mexico City, Mexico
2016	December 12 - 13	Baku, Azerbaijan

4. Highlights

To watch the highlights of the World Taekwondo Team Championships, please click on the following link

<https://www.youtube.com/watch?v=kAQmoWc9Fyk>



V. WTF World Taekwondo Junior Championships



Future Superstars

Held every other year (opposite to the World Championships), the WTF World Taekwondo Junior Championships features young athletes (ages 15-17) in ten weight categories for both male and female.

Like the World Championships, this event also coincides with the World Taekwondo Federation’s General Assembly, Council Meetings and Executive Meeting.

Every four (4) years, It takes place in conjunction with Youth Olympic Games Qualification Tournament which takes place right before World Taekwondo Junior Championships.

It can be held any month of the year for Junior Championships itself, and should be held first half of the year for the Youth Olympic Games year.

5-7
Days of Competition



US\$ 1-2 Million
Budget



US\$ 100,000
Hosting Fee



Biannual Event
Event Frequency
(2017-2021)



753
Athletes



562
Officials



1,200
Hotel Capacity



2,000
Venue Capacity



40m x 60m (5)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2014 World Taekwondo Junior Championships in Taipei, Chinese Taipei . The numbers may vary, depending on host city’s operational strategy and performances.

1. Event Dates

The WTF World Taekwondo Junior Championships takes place every 2 years(even year). It requires five (5) to seven (7) full days.

In the case of the Youth Olympic year (2018 and 2022), event dates are changed to two (2) day competition for Youth Olympic Games Qualification Tournament and four (4) day competition for World Junior Championships with one (1) day rest between the two events.

It requires one (1) full day for WTF Council Meeting and Executive Meting and one (1) full day of WTF General Assembly

2. Events to take place

Name of the Event
2018 WTF World Taekwondo Junior Championships & Youth Olympic Games Qualification Tournament
2020 WTF World Taekwondo Junior Championships

3. History of host cities

Year	Date	City and Host Country
1996	June 27 - 30	Barcelona, Spain
1998	September 9 - 13	Istanbul, Turkey
2000	November 15 - 18	Killarney, Ireland
2002	October 1 - 6	Heraklion, Greece
2004	June 12 - 18	Suncheon City, Republic of Korea
2006	July 26 - 30	Ho Chi Minh City, Vietnam
2008	May 7 - 11	Izmir, Turkey
2010	Mar 6 - 9	Tijuana, Mexico
2012	April 4 - 8	Sharm El Sheikh, Egypt
2014	March 23 - 26	Taipei, Chinese Taipei
2016	November 16 - 20	Burnaby, Canada

4. Highlights

To watch the highlights of the World Taekwondo Junior Championships, please click on the following link

https://www.youtube.com/watch?v=1YKg88ejjus&list=PLQKA4xw494fISe1Cv3gntyUroO_ayBT6T





VI. WTF World Taekwondo Poomsae Championships

Discipline, Focus, Performance

Poomsae is a non-combat sport where taekwondo athletes perform pre-arranged movements demonstrating the full range of taekwondo techniques.

The WTF World Taekwondo Poomsae Championships is an excellent example of ‘sport for all’ as there is no age limit set for participation.

Free-style Poomsae demonstrates even more exciting performances with music. The values of Poomsae Championships are certainly participation and engagement.

4
Days of Competition



US\$ 0.5-1.5 Million
Budget



US\$ 30,000
Hosting Fee



Biannual Event
Event Frequency
(2017-2021)



461
Athletes



300
Officials



700
Hotel Capacity



2,000
Venue Capacity



30m x 50m (3)
Size of the FOP
(No. of Courts)



Aforementioned numbers are based on the result of 2014 WTF World Taekwondo Poomsae Championships Aguascalientes, Mexico. The numbers may vary, depending on host city’s operational strategy and performances.

1. Event Dates

Taking place every two years (even year), the WTF World Taekwondo Poomsae Championships is held in between the month of May and August.

It requires four (4) full days of competition.

2. Events to take place

Name of the Event
Taipei City 2018 WTF World Taekwondo Poomsae Championships
Vejle 2020 WTF World Taekwondo Poomsae Championships

3. History of host cities

Year	Date	City and Host Country
2006	September 4 - 6	Seoul, Republic of Korea
2007	October 29 - 31	Incheon, Republic of Korea
2008	December 16 - 18	Ankara, Turkey
2009	November 30 - December 2	Cairo, Egypt
2010	October 8 - 10	Tashkent, Uzbekistan
2011	July 29 - 31	Vladivostok, Russia
2012	December 6 - 9	Tunja, Colombia
2013	October 31 - November 3	Bali, Indonesia
2014	October 30 - November 2	Aguascalientes, Mexico
2016	September 29 - October 2	Lima, Peru

4. Highlights

To watch the highlights of the World Taekwondo Poomsae Championships, please click on the following links.

2014 WTF World Taekwondo Poomsae Championships Aguascalientes (Mexico)

- Highlight

<https://youtu.be/ewrUiXVMKK4>



- Opening Ceremony

https://youtu.be/Rh9bLs_MVW8



VII. WTF World Taekwondo Cadet Championships



Young Generation

Held every odd year, the WTF World Taekwondo Cadet Championships invites young athletes (ages 12-14) in ten weight categories for both male and female.

The World Taekwondo Cadet Championships is a festival celebrating the future generations of taekwondo. The Championships provides an opportunity to younger athletes not only to compete in world level, but also to exchange friendship with one another with respect. The youngsters also gain invaluable experiences of learning culture and history of the hosting country.

The World Taekwondo Cadet Championships serves as a perfect occasion for family engagement in sport, as the most of participants are accompanied by their family members.

4
Days of Competition



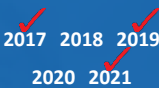
US\$ 1-1.5 Million
Budget



US\$ 30,000
Hosting Fee



Biannual Event
Event Frequency
(2017-2021)



559
Athletes



350
Officials



800
Hotel Capacity



2,000
Venue Capacity



40m x 60m (5)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2014 WTF World Taekwondo Cadet Championships Baku, Azerbaijan. The numbers may vary, depending on host city's operational strategy and performances.

1. Event Dates

The WTF World Taekwondo Cadet Championships takes place every two (2) years (odd year). It shall be held in between May and August. It requires for (4) full days.

2. Events to take place

Name of the Event	
Sharm El Sheikh 2017 WTF World Taekwondo Cadet Championships	
Sydney 2019 WTF World Taekwondo Cadet Championships	

3. History of host cities

Year	Date	City and Host Country
2014	July 24 - 27	Baku, Azerbaijan
2015	August 23 -26	Muju, Republic of Korea

4. Highlights

To watch the highlights of the World Taekwondo Cadet Championships, please click on the following link.

<https://www.youtube.com/watch?v=Pg9ZZAF9KI4>



VIII. WTF World Para Taekwondo Championships



One Taekwondo

Since 2009, the World Taekwondo Federation has been organizing the WTF World Para Taekwondo Championships. To date, over 350 para-athletes are registered for a competition license.

The Championships include the Kyorugi classes that have been approved for the 2020 Tokyo Paralympic Games and the Lima 2019 Parapan American Games as well as the Poomsae classes for athletes with neurological impairments or intellectual impairments.

In conjunction with the Championships, the WTF Para Taekwondo Governing Board meets and there are seminars for International Classifiers as well as coaches and trainers.

The WTF World Para Taekwondo Championships reflect both the excellence of the para-athletes and the diversity of taekwondo.

2
Days of Competition



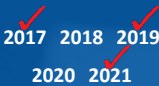
US\$ 0.5-0.8 Million
Budget



US\$ 10,000
Hosting Fee



Biannual Event
Event Frequency
(2017-2021)



146
Athletes



70
Officials



200
Hotel Capacity



1,000
Venue Capacity



30m x 50m (3)
Size of the FOP
(No. of Courts)



Aforementioned numbers are suggested based on the result of 2015 WTF World Para Taekwondo Championships Samsun, Turkey.

The numbers may vary, depending on host city's operational strategy and performances.

1. Event Dates

Taking place every two (2) years (odd year), the WTF World Para Taekwondo Championships shall be held in between the month of August and November.

It requires one (1) or two (2) full day(s) of competition in addition to one (1) or two (2) days for classification process.

2. Events to take place

Name of the Event
London 2017 WTF World Para Taekwondo Championships
2019 WTF World Para Taekwondo Championships

3. History of host cities

Year	Date	City and Host Country
2009	June 10	Baku, Azerbaijan
2010	May 11	St. Petersburg, Russia
2012	November 22	Santa Cruz, Aruba
2013	June 8	Lausanne, Switzerland
2014	June 21 - 22	Moscow, Russia
2015	September 17	Samsun, Turkey

4. Highlights

To watch the highlights of the WTF World Para Taekwondo Championships, please click on the following link.

<https://youtu.be/L35wKjcbu0>



IX. WTF World Taekwondo Beach Championships



Discipline in Festival

WTF puts forth utmost endeavor to inaugurate the first ever WTF World Taekwondo Beach Championships.

It will be an exciting event which will help showcase taekwondo to more people in a unique place and give fans unforgettable experience.

Competition categories will be recognized poomsae, free style Poomsae, technical breaking, free style dynamic kicks and team demonstrations.

Organizing the World Taekwondo Beach Championships will also be affordable and simple as it mainly requires only a beach for the venue.

Beach taekwondo is also ready for featuring at the ANOC World Beach Games in San Diego and being globally recognized.

2	US\$ 0.3-0.5 Million	N/A
Days of Competition	Budget	Hosting Fee
		
TBC	150	100
Event Frequency	Athletes	Officials
2017 2018 2019 2020 2021		
250	Outdoor	25m x 40m
Hotel Capacity	Venue Capacity	Size of the FOP (No. of Courts)
		

Since the WTF World Taekwondo Beach Championships has never been held, the numbers are estimates.

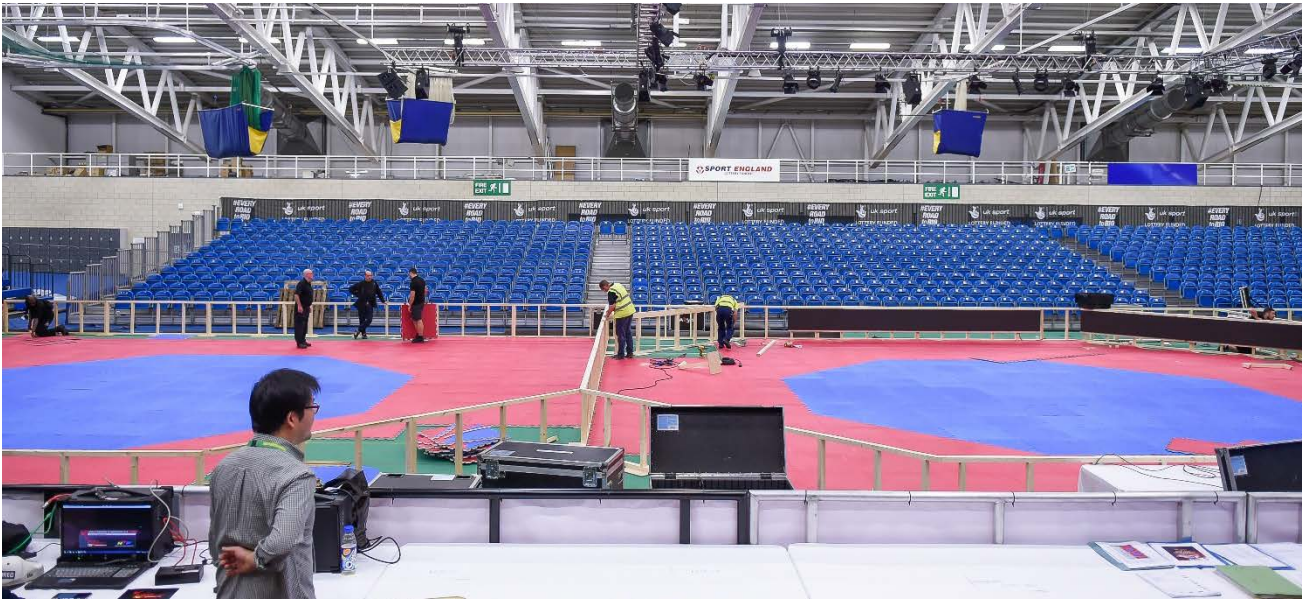
1. Event Dates

The inaugural WTF World Taekwondo Beach Championships is to take place in Rhodes Island, Greece for two days from 5th to 6th May, 2017.

2. Events to take place

Name of the Event
Rhodes 2017 WTF World Taekwondo Cadet Championships

Appendix B. Operational Requirements



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I. WTF World Taekwondo Championships

Operational Requirements

Basic Information	
Number of competition days	6 - 8 days
Number of courts	5 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 90 International Referees



Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$200,000 to be paid to WTF within 3 months from the day of selection.
	Prize Money	N/A
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
Venue	Venue availability	Guarantee letter from the host country's government for full support of the fast visa issuance
		Venue to be available for exclusive use from 4 day before the 1st competition day and during competition days
	Competition area	Competition area with at least 5 courts
	Functional Area	Warm-up area with 10 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	10 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
		Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
	Media facilities	Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 120 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	<ul style="list-style-type: none"> * 500 seating capacity; classroom style * Located in headquarters hotel; banner, 4 PDP TVs, small national flags, Simultaneous Interpretation system, Hot and cold drinks, bottled water per each, memo pads, recording system, microphone for every member
	Council meeting (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 60 seating capacity; U-shape, held for one (1) full day * Located in headquarters hotel; banner, recording system, notepads, LCD projector, hot and cold drinks
	Executive meeting (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 300 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	<ul style="list-style-type: none"> * 100 seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 90 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	<ul style="list-style-type: none"> * 200 seating capacity
	MNA Workshop (2 day before the 1st day competition)	<ul style="list-style-type: none"> * 150 seating capacity / 8 hours
There may be other committee meetings which require assistance from the Organizer for preparations		
Events & Ceremonies	Opening Ceremony (1st day of the competition)	<ul style="list-style-type: none"> * Opening Ceremony program to be developed in consultation with the WTF * National pickets, national flags, WTF flag (big and small), Oath
	Medal Ceremony (Every competition day)	<ul style="list-style-type: none"> * 16 gold medals, 16 silver medals and 32 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * 10 team winners' trophies, 2 team trophies and certificates (in coordination with GMS team) - for Closing Ceremony * Victory podium, all winners' national flag and gold medal winners' national anthem
	Closing Ceremony (Last day of the competition)	<ul style="list-style-type: none"> * Closing Ceremony program to be developed in consultation with WTF
	Press Conference	<ul style="list-style-type: none"> * Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	N/A

Category	Items	Requirement Details
Hotel	Suite room (4 day before and 1 day after)	1 room for * President
	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	17 rooms for * 5 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 8 Operation staff (5 days before and 1 day after)
		45 rooms for * 90 International Referees (twin beds) at Referee hotel (4 days before and 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
TV and broadcasting	Full HD Production of International Feed	<ul style="list-style-type: none"> * 12 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	23 tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 8 Operation staff and 3 WTF GMS team members
Ground Transportation	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc)
	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	3 buses for * 90 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	90 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	<p>* Design of event logo should be developed by the Organizer and approved by WTF.</p> <p>* Note that the new brand identify of the WTF will be launched in June 2017.</p>

Category	Items	Requirement Details
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	- Liability insurance - Host insurance Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	* Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	* WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

II. WTF World Taekwondo Grand-Prix Series

Operational Requirements

Basic Information	
Number of competition days	3 days
Number of courts	3 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 50 International Referees

Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$100,000 to be paid to the WTF within 3 months from the day of selection.
	Prize Money	No Cost
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
		Guarantee letter from the host country's government for full support of the fast visa issuance
Venue	Venue availability	Venue to be available for exclusive use from 3 days before the 1st competition day and during competition days
	Competition area	Competition area with at least 3 courts
	Functional Area	Warm-up area with 8 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	8 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
		Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
	Media facilities	Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 80 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	N/A
	Council meeting (2 days before the 1st day competition)	N/A
	Executive meeting (2 days before the 1st day competition)	* 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	* 200 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	* 60seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 50 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	N/A
	There may be other committee meetings which require assistance from the Organizer for preparations	
Events & Ceremonies	Opening Ceremony (1st day of the competition)	N/A
	Medal Ceremony (Every competition day)	* 8 gold medals, 8 silver medals and 16 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * Victory podium, all winners' national flag and gold medal winners national anthem
	Closing Ceremony (Last day of the competition)	N/A
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	N/A

Category	Items	Requirement Details
Hotel	Suite room (4 day before and 1 day after)	1 room for * President
	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	14 rooms for * 5 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 5 Operation staff (5 days before and 1 day after)
		25 rooms for * 50 International Referees (twin beds) at Referee hotel (4 days before and 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
TV and broadcasting	Full HD Production of International Feed	<ul style="list-style-type: none"> * 8 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	20 tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 5 Operation staff and 3 WTF GMS team members
Ground Transportation	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	2 buses for * 50 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	50 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.

Category	Items	Requirement Details
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	* Design of event logo should be developed by the Organizer and approved by WTF. * Note that the new brand identify of the WTF will be launched in June 2017.
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	- Liability insurance - Host insurance Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	* Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	* WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

III. WTF World Taekwondo Grand-Prix Final & Team Championships

Operational Requirements

Basic Information	
Number of competition days	5 days
Number of courts	2 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 40 International Referees

Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$100,000 to be paid to the WTF within 3 months from the day of selection. Hosting fee of US\$30,000 for Team Championships is waived in case of hosting in conjunction with GP Final.
	Prize Money	No Cost
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
Venue	Venue availability	Guarantee letter from the host country's government for full support of the fast visa issuance
		Venue to be available for exclusive use from 3 day before the 1st competition day and during competition days
	Competition area	Competition area with at least 2 courts
	Functional Area	Warm-up area with 6 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
	Training Venue	Weigh-in room to be used 2 hours per day; male and female respectively
		6 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
	Media facilities	Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
		Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 50 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	N/A
	Council meeting (2 days before the 1st day competition) – to be confirmed	* 60 seating capacity; U-shape, held for one (1) full day * Located in headquarters hotel; banner, recording system, notepad, LCD projector, hot and cold drinks
	Executive meeting (2 days before the 1st day competition) – to be confirmed	* 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	* 100 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	* 50 seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 40 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	N/A
There may be other committee meetings which require assistance from the Organizer for preparations		
Events & Ceremonies	Opening Ceremony (1st day of the competition)	N/A
	Medal Ceremony (Every competition day)	* 28 gold medals, 28 silver medals and 48 bronze medals; flowers, souvenirs and prize money pickets for all winners (Design for medal and trophies to be approved by WTF) * Victory podium, all winners' national flag and gold medal winner's national anthem
	Closing Ceremony (Last day of the competition)	N/A
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	Organizer shall prepare annual Gala Awards event one day after the final date of GP Final with following requirements. - Seating capacity: minimum 500 attendees - Setting guidelines and programs shall be guided by WTF - Awards will be prepared by WTF

Category	Items	Requirement Details
Hotel	Suite room (4 day before and 1 day after)	1 room for * President
	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	14 rooms for * 5 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 5 Operation staff (5 days before and 1 day after)
		20 rooms for * 40 International Referees (twin beds) at Referee hotel (4 days before and 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
TV and broadcasting	Full HD Production of International Feed	<ul style="list-style-type: none"> * 8 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	20 tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 5 Operation staff and 3 WTF GMS team members
Ground Transportation	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	1 bus for * 40 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	40 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	* Design of event logo should be developed by the Organizer and approved by WTF. * Note that the new brand identify of the WTF will be launched in June 2017.
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	- Liability insurance - Host insurance Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.

Category	Items	Requirement Details
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	<p>* Costs related to visiting previous edition of the event to be covered by the Organizer</p> <p>* The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.</p>
Project Review	Site visit	<p>* WTF shall make site visits at least two (2) times.</p> <p>* First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF.</p> <p>* Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection.</p> <p>* Additional visits may be available by agreement between WTF and Organizer</p>
Development & Legacy Program	Delivery of Development Program	<p>Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF</p> <ul style="list-style-type: none"> - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	<p>Plan and deliver following legacy programs at organizer's own expenses</p> <ul style="list-style-type: none"> - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	<p>Plan and deliver Sustainability programs.</p> <p>* Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link)</p> <p>http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf</p>

IV. WTF World Taekwondo Junior Championships

Operational Requirements

Basic Information	
Number of competition days	6 - 7 days
Number of courts	5 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 90 International Referees



Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$100,000 to be paid to the WTF within 3 months from the day of selection.
	Prize Money	N/A
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
Venue	Venue availability	Guarantee letter from the host country's government for full support of the fast visa issuance
	Venue availability	Venue to be available for exclusive use from 4 day before the 1st competition day and during competition days
	Competition area	Competition area with at least 5 courts
	Functional Area	Warm-up area with 10 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	10 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
		Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
	Media facilities	Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 100 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	<ul style="list-style-type: none"> * 500 seating capacity; classroom style * Located in headquarters hotel; banner, 4 PDP TVs, small national flags, Simultaneous Interpretation system, Hot and cold drinks, bottled water per each, memo pads, recording system, microphone for every member
	Council meeting (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 60 seating capacity; U-shape, held for one (1) full day * Located in headquarters hotel; banner, recording system, notepads, LCD projector, hot and cold drinks
	Executive meeting (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	<ul style="list-style-type: none"> * 250 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	<ul style="list-style-type: none"> * 100 seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 90 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	* 150 seating capacity / 8 hours
There may be other committee meetings which require assistance from the Organizer for preparations		
Events & Ceremonies	Opening Ceremony (1st day of the competition)	<ul style="list-style-type: none"> * Opening Ceremony program to be developed in consultation with WTF * National pickets, national flags, WTF flag (big and small), Oath
	Medal Ceremony (Every competition day)	<ul style="list-style-type: none"> * 20 gold medals, 20 silver medals and 40 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * 10 team winners' trophies, 2 team trophies and certificates (in coordination with GMS team) - for Closing Ceremony * Victory podium, all winners' national flag and gold medal winners' national anthem
	Closing Ceremony (Last day of the competition)	* Closing Ceremony program to be developed in consultation with WTF
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	N/A

Category	Items	Requirement Details
Hotel	Suite room (4 day before and 1 day after)	1 room for * President
	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	17 rooms for * 5 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 8 Operation staff (5 days before and 1 day after)
		45 rooms for * 90 International Referees (twin beds) at Referee hotel (4 days before and 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
TV and broadcasting (Optional, except Online Live Streaming)	Full HD Production of International Feed	<ul style="list-style-type: none"> * 6 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	23 tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics, 1 official photographer, 1 official video, 8 Operation staff and 3 WTF GMS team members
Ground Transportation	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	3 buses for * 90 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	90 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	<p>* Design of event logo should be developed by the Organizer and approved by WTF.</p> <p>* Note that the new brand identify of the WTF will be launched in June 2017.</p>
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	<ul style="list-style-type: none"> - Liability insurance - Host insurance - Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.

Category	Items	Requirement Details
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	<ul style="list-style-type: none"> * Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	<ul style="list-style-type: none"> * WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF <ul style="list-style-type: none"> - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses <ul style="list-style-type: none"> - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. <ul style="list-style-type: none"> * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

V. WTF World Taekwondo Poomsae Championships

Operational Requirements

Basic Information	
Number of competition days	4 days
Number of courts	3 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 50 International Referees

Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$30,000 to be paid to WTF within 3 months from the day of selection.
	Prize Money	N/A
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
Venue	Guarantee Letters	Guarantee letter from the host country's government for full support of the fast visa issuance
	Venue availability	Venue to be available for exclusive use from 3 day before the 1st competition day and during competition days
	Competition area	Competition area with at least 3 courts
	Functional Area	Warm-up area with 8 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	8 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
		Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
	Media facilities	Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 80 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	N/A
	Council meeting (2 days before the 1st day competition)	N/A
	Executive meeting (2 days before the 1st day competition)	* 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	* 200 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	* 60 seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 50 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	N/A
There may be other committee meetings which require assistance from the Organizer for preparations		
Events & Ceremonies	Opening Ceremony (1st day of the competition)	* Opening Ceremony program to be developed in consultation with WTF * National pickets, national flags, WTF flag (big and small), Oath
	Medal Ceremony (Every competition day)	* 62 gold medals, 62 silver medals and 124 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * 10 team winners' trophies, 2 team trophies and certificates (in coordination with GMS team) - for Closing Ceremony * Victory podium, all winners' national flag and gold medal winner's national anthem
	Closing Ceremony (Last day of the competition)	* Closing Ceremony program to be developed in consultation with WTF
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	N/A

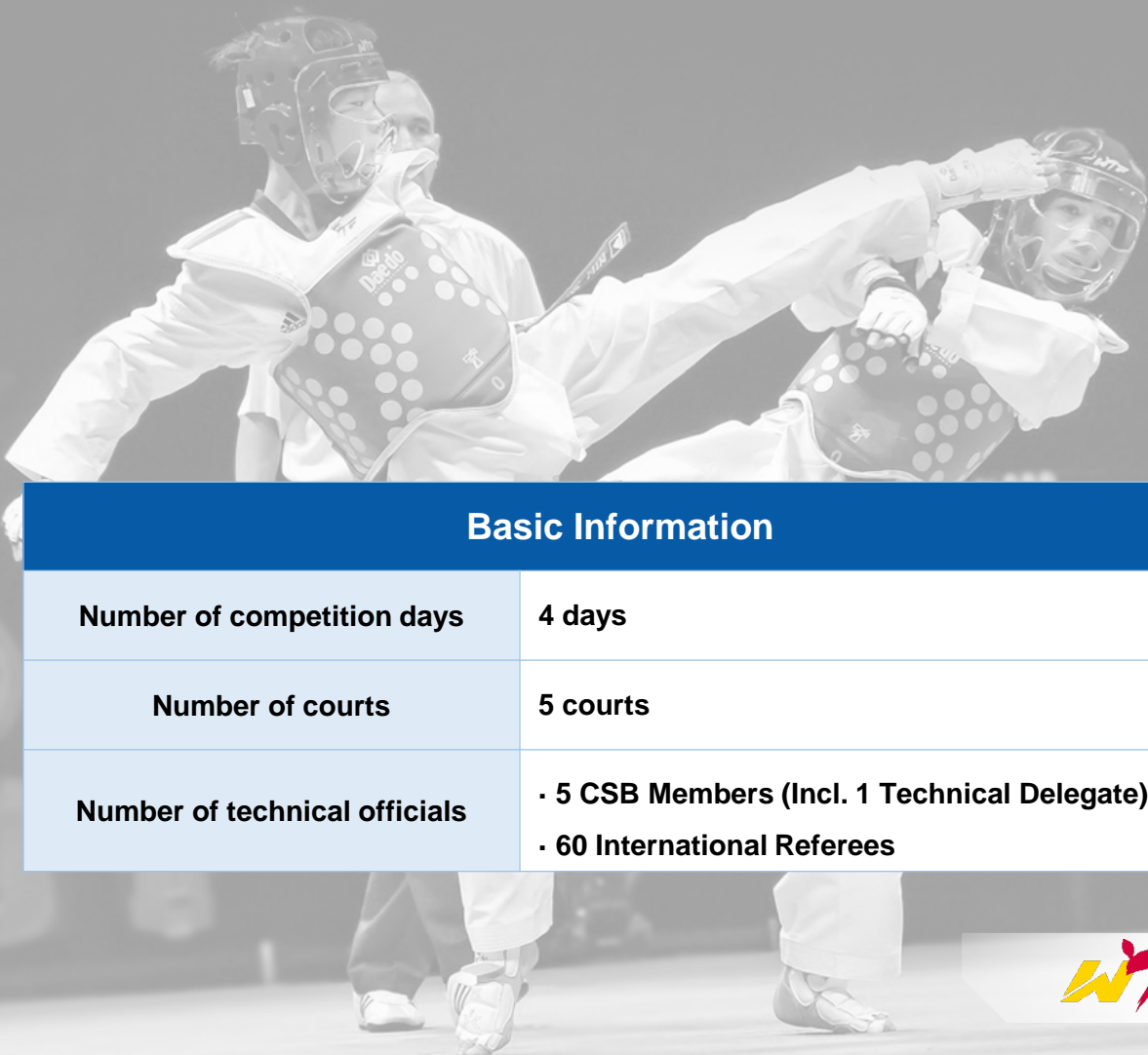
Category	Items	Requirement Details
Hotel	Suite room (4 day before and 1 day after)	1 room for * President
	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	14 (11) rooms for * 5 Competition Supervisory Board members, 2 TV Graphics-optional, 1 official photographer, 1 official video, 5 Operation staff (5 days before and 1 day after)
		25 rooms for * 50 International Referees (twin beds) at Referee hotel (4 days before and 1 day after))
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
TV and broadcasting (Optional, except Online Live Streaming)	Full HD Production of International Feed	<ul style="list-style-type: none"> * 6 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	20 (18) tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics (Optional), 1 official photographer, 1 official video, 5 Operation staff and 3 WTF GMS team members
	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
Ground Transportation	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	2 buses for * 50 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	50 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	<p>* Design of event logo should be developed by the Organizer and approved by WTF.</p> <p>* Note that the new brand identify of the WTF will be launched in June 2017.</p>

Category	Items	Requirement Details
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	<ul style="list-style-type: none"> - Liability insurance - Host insurance - Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	<ul style="list-style-type: none"> * Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	<ul style="list-style-type: none"> * WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF <ul style="list-style-type: none"> - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses <ul style="list-style-type: none"> - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programmes related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. <ul style="list-style-type: none"> * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/ssset_quick_start_version_2014.pdf

VI. WTF World Taekwondo Cadet Championships

Operational Requirements



Basic Information	
Number of competition days	4 days
Number of courts	5 courts
Number of technical officials	<ul style="list-style-type: none">• 5 CSB Members (Incl. 1 Technical Delegate)• 60 International Referees

Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$30,000 to be paid to the WTF within 3 months from the day of selection.
	Prize Money	N/A
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association
Venue	Guarantee Letters	Guarantee letter from the host country's government for full support of the fast visa issuance
	Venue availability	Venue to be available for exclusive use from 3 day before the 1st competition day and during competition days
	Competition area	Competition area with at least 5 courts
	Functional Area	Warm-up area with 8 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	8 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
	Media facilities	Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
		Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 80 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented - WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Entertainment (* WTF Demonstration team is available to perform during opening ceremony and other events. The Organizer can invite the team with the condition to be agreed with the WTF.)
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	N/A
	Council meeting (2 days before the 1st day competition)	N/A
	Executive meeting (2 days before the 1st day competition)	* 15 seating capacity * Located in headquarters hotel
	Head of team meeting and Draw (2 days before the 1st day competition)	* 200 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (3 days before the 1st day competition)	* 70 seating capacity; hot and cold drinks; operations equipment * 1 Instructor, 60 Referees, 1 WTF staff, 1 Organizing Committee and 2 Volunteers * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	N/A
	There may be other committee meetings which require assistance from the Organizer for preparations	
Events & Ceremonies	Opening Ceremony (1st day of the competition)	* Opening Ceremony program to be developed in consultation with WTF * National pickets, national flags, WTF flag (big and small), Oath
	Medal Ceremony (Every competition day)	* 20 gold medals, 20 silver medals and 40 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * 10 team winners' trophies, 2 team trophies and certificates (in coordination with GMS team) - for Closing Ceremony * Victory podium, all winners' national flag and gold medal winners national anthem
	Closing Ceremony (Last day of the competition)	* Closing Ceremony program to be developed in consultation with WTF
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	For VIPs, WTF Council members and MNA Presidents
	Farewell party (Last day of the competition)	For athletes and team officials
	Gala Awards	N/A

Category	Items	Requirement Details
TV and broadcasting (Optional, except Online Live Streaming)	Full HD Production of International Feed	Followings are optional requirements. * 6 cameras of high quality including at least 1 super slow motion * HD OB-Van (signal format HD 16:9) * Minimum 4 in-channels for slow motions on a LSM EVS hard disc-recorder or an equivalent
	Satellite transmission	No cost
	TV Producer (WTF)	No cost
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Via Satellite News Gathering (SNG) or equivalent
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF
Meal	3 meals per a day to the persons classified above	At the hotel before competition begins and at the venue once competition begins. The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	4 CSB for competition days
	US\$100 per diem for Referees	60 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3 % inflation adjustment applied annually.

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	20 (18) tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 4 Competition Supervisory Board members, 2 TV Graphics (Optional), 1 official photographer, 1 official video, 5 Operation staff and 3 WTF GMS team members
	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
Ground Transportation	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	2 buses for * 60 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
	Suite room (4 day before and 1 day after)	1 room for * President
Hotel	Superior rooms (5 day before and 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	14 (11) rooms for * 5 Competition Supervisory Board members, 2 TV Graphics-optional, 1 official photographer, 1 official video, 5 Operation staff (5 days before and 1 day after)
		30 rooms for * 60 International Referees (twin beds) at Referee hotel (4 days before and 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	

Category	Items	Requirement Details
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	* Design of event logo should be developed by the Organizer and approved by WTF. * Note that the new brand identify of the WTF will be launched in June 2017.
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	- Liability insurance - Host insurance - Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	* Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	* WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

VII. WTF World Para Taekwondo Championships

Operational Requirements

Basic Information	
Number of competition days	2 days
Number of courts	3 courts
Number of technical officials	<ul style="list-style-type: none">• 3 CSB Members (Incl. 1 Technical Delegate)• 50 International Referees• 5 Classifiers



Category	Items	Requirement Details
Hosting Fees & Guarantees	Hosting Fee	US\$10,000 to be paid to the WTF within 3 months from the day of selection.
	Prize Money	N/A
	Guarantee Letters	Guarantee letter from the host city's local government
		Guarantee letter from the WTF member national association and letter from NPC if possible.
		Guarantee letter from the host country's government for full support of the fast visa issuance Guarantee letter from government agency for persons with impairments
Venue	Venue availability	Venue to be available for exclusive use from 4 day before the 1st competition day and during competition days. And secure the wheelchair accessibility.
	Competition area	Competition area with at least 3 courts
	Functional Area	Warm-up area with 6 mats to be placed next to Field of Play
		VIP lounge, referee lounge
		Function rooms including President's Office, Secretary General's Office, WTF Office, CSB room
		Changing rooms for athletes (minimum 2 per male and female) with shower facilities
		Medical room with First aid, medicines and equipment
		Anti-doping room, male and female respectively
		Classification room (2- seating capacity)
		Weigh-in room to be used 2 hours per day; male and female respectively
	Training Venue	8 mats to be placed. Transportation to be provided.
	Venue equipment	Underlay carpet
		Platform (in consultation with WTF)
		LED board
		A-board
		Produce signage, banners inside and outside the venue (ratio of exposure between WTF and Organizer to be 50:50 in principle on all promotional materials). Designs of all promo materials to be approved by WTF.
	Media facilities	Media facilities including Mixed zone, media tribune, press center and press conference room with internet connection a TV monitor, which shows a real-time competitions, Pigeon box Competition results should be distributed and other competition-related information to press room and media tribune
	Accreditation center	* 50 seating capacity * Located in the venue or the biggest team hotel; to be transferred to the venue one (1) day before the first competition day.
	Commercial area	* Establish sales and promotion booths (a minimum 5 booths of regular size to be given to WTF free of charge), social engagement area

Category	Items	Requirement Details
Competitions	Competition Equipment (*Purchased or rented – WTF recognized companies)	PSS: Protector and Scoring system and its components (software, headgear, judge's scoring pad, trunk protector)
		Mats: Octagonal mats for competitions,
		IVR: Instant Video Replay System including cameras
		OVR: On-venue Results System
		TV: 4 PDP TV 50" shall be located per mat; and 5 PDPs for VIP lounge, 1 PDP TV for Referee lounge, 1 PDP TV for Warming up area, 1 PDP TV for Athlete calling area and 1 PDP TV for WTF Office, 1 PDP for Press working area
		Laptops, Printers and Photocopiers
		Refrigerators, Ice box at the Field of Play, warm-up area and training venue
		Spit box 2 per mat
		Scales For weigh-in (2 for official and 2 for trial)
	Sport presentation set	Lighting
		Cube-style screen on the ceiling of the venue, if possible.
		2 big screens at the athlete entrance
		Announcer (English/local language) in the venue
		Demonstration team or Entertainment : N/A
	Medical set	Medical staff
		Medical equipment
		Ambulance
		Hospital
	Doping test preparation and operation	A doping control policy is to be decided. The WTF is seeking various ways to ease organizers' burden.

Category	Items	Requirement Details
Meetings	General Assembly (1 day before the 1st day competition)	N/A
	Council meeting (2 days before the 1st day competition)	N/A
	Executive meeting (2 days before the 1st day competition)	N/A
	Para Taekwondo Governing Board Meeting (1 day before or after the competition)	Meeting room for 20 persons. Coffee/Tea & cold drinks. Projector and screen.
	Head of team meeting and Draw (2 days before the 1st day competition)	* 200 seating capacity; held for 4 hours; hot and cold drinks; operations equipment * 3 delegates per MNA, 2-3 WTF staff, 1 Organizing Committee and 4 Volunteers * Located in headquarters hotel or the biggest team hotel
	Referee meeting and training (2 days before the 1st day competition)	* 60 seating capacity; hot and cold drinks; operations equipment * (need to be changed) 1 Instructor, 50 Referees, 1 WTF staff, 1 Organizing Committee Staff and 2 Volunteers, classifier * Referee meeting for 1 day at referee hotel and 2 training day at venue
	International Taekwondo Symposium (2 day before and until the 1st competition day)	N/A
	MNA Workshop (2 day before the 1st day competition)	N/A
	International Classifier Seminar	*50 seating capacity *2 days prior to competition is the theoretical lecture *1 day prior classification practice (in the classification rooms) *Competition day observation and test
	There may be other committee meetings which require assistance from the Organizer for preparations	
Events & Ceremonies	Opening Ceremony (1st day of the competition)	* Opening Ceremony program to be developed in consultation with WTF * National pickets, national flags, WTF flag (big and small), Oath
	Medal Ceremony (Every competition day)	* 16 gold medals, 16 silver medals and 32 bronze medals; flowers and souvenirs for all winners (Design for medal and trophies to be approved by WTF) * 10 team winners' trophies, 2 team trophies and certificates (in coordination with GMS team) - for Closing Ceremony * Victory podium, all winners' national flag and gold medal winners national anthem
	Closing Ceremony (Last day of the competition)	* Closing Ceremony program to be developed in consultation with WTF
	Press Conference	* Press conference to be held in consultation with WTF
	Welcome banquet (1 day before the 1st day competition)	N/A
	Farewell party (Last day of the competition)	N/A
	Gala Awards	N/A

Category	Items	Requirement Details
TV and broadcasting (Optional, except Online Live Streaming)	Full HD Production of International Feed	N/A
	Satellite transmission	N/A
	TV Producer (WTF)	N/A
	English commentator, interviewer and satellite coordinator	No cost
	Production of the Highlights	Daily news feed, event highlight
	Uplink provision	Event highlights for WTF YouTube channel
	Online live streaming	* Online live streaming on the WTF designated platform (3 ENG cameras)
Registration (Online & Onsite)	Processing fee	The Organizer shall pay registration processing fee of US\$1.5 per national team member (athletes and officials) and International Referees
	Online registration system	No cost at the online registration system and credential and participation certificate printing software All registration revenue goes to OC to be reinvested in the event
	Entry fee	Revenues from entry fees are divided into 50:50 with WTF
Per diem	US\$100 per diem for technical delegates	1 Technical Delegate for competition days
	US\$100 per diem for CSBs	2 CSB for competition days
	Per diem for Classifiers	No Cost
	US\$100 per diem for Referees	50 International Referees for competition days
	US\$100 per diem for WTF GMS team	3 WTF GMS members for all days onsite (registration and competitions)
	US\$10,355	Service fee for 2 graphic technicians (equipment and services). 3% inflation adjustment applied annually.

Category	Items	Requirement Details
Air Travel	Air tickets (economy class)	16 tickets for 1 Secretary General, 2 Directors General, 1 Technical Delegate, 2 Competition Supervisory Board members, 1 official photographer, 1 official video, 5 Operation staff and 2 WTF GMS team members
Ground Transportation	Designated passenger car (upon arrival)	6 passenger cars for 1 President, 1 Secretary General, 1 Technical Delegate, 3 Distinguished guests (IOC members, etc.)
	Designated mini-van (upon arrival)	2 minivans for WTF
	Designated bus (upon arrival)	2 buses for * 50 International Referees
	Transport sharing (5 days before 1st competition day)	For WTF council members, staff and media
	<p>WTF recommends the organizers arrange hotels located within walking distance from the venue to reduce the required transports. If that is not the case, the above figures are suggested.</p> <p>The Organizer shall operate shuttle buses for teams and other registered officials other than those mentioned above to arrive on time the venue, training venue and weigh-in.</p> <p>Regardless of the location of the hotels, the Organizer should provide transport to the registered persons (athletes, officials, guests, media) for airport transportation.</p> <p>All transports with a driver and a volunteer each Transportation should be provided to the participants in the official events, ceremonies and meetings.</p>	
Hotel	Suite room (1-2 days before to 1 day after)	1 room for * President
	Superior rooms (1-2 days before to 1 day after)	4 rooms for * 1 Secretary General, 2 Directors General, 1 Technical Delegate
	Standards rooms	10 rooms for * 3 Competition Supervisory Board members, 1 official photographer, 1 official video, 5 Operation staff (3 days before to 1 day after)
		25 rooms for * 50 International Referees (twin beds) at Referee hotel (3 days before to 1 day after)
		3 rooms for 3 WTF GMS Team members (2 days BEFORE onsite registration begins and 1 day after tournament finishes)
		6 rooms for * WTF Staff who visit the host city for orientation meeting and project review (3 delegates each time) (2 full days of meeting and visit)
		5 rooms for 1 head of classification and 4 International Classifiers
	<p>The above rooms shall be provided with free wifi.</p> <p>The Organizer should secure the rooms at headquarters hotels requested by the WTF for council members, additional staff and guests.</p> <p>The Organizer should secure a WTF office at headquarters hotel to facilitate administration on spot.</p>	
Meal	3 meals per a day to the persons classified above	<p>At the hotel before competition begins and at the venue once competition begins.</p> <p>The Organizer shall prepare light snacks at the VIP Lounge and Referee lounge during competition period. Additional meal coupons should be available for WTF to purchase.</p>

Category	Items	Requirement Details
PR & Communication	Website	Creation of the Organizing Committee website
	Promotion of event	City dressing
	Event logo and mascot	* Design of event logo should be developed by the Organizer and approved by WTF. * Note that the new brand identify of the WTF will be launched in June 2017.
Security & Insurance	Security guarantees	Security measures to be taken to protect athletes and all other registered participants (official hotels and venues)
	Insurance contract	Contract appropriate internationally reputable insurance company
	Insurance coverage	- Liability insurance - Host insurance Litigation contingency insurance
Convenience Facilities	Info Desk	The Organizer shall place info desks at the airport, official hotels and venues to assist transport arrangements, etc.
Human resources	Hiring Organizing Staff	
	Securing Volunteer	Volunteers with a good command of English, understanding of impairments is a plus. Also impaired volunteers should be contacted.
Event Debriefing & Orientation Meeting	Debriefing setting	Provide the debriefing venue in the host city and proper settings, in consultation with the WTF
	Invitation of previous organizers	Provide accommodation to the previous event organizer and the WTF on the occasion of event debriefing and orientation meeting
Observer Program & Progress Report	Visit previous edition of the event	* Costs related to visiting previous edition of the event to be covered by the Organizer * The Organizer shall present progress report at the WTF General Assembly and Council Meeting once or two times.
Project Review	Site visit	* WTF shall make site visits at least two (2) times. * First site visit will be made in conjunction with Event Debriefing and Orientation Meeting. Organizer shall provide accommodation to WTF. * Organizer shall provide air travel and accommodation to WTF delegates (max. 3 members) for the 2nd site visit for meetings and inspection. * Additional visits may be available by agreement between WTF and Organizer
Development & Legacy Program	Delivery of Development Program	Plan and deliver following Taekwondo development programs at organizer's own expenses, in consultation with the WTF - Contribution to international taekwondo development program in partnership with WTF - Social engagement program
	Delivery of Legacy Program	Plan and deliver following legacy programs at organizer's own expenses - Domestic taekwondo development / legacy to WTF national federation in hosting country - Promoting taekwondo for all in local community - Other Legacy programs related to taekwondo promotion and legacy
	Delivery of Sustainability Program	Plan and deliver Sustainability programs. * Reference guidebook: Sustainable Sport and Events Quick Start Guide (please refer to following link) http://www.aists.org/sites/default/files/publication-pdf/sset_quick_start_version_2014.pdf

Appendix C. Benefits of Hosting



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I. Advantages for
Host Country’s Athletes

1. WTF World Taekwondo Championships	The number fourth (4th) seed will be granted to an athlete from the host country per each weight category.
2. WTF World Taekwondo Grand-Prix Series	One (1) athlete from the host country is automatically qualified for Grand-Prix Series per each weight category. The number ninth (9th) seed will be granted.
3. WTF World Taekwondo Grand-Prix Final	One (1) athlete from the host country is automatically qualified for Grand-Prix Final per each weight category.
4. WTF World Taekwondo Team Championships	Host country is qualified for World Taekwondo Team Championships per male and female division respectively. In addition, the host country is seeded in group stage.

II. Commercial Rights & Revenue

Organizers will be able to generate their own revenues from a variety of commercial activities and initiatives.

1. Sponsorship (Cash and VIK)

- Domestic sponsorship program is organizers’ sole right.
- The WTF reserves title sponsorship but 50% of the revenue shall be shared by WTF and Organizer in case the organizer arranges the title sponsor with prior consultation with the WTF.
- The WTF and the organizer will take 50:50 portion of the space of logo exposure inside the venue including but not limited to LED panel, A-board, banner and backdrop.
- Organizer will be granted sponsorship logo exposure on TV and live streaming in an agreement with the WTF.



II. Commercial Rights
& Revenue

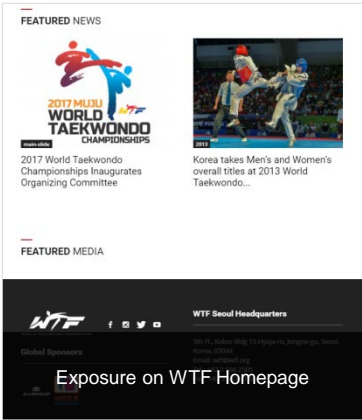
2. Ticket Sales	All revenues from ticketing will be taken by the organizers.
3. Licensing & Merchandising	All revenues from domestic Licensing & Merchandising will be taken by the organizers. Organizer can also generate revenue from selling booths.
4. Entry Fees	Entry fee shall be collected by organizers and shared with WTF on a 50:50 basis. Amount of entry fee shall be in accordance with the WTF Operational Manual.



III. City's Brand Exposure & Promotion

The host city will have an opportunity to expose city's name, brand and its value on various communication channels including WTF website (www.worldtaekwondofederation.net), WTF SNS pages, tickets and ID cards of the event, WTF TV, Banners and the WTF official meetings.

Examples of Exposures



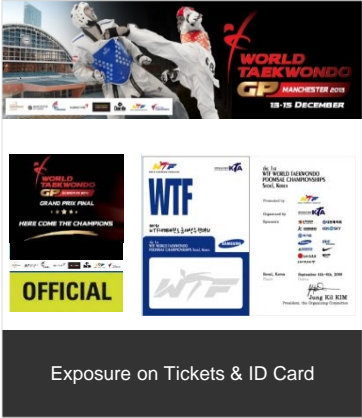
Exposure on WTF Homepage



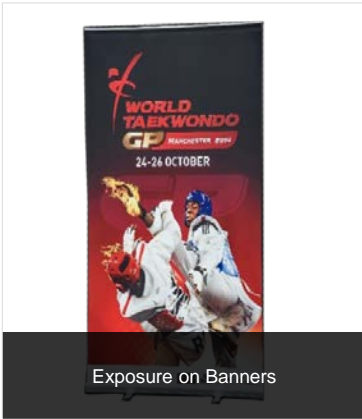
Exposure on WTF SNS Pages



Exposure on WTF TV



Exposure on Tickets & ID Card



Exposure on Banners



Exposure on Official Meetings

IV. Event Management Support System

Right after the selection of the host city, the organizer will have systematic support from the WTF throughout the whole lifecycle of the WTF Event.

1. Orientation Seminar

Orientation seminar will be the first work meeting to begin organizing the event.

The WTF will provide the organizers with knowledge about how to deliver the events with a specific timeline.

2. Project Review

The WTF will regularly meet the organizers to check the readiness of the event and provide the technical consultation.

3. Observer Program

Future organizers will experience the WTF Events by visiting previous edition of WTF Events during the competition days.

Through this on-site training program, future organizers will learn not only how generally WTF Events are delivered, but also study specific areas by joining as part of working team.

4. Event Debriefing

Event Debriefing is the extensive seminar program that will give future organizers opportunity to learn from the previous organizers.

Experienced organizers will present what they learnt from the WTF Events and transfer their knowledge and insight.

V. Broadcasting Service

The WTF provides guidance, consulting prior to and during the event and key elements to HB (Host Broadcaster) 's production of international signal as follows:

- Providing Satellite transmission at WTF's expenses .
- Appointing WTF TV producer to manage quality control at WTF's expense.
- Consulting on bidder's tender for selecting HB.
- Providing guidance and consultation to HB prior to and during the event for production of international signal, including review and confirm HB's plans and inspection visit before the event.
- Supporting the HB in production of international feed with WTF TV Team consisting of WTF TV producer, 1 English commentator, 2 TV Graphic technicians and 1 mixed-zone interviewer.
- Full graphic package : Title sequence, replay wipe and graphic overlays system including integration with scoring and OVR system.
- Covering travel, accommodation cost and service fees for WTF TV producer, 1 English commentator and 1 interviewer, 1 satellite coordinator.



VI. Positive Images

By organizing the WTF Event, the host city will bring positive images by associating with WTF’s initiatives for peace movement and endeavor for the development.

1. Humanitarian Initiatives

The WTF launched the THF (Taekwondo Humanitarian Foundation) and signed a framework agreement with the UNHCR (United Nations Refugee Agency) on March 10, 2016.

Under the agreement, the WTF will be responsible for the implementation of the Framework Agreement with the UNHCR.

The WTF and the THF also signed a memorandum of understanding with the Peace and Sport to join forces to promote taekwondo as a tool for social development on November 25 2016.

The WTF has secured and dispatched Taekwondo coaches and instructors to the WTF Taekwondo Academies at refugee camps around the world while producing educational curriculum.

The organizer will be given an opportunity to develop joint partnership program with the WTF for the humanitarian activities.

For more information, please click or refer to following link.
<http://thfaid.org/>



VI. Positive Images

2. Development Programs

The WTF has promoted sport development by dispatching World Taekwondo Peace Corps members to developing countries, organizing World Youth Taekwondo Camps and holding the WTF-Kyunghee University Partnership Training Program.

To date, 1,308 young athletes from more than 63 nations have taken part in the World Youth Taekwondo Camp. The World Taekwondo Peace Corps has dispatched 1,878 members to over 115 countries around the world since 2008, and over 350 participants from almost 100 countries have taken part in the KHU-WTF Partnership Training Program since 2005.



VI. Positive Images

3. Gender Equality

WTF promotes gender equality. Having an equal number of male and female athletes and referees participating in Rio 2016 Olympic taekwondo is one of examples.



By allowing the wearing of the hijab in competition, the WTF has seen a surge in Muslim women engaging in taekwondo, empowering them to be active sportspersons in their societies.



VI. Positive Images

4. Sport for All Generations

Sports usually focuses on the youth, often neglecting the other generation.

However, they deserve to be treated equally within sport.

There have been huge demand from the elderly generation to actively join taekwondo competitions.

Since taekwondo falls into fighting style and demonstration style, WTF created World Poomsae Championships in 2006 where wide range of different age group could compete in world level.

Currently, the age of the World Champions of taekwondo varies from 12 to over 60, making taekwondo true sport for all.



VI. Positive Images

5. Para Taekwondo

Due to its nature as a combat sport, there has been perception that taekwondo does not suit for the less privileged people.

In reality, like every sport, taekwondo is a forge of the body.

Modern sports, as they develop, require intellectual input and that makes taekwondo a forge of the mind, also.

And as a combat sport, courage is required to practice it – which makes taekwondo a forge of the spirit.

With these reasons, the WTF formed Para Taekwondo Committee in 2006 and developed the concept of the Para Taekwondo Championships embracing Kyorugi and Poomsae, which were eventually realized in 2009. Now Kyorugi is in the official program of Tokyo 2020 Paralympic Games.



VII. Economic Impact

The WTF Events will bring direct spending of event visitors, organizer and affiliated companies, teams, entourages, media, and suppliers. Host city will also enjoy indirect economic impacts through the value chain of the local economy.

1. Tangible Impact

Tangible impact will be as follows:

- Direct impact through event visitors, organizers, teams and any entourage
- Induced economic impact due to the growth in purchasing power (multiplier effect)
- Media value generated for the host city

2015 WTF World Taekwondo Championships Chelyabinsk Russia generated
14 Million USD of total tangible economic impact.
- Reference: Host City Benefits Report, published by Repucom (2015)

2. Intangible Impact

Intangible impact will be as follows:

- Opportunity to present the city to a global audience
- International athletes, officials and media representatives get to know the host city and can act as opinion makers in their home countries
- High-profile taekwondo events as an attractive leisure activity for the local community.

3. Impact Report

The organizers will obtain professional impact report which will showcase positive impact on overall engagement and performance generated by preparing and delivering the WTF Events.

VIII. Social Impact

Taekwondo is a sport that mainly requires just a human body without high-priced equipment.

Accordingly, the WTF events will take a crucial role to defy the barriers of race, religion, culture, gender and even language. The long-lasting social impact will be witnessed before and after the event.

The WTF events provide an outstanding opportunity for organizers to leave a diverse range of legacies to their cities and countries through “Taekwondo for all.”

Leaving Social Legacy through Taekwondo

Since The WTF recognizes unique visions of organizers and host cities, organizers need to not only deliver competitions but also prepare their own bespoke legacy programs for their local communities.

Concept and details of the programs will be discussed at the orientation seminar and meetings with the WTF.

The organizer of 2015 WTF World Taekwondo Championships (Chelyabinsk, Russia) operated a **Taekwondo Park** which was comprised of entertainment center and recreation place for both of local residents and visitors to promote the Championships and engage fans in Taekwondo.



IX. Taekwondo Impact

Developing the sport of
Taekwondo

Hosting the WTF Events also brings forth a strong stimulator for cities and countries to foster nationwide development of taekwondo in close cooperation with the WTF.

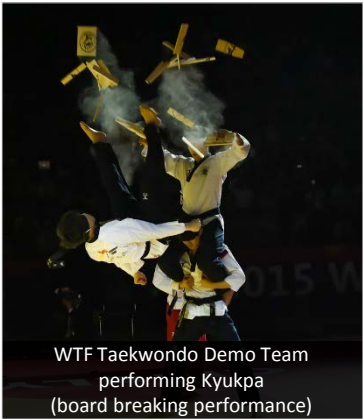
WTF Events present an opportunity to welcome the world-class taekwondo athletes in a celebration of sport and lay a foundation to flourish taekwondo in their communities.

Throughout the WTF Event, the host city will have a variety of opportunities to promote taekwondo and make citizens involve in the sport.

Examples



Taekwondo Teaching Program



WTF Taekwondo Demo Team
performing Kyukpa
(board breaking performance)

Appendix D. Host City Contract (Sample)





[NAME OF EVENT]

[NAME OF HOST CITY]

[NAME OF HOST COUNTRY]

WORLD TAEKWONDO FEDERATION

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THIS CONTRACT (hereinafter referred to as **Contract**), is made and effective as of November 14, 2016.

It is hereby agreed by and among the following parties:

1. **WORLD TAEKWONDO FEDERATION** (“**WTF**”), a non-profit organization recognized by the International Olympic Committee as the sole governing body of Taekwondo in the Olympic Games. Its Headquarters is located at 5th Fl., Kolon Bldg. 15 Hyoja-ro, Jongno-gu, Seoul, Korea 03044; and,
2. **LOCAL ORGANIZING COMMITTEE** (hereinafter referred to as **LOC**), which is the sole organizing entity of [Name of Event] recognized by the WTF and is comprised of the [Name of Organizing Member National Association] and the [Legal Name of the Host City].

PREAMBLE

Whereas, it is the mutual desire of the WTF and the LOC for the [Name of Event] (hereafter referred to as **Event**), be organized in the best possible manner and take place under the best possible conditions for the benefit of the sport of Taekwondo worldwide;

Whereas, the parties agree that the Event is to be conducted under the Rules in force of the WTF and in accordance with this Contract;

Whereas, the Event is a world event, without consideration of any person's political, religious, doctrinal, or racial background;

Whereas, in contributing to the history of the Event, the LOC acknowledge(s) the importance of presenting the Event through the use of technology;

Whereas, the LOC acknowledges and recognizes the importance of ensuring the fullest possible news coverage by the various media, both local and international, and the widest possible outreach to audiences of the Event;

Whereas, the LOC will collaborate with the WTF toward the development of a joint-marketing program;

Now, therefore, the WTF has the honor and the pleasure of attributing the organization of the Event to the LOC.

In consequence of which, it is expressly agreed as follows:

ARTICLE 1: LOCAL ORGANIZING COMMITTEE

1.1 Commitment of the LOC

- a. The LOC agrees to accept and comply with the role and responsibilities of the LOC as stipulated in this Contract and its expressly incorporated documents and to generate or secure the appropriate financing necessary for the successful hosting of the Event. The LOC accepts responsibility for all corresponding obligations and liabilities.
- b. The LOC shall maintain at its own expense appropriate offices and administration facilities and systems as may be necessary for the effective performance of its duties under this Contract.
- c. The LOC shall employ a sufficient number of competent and suitably qualified dedicated personnel to ensure the proper fulfillment of the LOC's obligations under this Contract.
- d. The LOC shall keep the WTF fully informed of its activities concerning the hosting of the Event and promptly provide the WTF with detailed reports, logs, budgets and other documents as reasonably requested by the WTF from time-to-time.
- e. The LOC shall keep the WTF fully and promptly informed of any potential problems, delays or adverse developments of any kind scope or nature in relation to the hosting of the Event.
- f. The LOC shall undertake any and all acts and execute any and all documents as may be reasonably required by the WTF in its sole discretion in order to protect or enforce any of the rights (including intellectual property or commercial rights) owned or controlled by the WTF.
- g. The LOC shall at all times act in good faith towards, and in the best interest of, WTF, and shall, in addition, observe all fiduciary duties to IF as if it were an agent therefore, including obligations not to take secret profit in respect to its dealings under this Contract, to disclose any interests it may have in the business or ownership of any potential third party with which it intends to enter a commercial rights agreement, to contract with its employees and their party contractors only on an arm's length and transparent basis, duties of loyalty and to make full and frank disclosure to the WTF.
- h. The LOC shall ensure that neither it nor any of its directors, employees or other members or staff makes any defamatory or derogatory statements or takes part in any activities which are or might be detrimental to the reputation, business, image or goodwill of the WTF, the Event, and/or any of the participating teams or WTF commercial partners.

1.2 Government Support

- a. The LOC shall secure the support of the Host City Government (and when necessary Host Country Government) so as to ensure the successful hosting of the Event.

HOST CITY CONTRACT

- b. The LOC shall, with the support of the host city and subject to the approval of the WTF, make all necessary arrangements for the smooth running of the event.

ARTICLE 2: HOSTING FEE AND TECHNICAL COSTS

2.1 Hosting Fee

The LOC shall pay the hosting fee in accordance with the WTF Event Operations Rules. The hosting fee is not refundable.

2.2 Technical Costs

- a. The LOC shall pay all technical costs reasonably required for the successful hosting of the event. This includes, but is not limited to, the following:
 - i. Costs for Technical Officials, as provided in the Operational Requirements.
 - ii. Costs for third-party Technical Services Providers, which include, but are not limited to, the following: Protector and Scoring System, with headgear (PSS); Instant Video Replay (IVR); Web Streaming; On-Venue Results (OVR); and Global Membership System (GMS) for registration and accreditation.

2.3 Costs in General

- a. Except as otherwise expressly provided, all requirements for the Event set forth in this Contract and its expressly incorporated documents, are to be provided free of charge to the WTF and at the LOC's own expense.
- b. The LOC shall settle all outstanding questions and disputes concerning the Event to the satisfaction of the WTF within six (6) months following the last day of competitions or the closing ceremony of the Competition, whichever is later.

ARTICLE 3: TITLE OF THE EVENT

The following is the official title of the Competition. In any case, the "WTF" brand shall be included in the title. The LOC is required to use the following title:

[Name of Host City + Year + Name of Event]

ARTICLE 4: PROPERTY RIGHTS; MARKETING RIGHTS

4.1 Property Rights (including Intellectual Property)

HOST CITY CONTRACT

- a. Except as expressly granted herein, the WTF retains all property rights to the Event and to the Intellectual Properties of the WTF.
- b. The intellectual properties of the WTF include all copyrights, patents, the WTF logo and any other registered and unregistered trademarks, registered designs, trade secrets and know-how, and all other intellectual properties. For the avoidance of doubt, the following and their derivatives are the exclusive property of the WTF:
 - i. The WTF Logo and Marks
 - ii. The WTF brands “World Taekwondo Federation” and “WTF”
 - iii. The marks and designations of WTF Events, including the Event
- c. WTF grants to LOC a non-exclusive license to use WTF Intellectual Property insofar as necessary or reasonably desirable for the fulfillment of its obligations under this agreement subject to the written approval of the WTF in every case prior to any use by the LOC of such WTF Intellectual Property.
- d. The LOC hereby absolutely, irrevocably and unconditionally assigns to the WTF the full title guarantees (by way of present assignment of future copyright) all Intellectual Property Rights and all other right, interest and title in any works which it creates or which are created on its behalf, such assignment to take effect from the creation thereof, to be in respect to the entire world and all media (whether known now or hereinafter devised) and to be for the full period of copyright therein including all renewals, revivals and extensions thereof.

4.2 Marketing, Commercial and Media Rights

- a. Except as otherwise agreed in writing, the WTF reserves all marketing and commercial rights. The LOC must receive approval for any and all marketing and commercial activities and all related Contracts must include the WTF as a party. In addition, the LOC shall submit all marketing and commercial service programs for the WTF’s approval.
- b. The LOC shall commit itself to protecting the rights of existing and future marketing clients of the WTF. The WTF shall inform the LOC, as soon as possible, on matters concerning, among other things, advertising spaces and product categories for which the WTF reserves the rights.
- c. Except as otherwise agreed in writing, the WTF reserves all Media Rights, including radio and television broadcast, internet, and new media.
- d. Refer to the Operational Manual for detailed guidance.

ARTICLE 5 OPERATION OF THE EVENT

5.1 WTF Event Operations Rules

The WTF Event Operations Rules, which is hereby incorporated into this Contract, is the document that establishes the basic requirements for hosting WTF Promoted events.

5.2 Operational Requirements and Bid File

The **Operational Requirements for the Event** (“**Operational Requirements**”) and the **Bid File**, which are hereby incorporated into this Contract, are the documents that stipulate the detailed technical guidelines and plan for the organization of the Event. It is the responsibility of the LOC to abide by the Operational Requirements and the Bid File unless otherwise approved by the WTF in writing.

5.3 Outline

The **Outline** (“**Outline**”), which is hereby incorporated into this Contract, is the document that provides specific guidelines for the Event. It is the responsibility of the LOC to abide by the requirements of the Outline unless otherwise approved by the WTF in writing.

5.4 Conflicts

Any conflicts between or among the technical requirements provided in this Contract, the Operational Requirements and Bid File, the Outline, or other WTF documents or rules or regulations shall be resolved by the WTF Technical Committee, or in the case of urgency by the Event’ Technical Delegate.

5.5 Evolution of Technical Requirements

The LOC recognizes that the contents of the technical documents itemized above and other directions related to the hosting of the Event represent the WTF’s current position on such matters, and that such material may evolve as a result of technological or other changes, some of which may be beyond the control of the parties to this Contract. The WTF reserves the right to amend such technical documents and other directions. It is the responsibility of the LOC to adapt to such amendments so that the Event will be organized in the best possible manner.

5.6 Environmental Protection

The LOC agrees to carry out their obligations and activities under this Contract in a manner which embraces the concept of environmental sustainable development, and which complies with applicable environmental legislation and serves to promote the protection of the environment.

5.7 Security

The LOC shall coordinate with the appropriate authorities of the Host City and Host Country and shall be responsible for all aspects of security in relation to the Competition,

including the planning and operational aspects related thereto. The aforementioned authorities shall ensure that all appropriate and necessary measures shall be taken in order to guarantee the safe and peaceful operation of the Competition.

ARTICLE 6: OTHER MATTERS

6.1 Relationships

The parties acknowledge that this Contract does not constitute and shall not be deemed to constitute a partnership, joint venture or agency between them.

6.2 Severability

If at any time any provision of this Contract is or becomes invalid, illegal or unenforceable in any respect under the law of any jurisdiction that shall, so long as the commercial purpose of this Contract is still capable of performance, not in any way affect or impair the validity, legality or enforceability in that jurisdiction of any other provision of this Contract; or the validity, legality or enforceability under the law of any other jurisdiction of that or any other provision of this Contract.

6.3 Force Majeure

- a. If by reason of any Force Majeure Event, any party is prevented from or delayed in performing any of its obligations hereunder, then such delay or non-performance shall not be deemed to be a breach of this Contract.
- b. Notwithstanding the foregoing, if the LOC is prevented from or delayed in performing any of its obligations hereunder by reason of any Force Majeure Event, including apparent or perceived political instability, the WTF shall be entitled to terminate this Contract forthwith without penalty or any liability to the WTF, and the LOC shall indemnify and defend the WTF from any related third-party claims.

6.4 Term and Termination

- a. This Contract shall take effect on the signature date and shall continue, unless terminated earlier in accordance with its terms, until the parties' respective payment obligations hereunder have been satisfactorily discharged.
- b. The WTF shall be entitled to terminate this Contract and to withdraw the LOC's rights to the Event if:
 - i. A force majeure event occurs.
 - ii. The cooperation of the Host City or Country Government is inadequate to ensure the operation of the Event as required in Article 1.

- iii. The host country is at any time, whether before the Opening Ceremony or during the competition, in a state of war, civil disorder, boycott, embargo decreed by the international community or in a situation officially recognized as one of belligerence or if the WTF has reasonable grounds to believe that the safety of participants in the Event would be seriously threatened or jeopardized.
 - iv. Serious safety issues are raised by WTF member national associations expected to attend the Event, or there is a lack of interest in participating in the Event on the part of WTF member national associations despite reasonable efforts of the WTF.
 - v. There is a violation by the LOC of any material obligation pursuant to this Contract, the WTF Statutes, or the applicable law.
- c. If WTF terminates this Contract in accordance with the above Article 6.4(b):
- i. Such termination shall be without prejudice to any other rights or remedies to which WTF may be entitled under this Contract or at law as a result of or in relation to any breach or other event which gives rise to such termination, and shall not affect any other accrued rights or liabilities of any party as at the date of the termination.
 - ii. Any and all licenses and other rights granted to LOC in relation to Intellectual Property or Commercial rights shall immediately terminate.
 - iii. WTF shall be entitled to immediately appoint a third party to host and/or promote a replacement Event to be held anywhere in the world on such terms as it may in its sole discretion deem fit.
- d. In case of withdrawal or termination of this Contract by the WTF the LOC hereby waives any claims and rights to any form of indemnity, damages or other compensation and hereby agrees to indemnify and hold harmless the WTF, its officers, members, directors, employees, consultants, agents and other representatives, from any third party claims, actions or judgments in respect to such withdraw or termination. It is the responsibility of the LOC to notify all parties with whom it contracts of the content of this Section.

6.5 Warranties and Indemnity

- a. Each party warrants and represents it has the full right, power and authority to enter and perform its obligations under this Contract, which constitutes lawful, valid and binding obligations in accordance with its terms;
- b. The LOC shall indemnify the WTF, its directors, officers, employees and other staff against any and all liabilities, costs and expenses in respect to claims arising out of injuries or losses suffered by persons admitted to the venue for purposes relating to the Event, by persons adjacent to the Venue, and/or by persons involved in any way in the organization and staging of the Event, as a result of the LOC's failure to perform the obligations set out in this Contract.

- c. The LOC shall indemnify WTF, its directors, officers, employees and other staff against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) (each a “Claim”) suffered or incurred by WTF arising out of or in connection with:
- i. any breach of the warranties contained in or implied by this Contract;
 - ii. the LOC’s breach or negligent performance or non-performance of this Contract;
 - iii. any claim made against WTF for actual or alleged infringement of a third party’s intellectual property rights arising out of or in connection with WTF’s use of any LOC’s Intellectual Property or Works created and/or commissioned by the LOC;
 - iv. any claim made against WTF by a third party arising out of or in connection with any of the LOC’s obligations, services, equipment or responsibilities under this Contract, including without limitation any of the LOC Deliverables, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of this Contract by the LOC, its employees, agents or subcontractors;
 - v. any claim made against WTF by a third party for death, personal injury or damage to property arising out of or in connection with defective equipment, infrastructure or Venue facilities, to the extent that the defect in the equipment, infrastructure or Venue facilities is attributable to the acts or omissions of the LOC, its employees, agents or subcontractors.
- d. The indemnities given by the LOC under this Contract shall apply whether or not the LOC has been negligent or at fault.

6.6 General Liability and Insurance

- a. The LOC shall secure and maintain at its expense adequate liability and host insurance coverage in respect of all risks associated with the planning, organizing and staging of the Competition. LOC shall contract with an appropriate internationally reputable insurance company. This insurance coverage shall begin well in advance of the Opening Ceremony of the Event and for a reasonable time after the last day of competition or the Closing Ceremony (whichever is later).
- A. The LOC shall, prior to the commencement of the Event, ensure that the WTF is a named insured on the LOC’s Insurance policies. The LOC shall provide copies of the same to the WTF.
 - B. The coverage should include liability insurance for all spectators, media, volunteers and staff, athletes, team officials, WTF Officials and Technical Officials, and insure against any injury or death related to the Event.
 - C. The coverage should include host insurance. In the case of total cancellation, postponement or partial curtailment of the Competition, the LOC will be responsible for damages and claims that may occur.
 - D. The coverage should include litigation contingency insurance. In the event that, related to the Event, any judicial, quasi-judicial, administrative, or regulatory

proceeding should arise in which the LOC and/or the WTF is required to expend resources to defend itself and/or the sport of taekwondo, the LOC shall bear any and all responsibility for such expenditure, and indemnify and hold harmless the WTF against any legal action, cost, or repercussion that may occur as a result of such legal action.

6.7 Counterparts / Electronic Signatures

- a. This Contract may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Contract, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.

6.8 Entire Contract

- a. This Contract constitutes the final, complete, and exclusive statement of the Contract of the Parties with respect to the subject matter hereof, and supersedes any and all other prior and contemporaneous Contracts and understandings, both written and oral, between the Parties.

6.9 Successors and Assigns

- a. All references in this Contract to the Parties shall be deemed to include, as applicable, a reference to their respective successors and assigns. The provisions of this Contract shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.

6.10 No Implied Waiver

- a. The failure of either Party to insist on strict performance of any covenant or obligation under this Contract, regardless of the length of time for which such failure continues, shall not be deemed a waiver of such Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Contract shall constitute a consent or waiver to or of any other breach or default in the performance of the same or any other obligation.

6.11 Dispute Resolution

- a. This Contract is governed by the laws of the Republic of Korea without giving effect to any conflict of law principles.
- b. Any dispute arising from or related to this Contract will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland, and resolved definitively in accordance with the Code of sports-related arbitration. The Panel will consist of three arbitrators. The language of the arbitration will be English.

- i. Before going to binding arbitration, the Parties shall first work together in good faith to resolve the issue in a non-binding mediation under the auspices of the WTF Business Development and Relations Committee or a similarly situated body.
- c. LOC will ensure that any contract it enters with third-parties related to this project shall also contain a mediation/arbitration identical to this article (6.11).

6.12 Interpretation

- a. In this Contract, unless otherwise specified:
 - i. the headings are for ease of reference only and shall not be taken into account in construing or interpreting this Contract;
 - ii. the rule of construction that, in the event of ambiguity, the contract shall be interpreted against the party responsible for the drafting thereof, shall not apply in the interpretation of this Contract;
 - iii. references to this Contract or any other document shall be construed as references to this Contract or that of any other document, as amended, varied, innovated, supplemented or replaced from time to time;
 - iv. references to any gender includes the others and the neuter;
 - v. law includes any legislation, any common or customary law, constitution, decree, judgment, order, ordinance, treaty or other legislative measure in any jurisdiction and any present or future directive, request, requirement, guidance or guideline (in each case, whether or not having the force of law but, if not having the force of law, compliance with which is in accordance with the general practice of persons to whom the directive, request, requirement, guidance or guideline is addressed);
 - vi. references to legislation include any statute, by-law, regulation, rule, subordinate or delegated legislation or order; and reference to any legislation is to such legislation as amended, modified or consolidated from time to time and to any legislation replacing it or made under it save insofar as any such amendment, modification, consolidation or replacement made after the date of this Contract would impose any increased or new liability on any party or otherwise adversely affect the rights of any party;
 - vii. references to a person (or to a word importing a person) shall be construed so as to include that person's successors in title and assigns or transferees; and references to a person shall also be construed as including an individual, firm, partnership, trust, joint venture, company, corporate body, unincorporated body, association, organization, any government, or state or any agency of a government or state, or any local or municipal authority or other governmental body (whether or not in each case having separate legal personality); and references to a person's representatives shall be to its officers, employees, legal or other professional advisers, sub-contractors, agents, attorneys and other representatives;
 - viii. the words include, including and in particular shall be construed as being by way of illustration or emphasis only and shall not be construed as, nor shall they take effect as, limiting the generality of any preceding words;
 - ix. the expiration or termination of this Contract shall not affect such of the provisions of this Contract as expressly provide that they will operate after such expiration or

termination or which of necessity must continue to have effect after such expiration or termination, notwithstanding that the clauses themselves do not expressly provide for this;

- x. whenever the terms of this Contract provide for the consent or approval of either Party to be given or obtained, unless otherwise stated, the relevant Party shall have an absolute discretion to grant or withhold such consent or approval.

<SIGNATURE PAGE FOLLOWS>

SAMPLE

HOST CITY CONTRACT

Signature Page

For the [Name of Host City + Year + Name of Event]

Effective on the date first mentioned above, by and between:

Representing:

World Taekwondo Federation

[Name of Member National Association]

[Legal Name of Host City]



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