



Message from the President of BOCOG

Distinguished Chefs de Mission,

The 13th Paralympic Games will open in Beijing on September 6, 2008. On behalf of Beijing Organizing Committee for the Games of the XXIX Olympiad (BOCOG) and Beijing Municipal Government, I would like to welcome all of my friends to share the happy and harmonious atmosphere of the Games.

"Transcendence, Equality, Integration" are the concept of the Beijing Paralympic Games. For past 7 years, we have been working together with the International Paralympic Committee and the National Paralympic Committees to fulfill such a concept, and laid a solid foundation for holding a successful Beijing Paralympic Games. At present, we are ready in every aspect.

The *Chefs de Mission Manual* is a service document, providing all the NPCs with basic information in regard to competition, training and life during the Games. It also includes the policies and procedures concerning transport, arrival & departure, security and medical services, etc., as well as the information in relation to the public transport, tourist sites and the shopping centres in Beijing. I hope the *Chefs de Mission Manual* will help you better understand the Games, and enjoy a pleasant stay in Beijing.

Dear friends, let us join our hands to hold a high-level Games with distinguishing features, and make a new contribution to the promotion of the cause for people with disabilities.

Liu Qi

President

Beijing Organizing Committee for the Games of the XXIX Olympiad



Message from the Executive President of BOCOG

Dear Chefs de Mission,

We are pleased to welcome all the NPC delegations to share the happiness and honor brought to us by the 13th Paralympic Games to be held in Beijing in September 2008.

The Chinese Government attaches great importance to the preparation of Beijing Paralympic Games, ensuring an equal splendor of the Olympic and Paralympic Games. For last 7 years, we have been working effectively with the IPC and the NPCs in order to hold successful Games and today we are ready to welcome Paralympians of the world.

We place athletes at the center of the Beijing Paralympic Games and pay great attention to NPCs. It is therefore our sincere wishes and proud responsibilities to provide good services for all NPC delegation members. In the *Chefs de Mission Manual*, the relevant policies, procedures and services relating to the Beijing Paralympic Games are explained in details so as to provide you with the most updated information regarding training, competition and your stay in China.

During the Games time, we will make efforts to serve you all, honoring the concept of "Transcendence, Equality, Integration". We are firmly convinced that with our concerted efforts, we will surely make the Beijing Paralympic Games a high-level Games with distinguishing features and make a new contribution to the promotion of the Paralympic Movement and the cause for people with disabilities.

I look forward to meeting you in Beijing.

Deng Pufang

Chairman of China Disabled Persons' Federation

Executive President of BOCOG

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1. Key Dates

Date/Deadline	Activity	FAs
August 28	Start of NPC Delegation Registration Meetings (DRM)	NPC Relations & Services
August 28	Pre-Opening of Beijing Paralympic Village	Village
August 28	Opening of Hong Kong Paralympic Village	Village
August 29	Start of NPC Games-Time Rate Card Orders	Rate Card
August 30	Official Opening of Paralympic Villages (Beijing & Qingdao)	Village
August 30	Start of Team Welcome Ceremonies	Village
August 30	First Chefs de Mission Meeting	NPC Relations & Services
August 28	Paralympic Torch Relay Commences	Torch Relay
September 1-4	Classification Evaluation Period	Classification
September 5	Classification Protest Resolution	Classification
September 4-8	IPC Athletes' Council Election (Hong Kong and Qingdao Election Sites)	IPC
September 4-15	IPC Athletes' Council Election (Beijing Election Sites)	IPC
September 5	End of Delegation Registration Meetings and Team Welcome Ceremonies	NPC Relations & Services; Village
September 6	Opening Ceremony, Beijing 2008 Paralympic Games	BOCOG
September 7-17	Competition Period	BOCOG
September 14	Closing of Hong Kong Paralympic Village	Village
September 17	Closing Ceremony, Beijing 2008 Paralympic Games	BOCOG
September 17	End of NPC Games-Time Rate Card Orders	Rate Card
September 20	Closing of Paralympic Villages (Beijing & Qingdao)	Village
October	NPC Support Grant Balance Payment	Finance



2. Pre-Arrival and Arrival Procedures

2.1 Pre-Arrival Procedures

2.1.1 Distribution of Pre-Valid Cards

Upon completion of the Pre-DRM, BOCOG will update the data of each athlete/NPC team official pre-accredited, produce the Pre-Valid Cards and send them to the NPCs. The Pre-Valid Cards will only be produced and sent to NPCs for applicants that have provided all required information. For NPCs, that have provided new or updated applicant information after the requisite deadlines, BOCOG will do its best to produce Pre-Valid cards but cannot guarantee they can be printed and sent to the NPCs.

In such cases, it will be the NPC's responsibility to apply for visa in the local Chinese Embassy.

All cards will be couriered to the NPC's official address and it will be the NPC's responsibility to send the Pre-Valid cards to each individual NPC delegation member.

Pre-Valid Card serves two main functions:

- ▶ Together with a valid passport, it will be accepted as a multiple entry visa to China (including Hong Kong and Macao Special Administrative Regions) from August 6 to October 16, 2008.
- ▶ After its validation, it will become the Accreditation Card for the Paralympic Games.

BOCOG will produce and send pre-valid cards to the NPCs for the following accreditation categories:

- ✧ Aa -Athletes;
- ✧ Ab - Non-competing Competition Participants;
- ✧ Ac - Chefs de Mission, Deputy Chefs de Mission, Paralympic Attachés;

- ✧ Ao - NPC Team Officials, Press Attachés, Grooms;
- ✧ Am - Medical Personnel;
- ✧ As - Additional Officials;
- ✧ NPC - Horse Owners;
- ✧ P - Personal Coaches, Training Partners, Athletics Marathon Guides, Rowing Alternates;
- ✧ NPC - NPC Presidents, Secretaries General;
 - Sovereigns, Heads of State, Heads of Government, Sports Ministers, other Prominent Government Officials;
 - Entourages of Sovereign, Heads of State, Heads of Government;
 - Ambassadors (when Sovereign, Head of State or Head of Government is in attendance);
 - NPC transferable guests;
- ✧ NPC**- Accompanying guests of NPC Presidents, Secretaries General, Sovereigns, Heads of State, Heads of Government, Sports Ministers;
- ✧ X- Security Personnel of Sovereigns, Heads of State, Heads of Government;
- ✧ OCOG - NPC own vehicle drivers

2.1.2 Application for Visas

Any Pre-Valid Card holder may enter China during the period from August 6 to October 16, 2008 upon presentation of the Card and the same passport which was used to apply for accreditation. In case of transit in a third country, it will be the NPC's responsibility to apply for a transit visa for each of its delegation member concerned.

Participants entering China before August 6, 2008 or leaving after October 16, 2008, or not in possession of a Pre-Valid Card, should make their own visa arrangements. It is the responsibility of the respective NPC to return during the Delegation Registration Meeting (DRM), all Pre-Valid cards issued by BOCOG but not used by NPC applicants.

2.1.3 Visa Hotline

2.1.3.1 Clients and Services

From August 6 to October 16, 2008, the Visa Hotline will provide assistance to:

- ▶ Applicants listed in the BOCOG Accreditation System without the pre-valid Card.
- ▶ Applicants, who are eligible for an accreditation in the Beijing 2008 Paralympic Games, but not listed in the BOCOG Accreditation System (application via the relevant NPCs).

The visa hotline telephone number is +86 10 6669 9778

The BOCOG Visa Hotline will not apply to:

- ▶ Application for a third country visa (in case of transit) since this scenario is beyond the jurisdiction of BOCOG / China.
- ▶ Applicants to be accredited within the press or media categories.

2.1.3.2 Immigration Form for the Persons Entering China for the Paralympic Games

BOCOG will publicize the Immigration Form for Persons Entering China for the Paralympic Games (hereinafter called Immigration Form) as well as the Pre-Valid Card through:

- ▶ General Administration of Civil Aviation of China (CAAC) to all Chinese airline companies and their foreign branches and international airline companies' offices in China
- ▶ International Air Transport Association (IATA) to all international airline companies and all major international airports

From August 6 to October 16, 2008, the Immigration Form, together with a valid passport or valid travel documents, will be recognized as a legal document to apply for an entry visa to China at the Chinese Embassy or Consulate, or a legal document

to follow the immigration formalities upon entry to China.

2.1.3.3 Application Procedures

For those who are listed in the BOCOG Accreditation System, the procedures below will be followed:

- ▶ Applicants to call the 24-hour Visa Hotline to provide personal identity information.
- ▶ Once the information is verified in the BOCOG Accreditation System, BOCOG will fill in an Immigration Form and send it immediately to the applicant by fax or e-mail (scanned copy). The applicant must provide a fax number or email address.
- ▶ Applicant to apply for the entry visa to the Chinese Embassy or Consulate in the applicant's residential country or region; and the holder of the Immigration Form will immediately obtain the visa.
- ▶ In case of absence of the Chinese Embassy or Consulate in the applicant's residential country or region, or impossibility for the applicant to apply for the visa due to time constraints, the Immigration Form, together with a valid passport or a valid travel document, represents a legal document for the Form holders to follow the immigration formalities upon their arrival in China, and all international airline companies and all international airports are requested to release the Form holders.
- ▶ The immigration authority of the People's Republic of China recognizes the Immigration Form, together with a valid passport or a valid travel document as a legal entry document upon the holder's arrival in the Mainland of China

For those who are **NOT** listed in the BOCOG Accreditation System, the procedures below should be followed:

- ▶ Applicants to call the 24-hour Visa Hotline to provide personal identity information

- ▶ BOCOG NPC Services to verify the identity information of the applicant with the relevant NPC (Chefs de Mission, Presidents or Secretaries General)
- ▶ NPC to provide a written certificate signed by the Chefs de Mission, Presidents or Secretaries General
- ▶ BOCOG Sports Department to verify the qualification status of the applicant in case the applicant is an Athlete (Aa, Ab or P)
- ▶ BOCOG Security Department to execute the background check of the applicant
- ▶ Once the applicant's identity information is verified through the above procedures and passes the background check, BOCOG will fill in an Immigration Form and immediately send it to the applicant by fax or e-mail (scanned copy). The applicant has to provide a fax number or email address of his / her location.
- ▶ Applicant to apply for the entry visa to China to the Chinese Embassy or Consulate in the applicant's residential country or region; and the holder of the Immigration Form will immediately obtain the visa.
- ▶ In case of absence of the Chinese Embassy or Consulate in the applicant's residential country or region, or impossibility for the applicant to apply for the visa due to time constraints, the Immigration Form, together with a valid passport or a valid travel document, represents a legal document for the Form holders to follow the immigration formalities upon their Arrival in China, and all international airline companies and all international airports are requested to release the Form holders.
- ▶ BOCOG to immediately register the Form holders' information into BOCOG Accreditation System.
- ▶ The immigration authority of the People's Republic of China recognizes the Immigration Form, together with a valid passport or a valid travel document as a legal document upon the holder's arrival in the Mainland of China.

2.1.4 Shipping of Freight

2.1.4.1 Freight Grant

The NPCs with qualified athletes in rowing, sailing and equestrian competitions are entitled to benefit from the Freight Grant which consists of free transportation services of competition equipment of rowing and sailing as well as equestrian competition horses. The service offered is not compulsory and the NPCs may choose to arrange the transportation of all or some of their equipments/horses by themselves. In this case, BOCOG will not provide cash reimbursement.

As a general policy, BOCOG has selected pick-up hubs around the world and defined windows of time for pick-up. The NPCs are to transport their equipments at their own cost to these hubs. BOCOG will provide the air or sea freight at no cost to the NPCs to transport equestrian horses to Hong Kong airport, sailing boats to Qingdao, rowing boat to Beijing and back to the hubs after the conclusion of the Games. The NPCs will again be responsible for transporting their equipments at their own cost from the hubs to their final destination. All costs relating to customs clearance, wrapping/packing and unpacking, terminal handling, quarantine and other possible administrative services will be the financial responsibility of each participating NPC.

2.1.4.2 Consignment Instructions

All packages must be clearly marked and numbered. The markings must correspond exactly with those shown on the Commercial Invoice/Packing List, and clearly indicate the following items:

- ✧ Event
- ✧ Organization
- ✧ Venue
- ✧ Location within Venue
- ✧ Consignee

- ✧ Mode of Transport
- ✧ Destination Port
- ✧ Weight in kilograms
- ✧ Departure Port
- ✧ Case/Crate Number (case number)

2.1.4.3 Freight Forwarder

The NPCs may choose any company with proper qualification to provide logistics services, express delivery, freight forwarding and customs clearances for their games related materials. After the security lockdown date of Paralympic Venues, in mid July, deliveries by any carrier is allowed subject to the carrier being granted the proper accreditation and the deliveries being arranged through the venue Master Delivery Schedule (MDS) controlled by BOCOG. The NPCs or their freight forwarders may contact freightservice@beijing2008.cn for any specific questions concerning freight.

2.1.4.4 Suggested Entry Points

In order to streamline customs clearance, it is strongly recommended that the NPCs ship their cargo to the airport or seaport in or of their destination city.

The Entry Points for Air Freight / Air Cargo:

- ✧ Beijing Venues: Beijing Capital International Airport
- ✧ Qingdao Venues: Qingdao Liuting International Airport
- ✧ Hong Kong Venues: Hong Kong International Airport

The Entry Points for Ocean Freight / Ocean Cargo

- ✧ Beijing Venues: Tianjin Xingang Port
- ✧ Qingdao Venues: Qingdao Port
- ✧ Hong Kong Venues: Hong Kong Port

2.1.4.5 Materials Prohibited from Entry

Importation of the following products is forbidden:

- ▶ Drugs: Opium, morphia, heroin, marijuana and other narcotics and psychotropic substances are forbidden. Importation is allowed for medical reasons, subject to the approval of related authorities in advance.
- ▶ Arms, Imitation Arms, Ammunitions and Explosives of all kinds

Arms and ammunition for use in the Paralympic Games competition are excluded
- ▶ Animals, plants and the products thereof which contain dangerous virus, pests and other harmful creatures.
- ▶ Printed materials, tapes and audio and video discs, storage media for computers and other articles which are harmful to the political, economic, cultural and moral interests of China.
- ▶ Deadly poison of all kinds.
- ▶ Food, medicines and other articles coming from epidemic stricken areas and harmful to man and livestock or those capable of spreading diseases.
- ▶ Counterfeit currencies and negotiable securities.
- ▶ Commodities which infringe upon intellectual and industrial property rights.
- ▶ Other articles prohibited from importation in accordance with laws and regulations of China.

2.1.4.6 Tax and Duty-free Items

Articles for Personal Use

Articles for personal use used or consumed directly for the Beijing 2008 Paralympic Games.

Medicine

Medicine used directly for people and animals of the Beijing 2008 Paralympic Games.

Medals and Badges

Symbolic articles such as cups, medals and the like.

Donated Materials

The materials gratuitously donated by foreign governments or international organizations for the Beijing 2008 Paralympic Games.

Exhibited Items

China Customs shall supervise and control the exhibited goods and articles in the exhibitions for the Beijing 2008 Paralympic Games in accordance with the relevant regulations.

Articles Consumed in Exhibitions or Other Similar Activities

Small samples used in exhibitions or other similar activities (alcoholic drinks, cigarettes and the products made from them are excluded).

This kind of small samples meeting the following conditions shall be exempted from Customs duties:

- ▶ Of low value and distributed to the public for free in these activities.
- ▶ Not for commercial purpose and in a smaller package than the smallest one in the market.
- ▶ Consumed where the activities are held and without any commercial package for food and drinks.
- ▶ Within reasonable value and quantity in accordance with the type, participants and scale of the activities.
- ▶ Articles distributed for free and the printed matters (in the form of pamphlets, pricelists and etc.) in the exhibitions.
- ▶ Building materials of low value used for building exhibition sites or for other similar purposes.

Samples of Low Value

Samples used to publicize or introduce the relevant products.

Printed Matters and Advertisements

Including catalogues, pricelists, pamphlets and commercial notifications which are not prohibited from import and containing no banned contents to be used for the Beijing Paralympic Games directly and be distributed for free.

Printed Matters and Audio and Video Articles

Documents with non-commercial purpose, books, audio and video articles and other articles used for the Beijing 2008 Paralympic Games directly which shall not be prohibited from import, without illegal contents and not be sold or circulated in Chinese domestic market.

Materials for Transporting Materials and Animals

All kinds of stuff (including strings, straws, textiles and etc.) used for packing and protecting (protection of temperature) materials, which usually can not be recycled.

Straw, hay, fodder, feeding-stuff and other similar stuff used for transporting animals in China

Personal Postal Items

The customs shall release, without levying any customs duties, the postal items from abroad which are subject to customs duties payment of no more than RMB 500 for each time and those from Hong Kong, Macao and Chinese Taipei Paralympic Committees which are subject to customs duties payment of no more than RMB 400 for each time. For those exceeding the permitted duty-free amount, customs shall only levy Customs duties on the exceeding part.

Other Consuming Items Directly Used for Competitions of the Beijing 2008

Paralympic Games

Consuming items directly used for competitions of the Beijing 2008 Paralympic Games which have entered the ports before the lists of duty-free materials are approved and publicized by relevant departments shall be inspected and released by Customs against the documents presented by BOCOG and deposit in full or bank's letter of guarantee submitted by importers.

Items for Personal Use

Small gifts and items for publicity without commercial purpose which are used by the Paralympic Family members and are directly consumed within the Games shall enjoy Customs duties exemption. The list is as follows:

Food, beverage, medicine, tobacco, alcohol, book, disc, costume, shoes and hat, items for cleaning, items for kitchen, toys, film, battery, paper, stationary, computer, PDA, DV, camera, lens, telescope, cell phone, MP3, recoding pen, etc.

Gift

Handcraft, souvenir, textile (costume, shoes, hat, etc), chocolate, small toy, key chain (buckle), stationary, etc.

Items for Promotional Materials

Poster, publicity booklet, disc, etc. The above mentioned inward materials are of the 20 commodities: Television, Video Camera, VCR, Video Player, Stereo System, Air-conditioner (Excluding Centralized Air-conditioner), Refrigerator, Washing Machine, Camera, Copy Machine, Digital Telephone Switch Board, Micro-computer and Attachment, Telephone Beeper, Fax Machine, Electronic Calculator, Typewriter and Word Processor, Automobile, Motorcycle, and others, which shall not enjoy Customs duties exemption and thus shall be taken out of the territory after the Beijing 2008 Paralympic Games, otherwise Customs duties shall be paid according to relevant

regulations.

Tobacco and alcoholic products shall be dealt with appropriately according to the current regulations.

For more details, please refer to the *Customs and Freight Manual* at

<http://en.beijing2008.cn/news/official/bulletin/media/n214144391.shtml>.

2.1.4.7 Insurance

It is the responsibility of each NPC to provide Transportation Insurance coverage for the whole journey of their goods including the duration of the event. Storage of full or empty boxes or packaging materials is also strictly at the owner's risk. The NPCs should, therefore, ensure that they have adequate insurance coverage to include the removal, storage and return of their full or empty boxes or packaging materials.

2.1.4.8 Logistics Sponsors and Partners

UPS is the official sponsor of logistics, express and air freight delivery for the Beijing 2008 Paralympic Games.

Schenker is the exclusive supplier for freight forwarding and customs clearance for the Beijing 2008 Paralympic Games.

2.1.5 Arrival and Departure Forms

To ensure high-level of services when arriving in and departing from Hong Kong SAR and the Mainland of China, each NPC is requested to provide accurate Arrival and Departure information by completing the Arrival and Departure Forms. These forms were sent to all NPCs in hardcopy and softcopy in March 2008.

The Arrival and Departure Forms are designed to capture all the necessary information, including any particular oversized baggage, to ensure that BOCOG is prepared accordingly to welcome and transport the NPC delegations.

▶ Group's Arrival and Departure Forms

All groups of accredited individuals participating in the Paralympic Games that arrive and depart in/from China at the same date and time, and will be accommodated in the same Accommodation site, need to complete the Group Arrival and Departure Forms.

▶ Individual's Arrival and Departure Forms

This process should be used for athletes/NPC team officials arriving individually. In this case, the NPC will either use the individual's Arrival and Departure Form or the Electronic List.

Arrival and Departure forms can be sent via:

Phone: +86-10-66616699

Fax: +86-10-84370739 / +86-10-66693192

E-mail: npcad@beijing2008.cn/ad@beijing2008.cn

Mail: Arrival & Departure Centre, BOCOG

267 Beisihuanzhonglu, Haidian

Beijing, 102008, China

The deadline for sending Arrival and Departure Information to BOCOG is **July 20, 2008**. BOCOG kindly reminds NPCs that have not yet returned their forms to do so at their earliest convenience.

2.1.6 Guide Dogs

Entry of guide dogs into mainland of China is permitted provided that the dog has its own individual 'passport' (veterinary vaccinations certificate) with its identification details, a record of vaccinations, an anti-rabies vaccination certificate as well as a health certificate. The above entry conditions fall under the responsibility of the NPC.

Owners of guide dogs are responsible for their dogs' food and as such, will be allowed to bring dog food into all venues.

2.1.7 Baggage Preparation

Baggage refers to personal property that passengers take on their travels. According to the transportation authorities, baggage carried by airlines can be classified as checked and unchecked baggage.

2.1.7.1 Baggage Volume

Baggage includes the checked and unchecked luggage delivered to China. The NPCs are strongly recommended to use baggage tags* for the convenience of identification.

The NPCs should notice the free baggage limitation shown on the airline ticket. Over-weight baggage will be charged accordingly and the cost should be covered by the NPC.

*Baggage tags: BOCOG has sent baggage tags to all NPCs. It is recommended that baggage tags be used on accompanied baggage and equipment for each person. Athletes and NPC team officials traveling with a wheelchair should also attach baggage tags to their day wheelchairs prior to their departure.

2.1.7.2 Checked Baggage

Depending on the airline NPC delegation members are traveling with, limitations apply on weight, size and number of pieces they are allowed to check in. The NPCs should make sure they comply with their chosen airline policies/rules, and note that any excess cost will have to be covered by them.

2.1.7.3 Unchecked baggage (free carry-on articles)

Weight, size and number of pieces limitations apply according to the airline NPC delegations are traveling with and the class of travel. The NPCs should make sure they comply with their chosen airline policies/rules.

2.1.8 Team Doctors' Registration

The Ministry of Health of the People's Republic of China required all NPC team doctors to be registered. These registrations will be referred to in case the doctor practices medicine during the Games time. The authorized NPC team doctors can provide their usual range of services to members of their own team or to members of other teams where there is a prior agreement following the completion of the BOCOG team doctor registration process. Copy of the agreement should be provided to BOCOG as affiliated document.

Should a team member require treatment in a hospital, such treatment will be provided under the authority and care of the hospital clinical staff. The attending hospital doctor may consult with the team doctor whenever possible about the treatment.

The NPCs should have informed BOCOG Medical Services by April 30, 2008 of all team doctors intending to provide health care services during the Beijing 2008 Paralympic Games. The NPCs must have also completed the "Beijing Paralympic Games NPC Team Doctors Registration Form" and "NPC Employment Declaration", and a notarized copy of their diploma and license to practice in their own country (in English, French or Chinese).

If you have not yet returned the forms, you may download them from BOCOG website and send them immediately:

<http://en.beijing2008.cn/news/official/bulletin/official/n214217084.shtml>

The "Beijing Paralympic Games NPC Team Doctors Registration Form" and "NPC Employment Declaration" must have as well been returned to BOCOG before April 30, 2008. If you have not yet done so, please send them to:

Ms. ZHEN Xiaozhen / Ms. LI Yanli

Medical Services Division, Games Services Department

Beijing Organizing Committee for the Games of the XXIX Olympiad

No. 267, Beisihuanzhonglu

Beijing 102008, China

2.1.9 Temporary Importations

The temporary inward materials for the Beijing 2008 Paralympic Games, with the approval of the district Customs, shall be re-exported out of China within one year after the date of the first entry. Under special circumstances, an extension may be granted upon the application to and approval from the local Customs, but the deadline of re-export shall be no later than March 2009.

2.1.10 Hong Kong Sign off Form

As there is no pre-opening for the Hong Kong which opens on August 28, 2008, the day that DRM starts in Beijing, Equestrian athletes and NPC team officials will be allowed to move in the Hong Kong Village without the DRM being completed in Beijing. It will be required that the NPC signs an allotment form in which the total Hong Kong delegation size is confirmed (athletes and NPC team officials). This form will be circulated to the NPCs with Equestrian athletes and must be signed and returned to BOCOG NPC Relations and Services no later than **August 26, 2008**. The NPCs which do not sign this form will have to wait until the completion of their DRMs before their athletes could move into the Hong Kong Village.

2.1.11 Advice on Travelling with Wheelchairs

When departing from their country of origin, NPC delegations are recommended to allow themselves at the airport sufficient time prior to their departure time. As soon as they arrive, NPC delegation members travelling in wheelchairs are advised to contact their airline companies and communicate their special needs. Passengers in wheelchair are generally required to board prior to other passengers. When arriving at the Beijing Capital International Airport, BOCOG advises that NPC delegations contact their airline companies in order to ensure the delivery of all wheelchairs at the

arrivals area.

Furthermore, consideration should be given to the following preparations:

- ▶ The wheelchair tires could be deflated in order to reduce air pressure changes. However, this should take place after the agreement of the airline company and the Chef de Mission. NPCs are advised to have air pumps ready upon arrival in Beijing, Hong Kong and Qingdao.
- ▶ Wheelchairs should be clearly marked with the owners' name and tagged at the front of the frame and the wheels if they are to travel together, prior to the arrival at the airport.
- ▶ For battery driven wheelchairs please contact the airline company, which will provide the necessary instructions regarding transportation issues.

2.2 Arrival Procedures

2.2.1 Arrival by Air

2.2.1.1 Immigration and Validation of Pre-Valid Cards

The Beijing Capital International Airport consists of three terminal buildings known as T1, T2 and T3. Upon arrival in Beijing, athletes and NPC team officials will first go through immigration as follows:

- ▶ **Arrival with a Pre-Valid Card and a Valid Passport (all information on the Pre-Valid Card is accurate):**

The card holder proceeds through the normal immigration channels. His/her passport is stamped after presentation of the Pre-Valid Card. After finishing with the immigration officer, the card validation may take place at the Airport Validation Centre or at one of the validation Centres (in the Villages or the Paralympic Family Hotel) provided that the DRM is completed.

- ▶ **Arrival with a Pre-Valid Card and a Valid Passport (in case the Pre-Valid Card contains inaccuracies):**

The card holder proceeds through the normal immigration channels. His/her passport is stamped after presentation of the Pre-Valid Card. However, as the airport only serves as a Validation Center, the card holder will have to proceed to the relevant Accreditation Centre (in the Villages or the Paralympic Family Hotel) to have the corrections made and have the final Accreditation Card produced provided that the DRM is completed.

► **Arrival without a Pre-Valid Card together with Delegation Members of the Same NPC Who Have Their Pre-Valid Cards.**

The individual must hold a visa and a valid passport, and precede through the normal immigration channels like any normal visitor. In this case, no card will be printed at the airport and the delegation member needs to proceed at the relevant Accreditation Centre (in the Villages or the Paralympic Family Hotel). Upon arrival at the Accreditation Centre, the accreditation card will be printed and validated provided that the DRM is completed.

Arriving delegation members may use the Airport Validation Centre if their DRM is completed and their cards require no change. However, in case of an overload and/or potential longer waiting time at the Airport Validation Centre, delegation members will be required to go directly to the Paralympic Village Accreditation Centre where validation can take place in better conditions. The constant communication between the airport and the Paralympic Village validation locations is to ensure the best possible arrival process with minimum possible waiting time.

Delegation members not accommodated at the Paralympic Village may still seek validation at the airport, provided that their Pre-Valid Cards are fully accurate and their DRM has been completed.

2.2.1.2 Baggage Claim

The NPC delegation members are responsible for claiming their own baggage in the baggage claim area on arrival level. Necessary assistance will be provided by BOCOG staff. Before they leave the airport for their accommodation, NPCs should

check the number and status of their baggage.

If any baggage is mishandled, the NPCs should contact BOCOG Airport staff who shall help them make the declaration to the airlines and follow up for the delivery of the baggage based on the rules of the airline. In the event that the airline is not able to deliver the baggage to the NPC in time, BOCOG staff will report this case to BOCOG Airport Team which is responsible for the coordination.

According to the Customs rules in China, all unattended baggage will be stored in the baggage warehouse. Then, the detailed baggage information will be reported to the BOCOG Airport Team, which will further assist with the identification of the baggage. After identification, the airline will deliver the baggage to the NPC.

2.2.1.3 Customs and Quarantines

✧ **Customs Clearance Procedure**

Please refer to the *Customs and Freight Manual for Beijing 2008 Paralympic Games*.

✧ **Goods of Non-Commercial Nature**

Please refer to the *Customs and Freight Manual for Beijing 2008 Paralympic Games*.

2.2.1.4 Chefs de Mission Presence at the airport

BOCOG will grant the Chefs de Mission (or his / her designee) access to the baggage claim area to receive arriving delegation members at the airport. A Day Pass to the area will thus be issued by the Airport Security Department. Details are:

Applications for the Day Pass should be made one day prior to the delegation's arrival, starting from August 29. The Day Pass will be only granted to the chef de mission or his / her designee who is receiving delegation with more than 15 people.

The applicant is required to provide the flight details to the Arrival and Departure Desk of the NPC Services Centre, including the arrival time, the flight number and the number of NPC delegates who will arrive on the same plane. BOCOG will issue a

letter to the applicant once the information is verified with assistance of the Arrival and Departure system.

After arriving at the Paralympic Services Desk at the airport with his / her accreditation card, passport and the letter issued, the applicant will be escorted by airport staff to a designated Paralympic area at the airport to pick up the pass. Non-accredited applicants will have to be escorted always by airport staff in this process.

Each application will be valid for five consecutive days.

2.2.2 Arrival by Road or Train

For athletes and NPC team officials that are already in China or arriving by road, they must drive to the Village Welcome Center or to the airport where they can be transferred to the Village using BOCOG transportation system. In this case, they need to provide information such as bus number (if they are going to the Village) and estimated arrival time, number of people, quantity and the size of luggage.

2.2.3 Transport to the Paralympic Village

Dedicated and direct transport (including personal baggage) will be provided upon arrival, between Beijing Capital International Airport and the Paralympic Village.

Upon arrival, BOCOG staff or volunteers will escort the athletes/NPC team officials to the load zone of the airport, where BOCOG coaches (and trucks for the movement of large/ or accompanied baggage) will be waiting to transport them to the Paralympic Village. This service is only available to athletes and NPC team officials that are holding the Pre-Valid Cards. Non Pre-Valid Cards holders will have to be transported by their own NPC to the Paralympic Village Arrival and Accreditation Centre.

2.2.4 Air-guns, Firearms and Ammunition Processing

BOCOG has developed a procedure according to which the special shooting equipment (air-guns, firearms and ammunition) that is brought in as sporting

equipment by the members of the NPC delegations is imported, moved, guarded, used by athletes during training and competition and exported after the end of the Paralympic Games.



3. Paralympic Village

3.1 Paralympic Village Welcome Centre

The Beijing 2008 Paralympic Village Welcome Centre will operate from August 28 until September 17, 2008 on a 24-hour basis. It will serve as an Accreditation and Validation Center for athletes and NPC team officials, medical personnel, additional officials, NPC Presidents and Secretaries General, “P” accredited personnel and horse owner. It is also the gateway to the Village from which all NPC delegation members will enter when arriving at the Village for the first time.

3.2 Before Entering the Village

3.2.1 Delegation Registration Meetings (DRM)

3.2.1.1 Dates and Time

Delegation Registration Meetings will start on August 28 and continue until September 5 in the Village Welcome Centre located in the Beijing Paralympic Village. The first meeting will start at 08:00 daily and the latest one start no later than 18:00. Cases such as late or delayed arrivals will be dealt with on a case-by-case basis.

3.2.1.2 Parties Involved

In the meeting room		
	Party	Responsibility
1	NPC Relations and Services	Lead the meeting / issues resolution
2	National Paralympic Committee (NPC)	Confirm athletes and NPC team officials data
3	Sport Entries	Verify and confirm the athletes entries
4	Accreditation	Verify and confirm all delegation members data and access right
5	Paralympic Village Allotment	Confirm village allotment (housing, office locations, number of rooms etc.)
6	Classification	Schedule classification

7	Finance	Pre-opening accommodation payment and any pending payment
At the NPC Services Centre (post DRM)		
8	NPC Services Centre	Familiarization with the services available at the NPC Services Centre
9	NPC Assistants	Introduction to NPC Assistants
10	Transport	Pick up dedicated vehicle keys, obtaining information on parking bays and introduction to drivers
11	Rate Card	Verification of Rate Card order and delivery
12	Protocol	Confirmation of Team Welcome Ceremony
13	IPC	Confirmation of name of flag bearers
14	Sports Information Centre	Familiarization with the services available at the Sports Information Centre

3.2.1.3 Process

Chefs de Mission or an authorized person will represent NPCs, while the representatives of BOCOG's relevant Functional Areas will be present. BOCOG strongly advises Chefs de Mission or the authorized persons to arrive well in advance (at least 24 hours) of their delegation in order to complete the DRM.

The process of the DRM is summarized in the table below:

	<i>Steps</i>	<i>Responsibility</i>
1	Upon his/her arrival at the Paralympic Village Accreditation and Arrival Centre, the Chef de Mission is escorted to the DRM waiting room	BOCOG Volunteers
2	The responsible NPC Relations Manager/Coordinator picks up the Chef from the waiting room and takes him/her to the DRM room.	NPC Relations Manager or Coordinator
DRM STARTS		
3	BOCOG Sport Entry Coordinator goes through the list of athletes with the Chefs de Mission. Non-qualified athletes are deleted and missing data collected, if applicable for remaining athletes. For each athlete in the final list, the sport and event is verified and confirmed. For every athlete eligible for an Ab, the name and data of the Ab are verified and confirmed. Verify and confirm eligibility in the different Sport Classes. At the same time, the Accreditation Coordinator follows and makes corrections on submitted athletes and Ab data.	Sport Entries

	<i>Steps</i>	<i>Responsibility</i>
4	According to the number of athletes, Ab and eligible sport classes, a final team size calculation is made	NPC Relations Manager or Coordinator
	The Chef de Mission signs on the Sport Entries Report for final confirmation.	NPC Chef de Mission
	A phone call is made to Village Allotment to confirm the maximum number of athletes and NPC team officials that the NPC is entitled to.	NPC Relations Manager or Coordinator
THE SPORT ENTRY COORDINATOR LEAVES THE DRM ROOM		
5	BOCOG Accreditation Coordinator goes through the list of officials including NPC Guests, Heads of State etc., with the Chef de Mission. The eligibility forms are verified. The relevant corrections are made and the access entitlements for each official are confirmed.	NPC Accreditation Coordinator
	The relevant Team Members of the Hong Kong and Qingdao villages are confirmed.	NPC Accreditation Coordinator
	The Chef de Mission signs on the Accreditation Report for final confirmation and receives his/her upgrade card(s). The Accreditation Coordinator leaves the room to photocopy the Accreditation Report and validate the Chef de Mission card.	NPC Chef de Mission
6	A final phone call is made to the Paralympic Village Allotment Team with the final number for Beijing, Hong Kong and Qingdao Paralympic Villages.	NPC Relations Manager or Coordinator
7	BOCOG Allotment Team enters the DRM room and confirms the Accommodation and office allotments.	Village Allotment
	The NPC Chef de Mission signs off on the Allotment form and is given floor plans.	NPC Chef de Mission
8	The Classification schedule is confirmed to the NPC for the athletes that are concerned.	BOCOG Classification
9	The NPC Relations Coordinator takes the Chef de Mission through the pending issues list and discusses them individually	NPC Relations Manager or Coordinator / NPC Chef de Mission
10	BOCOG Finance Team enter the DRM room and collect the following fees: pre-opening accommodation fee; As Accommodation fee; collect any other pending payment;	BOCOG Finances
	THE DRM IS CLOSED AND THE CHEF IS ESCORTED TO HIS/HER RESIDENTIAL BUILDING	
THE DRM IS COMPLETED AND THE CHEF CAN ENTER THE VILLAGE		
11	Immediately after the DRM or maximum 24 hours after entering the Village, the Chef de Mission must conduct the Village entry inventory	NPC Chef de Mission and Village

	<i>Steps</i>	<i>Responsibility</i>
12	<p>An orientation tour of the NPC Services Centre is organized for the Chef de Mission:</p> <p><u>NPC 5 Continental Office</u>: For bilateral meetings and issues resolutions</p> <p><u>NPC Services front desk</u>: For general inquiries, mails etc.</p> <p>Transport: Pick up keys, get information about parking lots, and meet their drivers</p> <p>Rate Card: Games-time order and payment</p> <p>Protocol: Confirmation of Team Welcome Ceremony, information about medals and certificates</p> <p>Finance: Any pending payments or meal voucher</p> <p>Chefs de Mission Meeting Hall: Familiarization with the Chefs de Mission Meeting rooms location</p> <p>Visiting the Sports Information Centre:</p> <p>The Chefs de Mission will be explained all the procedures for booking training venues, Information on competition as well as booking transport for team sports training.</p> <p>Meeting NPC Assistants and Delegation Liaison Officers:</p> <p>First contact meeting where the Chefs de Mission will be introduced to the NPC Assistants and Delegation Liaison Officers assigned to his/her team. The Chef can book appointment with them, express expectations and how to use them during Games time.</p> <p>Visiting the Resident Centre:</p> <p>For the Chefs de Mission to be aware of all the services provided as well as the location of the Resident Centre.</p> <p><u>IPC offices</u>: IPC specifications</p>	<p>Chefs de Mission and BOCOG NPC Coordinators</p>

Notes:

- ▶ No athletes / officials will be allowed to enter the Paralympic Village if the DRM is not completed. The only exception is for Hong Kong, as Equestrian athletes and officials will be allowed to move in from August 28 as long as their NPC accepts to sign off on the special form prepared by BOCOG , irrelevant of the DRM being completed or not.
- ▶ Each additional official (As) will be charged RMB25,000 after the DRM. The As will enjoy the same services in the Paralympic Village as other team officials (Ao).

3.2.2 Chefs de Mission’s Priorities after the DRM

3.2.2.1 Check-in Inspection and Inventory Procedure

NPC Relations will work out the inventory check schedule for NPCs based on the

DRM schedule and communication with the related functional areas.

Before any delegation member of the NPC moves in, NPC Relations leads the check-in process by organizing NPC Chef de Mission or the designee(s) to physically walk through and check in detail every single dwelling the NPC has been allotted to, with BOCOG representatives from Village Accommodation, Technology, Rate Card and Logistics.

A detailed inventory of each dwelling is mutually signed, legally acknowledging the hand-over and take-over. From that moment on, the NPC is liable.

In case the NPC chooses not to walk through all their dwellings upon check-in, the NPC is kindly required to notify NPC Relations before the Games. Upon the completion of the DRM, the NPC is required to sign the take-over form and then have 24 hours to report any problem, missing or malfunctioning item.

3.2.2.2 Collection of Equipment Left by the NOC

- ▶ Upon the completion of the Olympic Games, some NOCs might leave some material/equipments for the use of their NPC during the Paralympic Games. Such equipments must be picked up between 12:00 pm, August 27 and September 5. The NOC must leave a clear and clarified report in which it is indicated the category, quantity and quality of the equipment.
- ▶ After the closing of the Olympic Village and before the opening of the Paralympic Village, the materials mentioned above will remain in the NOC's storage area or be moved to some other lockable rooms. The NOC/NPC's designated freight forwarder should take the responsibility of the security.
- ▶ After the NPCs' DRM completed and the location of its storage area confirmed, the Village Logistics Team will move its materials to storage area or other designated place by submitting logistics request through Resident Service Center.

Notice:

- ▶ It's strongly recommended that NOC and NPC partnering, use the same freight forwarder to implement customs declaration and freight forwarding.

- ▶ The NPCs should not reapply for using the Letter of Guarantee issued by BOCOG for the materials left by corresponding NOC, and will have to promise to re-export the material within the date limited in the Letter of Guarantee and to conclude the Letter of Guarantee together with the NOC's other materials after re-exporting.

3.2.2.3 Collection of NPC Chefs de Mission Proxy Cards

According to the entitlement confirmed at the DRM, each NPC will be granted a number of NPC Chefs de Mission proxy cards. These cards can be picked up at the NPC Services Centre the day after the DRM. It is to be notified that lost or damaged cards will not be accepted.

3.3 Pre-Opening Period

In order to better prepare for NPC delegations' arrivals, the Beijing Paralympic Village will exceptionally open its door to Chefs de Mission and limited NPC team officials. During this Pre-Opening period (August 28-29), up to 3 NPC delegation members will be allowed to enter the village. Each of them will be required to pay 400 RMB per day which covers accommodation, transport, food and housekeeping services.

For the Pre-Opening period, the Main Dining Hall is open only for diner (18:30-21:00) on the 28th August, and is open for breakfast (07:00-10:00), lunch (12:00-14:00) and dinner (18:30-21:00) on the 29th August.

3.4 Residential Zone

3.4.1 Key Management

3.4.1.1 Key Collection and Distribution

Athletes and NPC team officials will receive one set of three keys (one key for the

apartment door, one key for the room door and one key for the lockable nightstand).

Each Chef de Mission will keep one extra set of two keys (one to the apartment door and the other to the room door of their delegation members in the Paralympic Village) as well as one set of keys to the NPC Offices (including the NPC Storage Room).

The keys will be sorted in boxes by buildings and towers and handed over to each Chef de Mission. Chefs de Missions are expected to take the responsibility of managing the extra keys.

Upon departures, all keys will be handed over by the Chefs de Mission to the Village staff. For each resident, the two sets of keys must be returned.

3.4.1.2 Key Replacement

Under the case that a resident is locked out of his/her accommodation due to a lost or forgotten key, he/she may ask his/her Chefs de Mission for door-opening with the extra key. The keys will be replaced at the NPC's cost according to the Village damage list.

The service will be provided after the Chefs de Mission or designees have accepted the charge by signing the Key/Lock Replacement Form.

3.4.2 Guide Dogs in the Paralympic Villages

Guide Dogs are the sole responsibility of their respective owners. Access control of guide dogs in the Paralympic Village is to be determined. In addition, the feeding of Guide Dogs in eating areas (Main Dining Hall and Casual Dining) in the Paralympic Village is strictly prohibited.

To better serve the needs of Guide Dogs, an area in the Residential Zone will be designated as a dog park and will function as a relaxation, activity and relief area.

3.4.3 NPC Offices, Medical Space and Storage

3.4.3.1 NPC Office, Medical Space

The NPC Offices and Medical Space will be located on the ground floor or in the semi-basement. Some will be on the other floors in the same building in close proximity to the NPCs' accommodation.

The number of NPC units (offices, meeting rooms, medical space), which will be assigned to each NPC depending on the delegation size, is shown in the table below:

<i>Delegation Size</i>	<i>Chef de Mission Office</i>	<i>Team Office</i>	<i>Meeting Room</i>	<i>Medical Space</i>
1-24	1 (12m ²)	1(12 m ²)	Bookable	1 (8 m ²)
25-50	1 (8 m ²)	1(12 m ²)	Bookable	2 (10 m ²)
51-100	1 (8 m ²)	1(12 m ²)	1 (15 m ²)	4 (12 m ²)
101-200	1 (8 m ²)	1(12 m ²)	1 (15 m ²)	5 (12 m ²)
201-300	1 (8 m ²)	1(12 m ²)	2 (15 m ²)	6 (12 m ²)
301+	1 (8 m ²)	2(12 m ²)	2 (15 m ²)	7 (12 m ²)

3.4.3.2 NPC Storage

Storage space to be allocated to each NPC is specified in the table below:

Delegation size	Storage room
1 – 24	15 m ²
25 – 50	30 m ²
51 – 100	50 m ²
101 – 200	60 m ²
201 – 300	80 m ²
301+	100 m ²

NPC storage space will be lockable, accessible through elevators and located in the basement of the residential building. Shipping containers will not be allowed next to the residences, but should be stored in the Logistics Compound.

3.4.4 Items provided at no cost

3.4.4.1 Apartments

According to the requirements of IPC Technical Manual on Paralympic Village, items provided free of charge to NPCs are listed as follows:

Double Bedroom

Item	Quantity	Notes
Bed	2	Each bed with one mattress, one bed sheet, one quilt, one quilt cover, one pillow and one pillowcase
Lockable Nightstands	2	
Bedside Lamp	2	
4-door Wardrobe	1	
Clothes Hangers	20	
Wall Mirror	1	
Wastebasket	1	
Bath Towel	2	
Face Towel	2	
Shoes Cleaning Paper	2	
Notepaper and Ball Pen	One set	

Single Bedroom

Item	Quantity	Notes
Bed	1	with one mattress, one bed pad, one bed sheet, one quilt, one quilt cover, one pillow and one pillowcase
Lockable Nightstands	1	
Bedside Lamp	1	
2-door Wardrobe	1	
Clothes Hangers	10	
Wall Mirror	1	
Wastebasket	1	
Bath Towel	1	
Face Towel	1	
Shoes Cleaning Paper	1	
Notepaper and Ball Pen	One set	

Chefs de Mission Bedroom

Extra items provided in addition to the standard items in single bedrooms are as follows:

Item	Quantity	Notes
Desk	1	
Chair	1	
Folding Chairs	2	

Item	Quantity	Notes
TV Stand	1	
Reading Lamp	1	
Electric Kettle	1	
Refrigerator	1	
TV Set	1	
Telephone	1	Free connection to 5-digit Paralympic network while local and international calls will be at NPCs' cost

Common Area

Item	Quantity	Notes
Folding Table	1	
Coffee Table	1	
Drying Rack		1 in three-occupant apartments, 2 in six-occupant apartments or 3 in eight-occupant apartments
Three, six, eight Chairs		Provided according to the number of beds available in the apartment
Wastebasket	1	
Sewing Kit	1	

An appropriate number of bed extensions will be available for athletes, according to the *IPC Technical Manual on Paralympic Village*. The exact number to be allocated to each NPC delegation will be determined during the DRMs with the agreement between the Chef de Mission or his/her representative and BOCOG Village allotment team.

3.4.4.2 NPC Offices

The following items (depending on NPC delegation size) will be provided to NPC Office at no cost:

Chefs de Mission Office

Item	Quantity
Desk	1
Desk Chair	1
Table	1

Item	Quantity
Chairs	4
Safe	1
Bookcase	1
Reading Lamp	1
Office Stationary	1
Wastebasket	1

Team Office (delegation size 1-24)

Item	Quantity	Item	Quantity
Desk	2	Desk chair	2
Folding Desk	1	Folding chair	4
2-drawer Filing Cabinet	1	4-drawer filing cabinet	1
TV Stand	1	Reading lamp	2
Electric Kettle	1	Whiteboard	1
Office Stationary	1	wastebasket	1
Telephone	1	TV set	1
Computer	1	printer	1
Fax Machine	1	Mobile phone	2 (to be provided at NPC service centre instead of the room)

Team Office (Delegation size 25+)

Each room is to be provided with the following:

Item	Quantity
Desks	3
Desk Chair	3

Item	Quantity
Folding Desk	1
2-drawer Filing Cabinet	1
4-drawer Filing Cabinet	1
Reading Lamp	2
Electric Kettle	1
Whiteboard	1
Waste Basket	1
Office Stationary	1

In addition to the standard items provided for each room of the NPC offices, the following extra items will be allocated to each NPC whose team size is more than 25:

Item	Quantity
TV Stand	1
Telephone	1
TV set	1
Computer	1
Printer & Photocopier	1
INFO Client PC	1
Printer for INFO Client PC	1
Fax Machine	1
Mobile Phone	2

Folding chairs to be provided according to team size as follows:

Items	Delegation Size in Beijing Village				
	25-50	51-100	101-200	201-300	301+
Folding Chair	18	20	20	24	24

Meeting Room

Each room is to be provided with the following:

Item	Quantity
Folding Desks	2
Folding Chairs	8
Whiteboard with Stand	1
Wastebasket	1

Medical Space

Items to be allocated to each NPC's medical space are listed as follows:

Items	Delegation Size in Beijing Village					
	1-24	25-50	51-100	101-200	201-300	301+
Desk	0	1	2	3	3	4
Chair	0	1	2	3	3	4
Folding Chair	2	4	8	10	14	14
Cabinet Storage	1	1	1	1	2	2
Movable Partition	0	2	4	5	6	7
Examination Bed	0	1	2	3	3	3
Massage Bed	1	1	2	2	3	3
Trolley	1	2	4	5	6	6
Sharp Disposable Container	1	8	8	15	15	15
Lockable Drug Cabinet	0	1	1	1	2	2
Examination Lamp	1	2	4	5	6	6
Disposable Bed Sheet	10 sheets per bed per day					
Refrigerator	0	1	1	1	1	1
Pillow	1	1	2	3	3	3
Pillowcase	2	2	4	6	6	6
Quilt	1	1	2	3	3	3
Quilt Cover	1	1	2	3	3	3
Towel	20% of the delegation size in Beijing Village					
Ice Storage Container	1	1	2	3	4	4
Wastebasket	1	2	4	5	6	7
Recycling Bin	1	2	4	5	6	7
Extension Bar	1	2	4	5	6	7

Notes:

- ▶ Disposable paper cup, toilet tissue, tissue and washing liquid will be refilled if necessary.

- ▶ Telephone in the NPC offices can reach 5-digit Paralympic network for free while the NPCs will have to pay for local and international calls.
- ▶ Ice (for medical use) will be refilled for each Medical Space free of charge and Resident Centres and Super Resident Centres will provide ice (for medical use) free of charge.

3.4.5 Housekeeping Services

Operation hour: 7:00-23:00

Housekeeping for NPC accommodation will be provided daily including bed making in each bedroom, general tidying up, emptying the rubbish bins, dusting and vacuuming all living areas and cleaning the bathrooms. Toilet tissue, tissue soap and washing liquid will be refilled when necessary. Linen will be changed every 4 days including bed sheet, pillow case and quilt cover, and towels every second day including shower towel and face towel.

A lockable nightstand provided to each resident in the bedrooms and the safe box provided free of charge to each NPC could serve as a safe storage area for any valuables. BOCOG will not be liable for any loss of valuables.

3.4.6 Village Logistics Support Operation for NPCs

3.4.6.1 Channels to Ask for Logistics Service

Resident Centre

Logistics Service requested by an NPC office can be reported to Logistics Customer Service Centre through NPC assistants. Work sheet will be distributed accordingly to Logistics Team, who will give the customer feedback when the task is completed.

3.4.6.2 Service Level of Village Logistics Service

Goods Covered

The Village Logistics Service will cover goods including sports equipments and competition and training related materials, e.g. medical equipments, physical

treatment medicine and consumables, massage beds, nutritive products, sealed food and drinks, office supplies, sport equipment and repairing tools.

Scope of Village Logistics Service

Logistics Management

- ▶ Logistics Team is in charge of the acceptance of NPC' MDS (master delivery schedule) application and management of MDS.

NPC Village Freight Service

- ▶ Allotment of Container Space inside logistics compound.
- ▶ Logistics service including unloading/loading of container/goods after arrival of goods in logistics compound, un-stuffing of containers and distribution of goods to storage area of the NPC.
- ▶ In some special cases like limitation of space or upon the NPC's request, Village Logistics Team will provide services like unpacking of transportation crates and stacking of goods, but will not provide services of unpacking of sales packaging and technical installation of any equipment or facility.
- ▶ Services of unpacking of sales packaging and technical installation should be provided by client's own contractors who are accredited well before.
- ▶ Village Logistics Team will not provide any packing materials or service.
- ▶ The Logistics Service Desk in the NPC Services Centre provides services including in-Village freight customs clearance, coordination of commodity inspection, goods transport on-site consultation and other logistics service requests.

Other Logistics Support

- ▶ Logistics service should be applied by the name of NPC office through Resident Centre to Logistics Customer Service Centre. Logistics Team will offer logistic support by "Work Sheet System", with a three-hour response time.

- ▶ If logistics service is applied by the name of NPC Office at the Customs & Freight Service Desk at the NPC Services Centre, the staff there will directly arrange relative logistic support through Village Logistics Control Centre.
- ▶ The NPC is expected to take the responsibility of delivery of small packages (below 40×40×40cm or 15kgs) from the office or apartment to NPC Parking Lot including security check. Service for large package (over 40×40×40cm or 15kgs) should be applied through Resident Centre or the Customs & Freight Service Desk at the NPC Services Centre and the logistics team will offer support.
- ▶ Movement of goods for any event/party arranged by an NPC should be done by itself. If an NPC needs the Logistics support, please apply for the service at least 24 hours ahead through the above channels.
- ▶ Village Logistics Team will not provide a Venue to Venue transportation service for goods, but service request can be rendered through above channels.

Logistics Service for Special Projects

- ▶ Village Logistics Team will provide luggage loading/unloading and movement services inside the Village upon the NPC's arrivals and departures.
- ▶ Logistic Support of Rate Card goods.
- ▶ Movement of goods inside the NPC's space should be done by itself. If a service from Logistics Team is needed, please apply for the service at least 24 hours before the movement through the above channels.

Procedure of Logistics Services inside the Village

There are 40 TEU (Twenty-foot Equivalent Unit) spaces allotted to NPCs for temporary storage. Village Logistics Team will be in charge of logistics services in the Village, including loading/unloading and movement of freight, luggage and rate card materials. NPC belongings should be stored in their Storage Room or containers.

During the Pre-Opening Period, Village Logistics Team will provide the NPCs with

logistics services including movement of luggage, distribution of rate card materials and the loading/unloading of freight at the logistics compound and transportation of freight from the compound to Storage Room of NPCs.

The procedure of Logistics Service inside the Village will be as follows:

Step 1: Confirmation of Authorization

The NPC or their designated freight forwarder should provide Logistics Team with the copy of Logistics Service Agreement or Authorization Letter by paper at least 10 working days before they submit the first logistics service application.

Step 2: Provide Logistics Team with the Paralympic Village (PLV) Logistics Work Sheet (as attached)

NPC or their designated freight forwarder should provide Logistics Team with the PLV Logistics Work Sheet (as attached) at least 5 working days before the delivery time.

Step 3: Confirmation of the Delivery Time

Village Logistics Team will make the NPC goods receiving plan, and the delivery time will be confirmed to each client.

Step 4: Application of MDS

MDS plans who have applied for logistics service as step 2-3 will be arranged automatically. If the NPCs choose not to use Village Logistics Team's service, their designated freight forwarders should ask for the MDS arrangement at least 48 hours before the delivery time.

Step 5: Delivery to Village: Un-stuffing of Containers and Distribution of Goods to NPC Storage Room

The NPCs should deliver the goods according to the confirmed plan. The goods should be unloaded at Logistics Compound, un-stuffed and delivered to the Storage

Room afterwards.

Step 6: Signing the Receipt

If the goods are in good order after delivery, the client or its agent should sign related documents. If not, discrepancies and treatment notice should be noted in related documents.

3.4.7 Resident Centres

There will be 12 Resident Centres in the Village, including 3 Super Resident Centres. By providing services to residents in the Village, the Resident Centres aim at satisfying the needs of all NPC delegations and residents for their accommodation.

Each Resident Centre will have a front desk, a lounge area, public payphones, a TV room, a meeting room, a business centre, ice & beverage stations and public toilets. The front desk and lounge area will operate 24 hours per day. Extra services will be available in each Super Resident Centre, such as the meeting room, the Internet Café and the Games Room.

3.4.7.1 Front Desk

Front desks will assist the residents in solving the accommodation issues, including:

Information Services

- ✧ Information on Village services
- ✧ Paralympic Games information: games results, games schedule and so on
- ✧ Village map and guide
- ✧ Notice boards

Service Hub

- ✧ Housekeeping, commodity delivery and other accommodation requirements are forwarded, resolved, recorded and tracked at the Front Desk.
- ✧ Requests and issues such as maintenance, technical supports, and logistics will be forwarded to the Front Desk. Requests and issues will be

documented and communicated to the directly relevant departments and followed up directly by the Resident Centres staff.

Key Service

- ✧ If a resident requires assistance in entry to their rooms due to a lost key or forgotten key, the spare keys kept by the Chef de Mission can be used. Alternatively, the Front Desk staff can help open the door when the resident shows valid accreditation and fills out the key service form.

“Dirty for Clean” Policy

- ✧ Towel exchange is provided at the Resident Centres following the "Dirty for Clean" policy.

Commodity Supply

- ✧ The residents can get the commodity from the resident centres with valid accreditation. The commodity includes small-packed washing powder, toilet tissue, facial tissues, disposable duster cloth for shoes, disposable paper cup, disposable raincoats, mosquito dispellers and mosquito dispelling liquid.

Lost & Found

- ✧ All lost and found items, found in the Residential Zone, will be delivered and kept in the East Resident Centre for the owner to claim up to the end of the day. On the next day the items will be delivered to the Central Lost and Found Desk located in the Information Station in the International Zone.

3.4.7.2 Lounge Area

INFO 2008 terminals will be available in each lounge area providing residents with information regarding Games results, news, biographies, records, historical results, transport, e-mail, etc. BOCOG staff will be available to provide assistance if needed.

Free wireless network service will be available in each lounge area except for the two Resident Centres located on the ground floor of residential buildings in Areas A and C.

3.4.7.3 Public Payphone

Public payphones will be available at each Resident Centre. Phone cards will be required for making calls, which can be purchased in the International Zone or through the vending machines in the Super Resident Centres.

3.4.7.4 Business Centre

The Business Centre will provide printing, photocopying and fax services for those teams that do not have these facilities within their offices. These services will be provided for the Chefs de Mission or Proxy only.

3.4.7.5 TV Rooms

TV rooms will be available in each Super Resident Centre and one television is available in each individual TV room. For other Resident Centres, Lounge area and TV rooms are located together, equipped with one television.

3.4.7.6 Meeting Room

Meeting rooms are available at each Super Resident Centre. Booking is accepted at the Business Centre of Super Resident Centre near the NPC's accommodation. Any equipment, serviced snacks or beverages should be booked in advance at the NPC Services Centre. The Super Resident Centre provides drinking water, non-alcoholic drinks but no food.

3.4.7.7 Internet Café

There are four Internet Cafés in the Paralympic Village. The largest one is located in the International Zone and the others in the Super Resident Centres. The daily operational time is 8:00-24:00.

- ▶ Internet Cafés will provide residents with free services as websites browsing, e-mails collecting and sending, internet chatting, basic words and digital photographs processing and computer games, etc.
- ▶ Each resident is allowed to use the internet for a maximum time of 2 hours unless

nobody is waiting. Pornography and gambling are prohibited in the Internet Cafés.

- ▶ Internet Cafés do not take reservation but serve on a first-come, first-served basis.
- ▶ Compensation is required to any damage of the items in the Internet Cafés.

3.4.7.8 Electronic Games Room

Electronic Games Rooms are available respectively in the three Super Resident Centres located in the southern Residential Zone in the Paralympic Village individually. The Electronic Games Rooms will provide the residents with large-sized electronic games machines during the Paralympic Games period. The daily operational time is 08:00-24:00.

- ▶ Electronic Games Rooms will provide the residents with large-sized electronic games machines. The maximum time of using the machines for each individual is 30 minutes during peak hours, in case of long queues. Gambling is strictly prohibited. Electronic Games Rooms do not take reservations but serve on a first-come, first-served basis.
- ▶ Compensation is required to any damage of the items in the Electronic Games Rooms.

3.4.7.9 Laundry Services

Washing and drying services of daily clothes will be provided to all residents free of charge. Ironing facilities will be available but no ironing and folding service will be offered. Two laundry collection desks will be available outside the central and the western Super Resident Centres.

All residents will be supplied with two laundry bags of 2kg capacity each; one for white and one for colored clothes, which will be identified by the resident's name, NPC delegation code, his/her accreditation number and accommodation information. Residents will have to drop off their individual laundry bags at the laundry collection desk. The laundry staff will not open bags but put laundry bags into machines for washing and drying. Residents may collect their clothes from the same laundry

collection desk. If colored clothes and white clothes are put in the same bag, or the laundry bag contains clothes that can not be washed in the water, laundry rooms will not provide laundry service.

Operational hour of the laundry collection desk will be 7:00-22:30. Maximum waiting time for collecting clothes will be 12 hours. Residents may collect their laundries in accordance with the following schedule:

- ▶ Clothes sent to wash at 7:00-10:00 can be collected at 20:00-22:30 the same day (depending on the volume of clothes);
- ▶ Clothes sent to wash at 10:00-20:00 will be collected on the next day.

Laundry bags not collected on time will be kept in the laundry rooms for maximum 72 hours.

Team practice, competition clothes and uniforms which require special care, e.g. judo, fencing, etc., will be delivered to professional laundry service supplier outside the Village.

BOCOG will not be responsible for any damage, shrink and discoloration of the free laundry.

Dry cleaning of personal clothes and uniforms, including cleaning, ironing and folding services will be provided by the Dry Cleaning Shop in the International Zone at the users' own cost.

3.4.8 NPC Services Centre

The NPC Services Centre is located on the ground floor of the West Administration Building in the Residential Zone right opposite the Sports Information Centre. It is a stop shop where the NPC Relations and Services Team will be relocated during Games Times. It will be open to Chefs de Mission daily as follows:

- ✧ 08:00 to 18:00 during the pre-opening days (August 28 – 29, 2008)

✧ 07:00 to 23:00 from August 30 to September 20

At night, from 23:00 to 07:00 next morning, NPC Services staff will be available on call to deal with any emergency that might happen.

The Centre will be devised in two parts: The back of house is where the NPC Relations and Services Team located with a reception desk, 5 Continental Offices, and the NPC Assistants office.

In the continental offices, the Regional Coordinators and Managers will be available to conduct bilateral meetings with Chefs de Mission and resolve any pending issue.

The IPC will also have an office in the NPC Services Centre to support the work of BOCOG and provide information and advice as required to NPCs. The IPC office will be operational as of August 28.

The front house of the NPC Services Centre located just at the entrance, the following BOCOG divisions will have their desks: Arrivals and Departures, Catering Services, Finance, Freight and Customs, Protocol, Rate Card, Transport and Technology. These desks are set to provide assistance to the Chefs de Mission. Details of the Services provided by each of these functional areas are presented below.

At the NPC Services Centre, each NPC will have a dedicated pigeon hole through which all official IPC and BOCOG communication to the NPCs will be distributed. NPCs wishing to circulate material in mass in the Paralympic Village must seek prior approval from the IPC at the IPC's NPC Delegation Relations Office located in the NPC Services Centre of the Beijing Paralympic Village.

3.4.8.1 Transport Desk

The main services of the Transport Desk are:

- ✧ Distributing and collecting NPC dedicated vehicles.
- ✧ Dispatching and managing the NPC Drivers.

- ✧ Dealing with NPCs matters about NPC transport service.
- ✧ Short-term bus rental service.
- ✧ Assist with all client queries and offer transport advice.
- ✧ Lost and Found

Note: BOCOG will provide short term bus rental as a paid service for the NPCs. The NPCs will have to make the reservation at the Transport Desk at least 48 hours in advance. The Payment will have to be made on site once the Bus Rental Agreement is signed. The rented buses will be allowed to travel on the Paralympic Lanes and drop off passengers at the dedicated zones outside Venues without parking permits.

3.4.8.2 Arrival and Departure Desk

- ▶ One of the main roles of Arrival and Departure Desk is to answer the questions related to Arrival and Departure, including Lost and Found, delay or postponement of flight and OAP (Off-Airport Processing) etc.
- ▶ Updated Arrival and Departure information will be collected at Arrival and Departure Desk.
- ▶ The departure information of large groups can be collected at Arrival and Departure Desk so that a high level departure service will be provided. The group's departure information will have to be submitted to the Arrival and Departure Desk 48 hours prior to the flight departure. Detailed departure information, such as flight departure time, the number of people and flight number will have to be included.
- ▶ NPC representatives can meet and greet their NPC delegations in the baggage claim area of airport. Request for these passes should be submitted one day prior to the Arrival and Departure Desk.

3.4.8.3 Freight and Custom's Clearance Desk

- ▶ In the Freight and Customs Desk, Chefs de Mission will be able to consult Logistics Services outside the Paralympic Village: at the competition and training venues, customs yards and other locations, including Qingdao and Hong Kong.

- ▶ The NPCs will obtain assistance with matters concerning the Customs and Quarantine Authorities
- ▶ The NPCs will be advised about free-of-charge services as well as services for a fee in case such need is submitted.
- ▶ The NPCs may also submit matters and requests regarding in-Village logistical services, although each Resident Centre may also assist with such items.

3.4.8.4 Technology Desk

Technology Desk will provide technical supports and services. The services consist of all technical systems and products provided by BOCOG, including Rate Card products.

3.4.8.5 Rate Card Desk

Rate Card Desk, located at the NPC Service Centre, provides the following services at Games time:

- ▶ Receiving Rate Card orders of the NPCs and coordinating the installation of the products
- ▶ Product consultation services.
- ▶ Issue resolution.
- ▶ Rate Card Payments. All payments may be made via VISA credit card or cash (RMB only).
- ▶ Distribution of Parking Permits.

3.4.8.6 Finance Desk

- ▶ All payments may be made via VISA credit card or cash (Chinese RMB only).
- ▶ NPCs may purchase meal voucher at the Finance Desk for RMB 135 which provides a single entry to the Main Dining Hall. NPCs are to note that Meal Vouchers cannot be bought at the Main Dining Hall.
- ▶ The payment of the orders for catered events will have to be made at the Finance Desk.

3.4.8.7 Catering Services Desk

- ▶ At the Catering Reception Desk the Chefs de Mission will be able to order catered functions and the NPCs are to give 48 hours notice for any catering order. An extensive list of menus for all occasions is available to choose from.
- ▶ All NPCs should note that booking of a meeting room cannot be done at the Catering Reception Desk.
- ▶ The NPCs may make general enquiries about the Food Services in the Paralympic Village.
- ▶ Payment in advance will be required for all orders of catered functions. The payment will have to be made at the Finance Desk.

3.4.8.8 Protocol Desk

- ▶ NPCs may confirm the schedule of the Team Welcome Ceremonies.
- ▶ BOCOG will distribute all commemorative medals and diplomas from this location.
- ▶ The protocol staff at the desk will coordinate matters relating to Protocol Tours of the NPC accredited persons.

3.4.9 NPC Chefs de Mission Meetings

The Chefs de Mission Meetings are organized in order for the Chefs de Mission to raise matters and express their observations and opinions for games-wide matters. Additionally, during these meetings, BOCOG and the IPC may disseminate important information to the NPCs.

All Chefs de Mission Meetings are held at the Chefs de Mission Meeting Hall, which is located in the south of the NPC Services Centre.

The Chefs de Mission Meetings will be scheduled from 07:30 to 08:30 daily or as often as proposed by the NPCs or needed according to the Paralympic Village Management.

NPC Relations and Services Division and the Paralympic Village Operational Team will chair the Chefs de Mission Meetings. Participants of the meetings include all Chefs de Mission, Deputy Chefs de Mission or Proxy Card holders on behalf of the NPC delegation, IPC representatives, the Management of the Paralympic Village and representatives from the main BOCOG functional areas such as Sport, Venue Management, Transport and Security. Whenever needed, representatives from other functional areas will be invited to participate.

Due to the limited capacity, each NPC may be represented at the Chefs de Mission Meetings with a maximum of 2 participants. A light breakfast with beverages and snacks will be available at the Foyer of the Chefs de Mission Meeting Hall prior to the Meeting.

The generic agenda of the Chefs de Mission Meetings will be distributed at the reception desk upon entry to the meeting hall and will consist of:

- ❖ Important information and announcements from the BOCOG and the IPC
- ❖ Open discussion on current matters

Simultaneous interpretation services will be provided in the following languages: (English, French, Spanish, Russian, Arabic, and Chinese)

Headsets with channel selection will be distributed at the seats in the Chefs de Mission Meeting Hall.

Minutes of the Chefs de Mission Meetings will be distributed in English, French, Spanish and Chinese to Chefs de Mission and all other parties, by 15:00 the same day of the Meeting. The Minutes will be sent to the E-mail box of the Chefs de Mission and the hard copies will be distributed at the Pigeon Hole's of each NPC at the NPC Services Centre.

The Chefs de Mission Meeting Hall may be reserved by the NPCs for the meetings. It should be noted that the Chefs de Mission Meeting Hall is primarily reserved for the

Chefs de Mission Meetings. Therefore, availability is limited for the use of the NPCs.

Team Operational Meetings are to take place in Qingdao and Hong Kong, which play a supplementary role to the Chefs de Mission Meetings in Beijing.

3.4.9.1 Team Operational Meetings in Qingdao

The respective NPC Relations and Services departments in Qingdao will organise and chair the meetings. The Deputy Chefs de Mission or Team Leaders of the sailing, the local village management departments and other related departments will participate in the meetings.

Team Operational Meetings in Qingdao are planned to take place in the meeting room in the NPC Service Centre of the Qingdao Paralympic Village during 09:00 to 09:45 a.m. every second day in the morning, from August 29 to September 13.

The Team Operational Meeting will be coordinated by the NPC Services Team, which will also chair the meetings with Qingdao Paralympic Village Operational Team. Participants include team leaders of all NPCs in Qingdao, IPC representatives, the Management of the Qingdao Paralympic Village and authorized representatives from other functional areas.

Meeting agenda will be distributed to all related parts one day before the meeting.

3.4.9.2 Team Operational Meetings in Hong Kong

In Hong Kong, the Team Operational Meetings will take place in the Competition Briefing Room at Hong Kong Paralympic Equestrian Venue (Sha Tin).

The meetings are to be held from August 29 till September 12. Meeting Schedule will be distributed to all Team Leaders when the NPCs arrive at the Hong Kong Olympic Village.

The Team Operational Meeting will be coordinated by the NPC Services Team. Participants of the Team Operational Meeting include team leaders of all NPCs in

Hong Kong, IPC representatives, the Management of the Hong Kong Paralympic Village and authorized representatives from various functional areas.

The generic agenda of the Team Operational Meetings will normally cover:

- ✧ Important information and announcements from the BOCOG and the IPC
- ✧ Open discussion on current matters

Interpretation Services in French and Chinese will be provided at the meeting. Other languages (Spanish and German) will be provided on need basis. 24-hour advance booking is required for interpretation services.

All Minutes of Team Operational Meetings in Qingdao and Hong Kong will be distributed in English, French, Spanish and Chinese to all the Chefs de Mission in Beijing, Qingdao and Hong Kong and all other affected parties the same day of the meeting.

3.4.10 IPC Offices

The IPC will have dedicated offices in the Beijing Paralympic Village as follows:

- ✧ NPC Delegation Relations Office located in the NPC Services Centre
- ✧ IPSF Relations Office located adjacent to the Sports Information Centre
- ✧ IPC Medical and Scientific Offices located in the Polyclinic

The NPC Delegation Relations Office will operate as the IPC's Village point-of-contact for sport and NPC delegation issues. Other IPC offices will be located in Qingdao and Hong Kong as well as the Beijing Main Press Centre. In addition, to the above, the IPC Secretariat will be located at the Beijing Swissôtel, the official Beijing 2008 Paralympic Family Hotel.

3.4.11 Medical Services

3.4.11.1 Polyclinic

The Polyclinic, which includes the main Doping Control Station in the same building, is approximately 4,400m², and is located within the Residential Zone of the Beijing Paralympic Village. The Polyclinic offers a comprehensive range of health care services and interpreter service at no charge, and will be operating from August 28 to September 20, 2008. This Service will offer immediate care to all the accredited persons with access to the Residential Zone of the Paralympic Village. Prior reservation is recommended in physiotherapy, dental care, optometry and medical imaging to reduce the waiting time. Athlete medical stations will support the Polyclinic services at each of the competition and training venues. At the discretion of the athlete, BOCOG will report all episodes of care provided at the Polyclinic to the appropriate NPC medical staff.

Services in Polyclinic will include:

- ✧ Emergency Services supported by Ambulance Services
- ✧ Hospital Transfer
- ✧ Internal Medicine
- ✧ General Surgery
- ✧ Dermatology
- ✧ Sports Medicine including Orthopaedics and Podiatry
- ✧ Physiotherapy including Traditional Chinese Medicine (acupuncture and massage only)
- ✧ Dentistry (acute cases only)
- ✧ Eye services
- ✧ E.N.T. (Ear, Nose and Throat)
- ✧ Medical Imaging, including X-ray, Ultrasound, Magnetic Resonance Imaging, and Interview Rooms for radiologists and NPC medical staff to discuss cases.
- ✧ Laboratory Services
- ✧ Pharmacy
- ✧ Gynaecology (on-call)
- ✧ Psychology (on-call)

All the specialized services will be provided from 8:00 to 23:00. Emergency and hospital transfer will be available 24 hours a day.

3.4.11.2 Medical Services in International Zone

The International Zone, located adjacent to the Residential Zone of the Beijing Paralympic Village, will be serviced by a first aid vehicle and an ambulance crew. The ambulance crew will provide first aid and basic life support to any person requiring assistance in this zone. If further treatment is required, the person will be transferred to the Polyclinic, if appropriately accredited, or to the nearest dedicated Paralympic Hospital by the onsite ambulance.

3.4.11.3 Doping Control

The BOCOG doping control workforce will be responsible for out of competition testing and some of in-competition testing. Located in the third floor of the Polyclinic, the Doping Control Station, which is divided into Waiting Room, Processing Rooms, IPC Office, Doping Control Manager Office and Meeting Room, is the exclusive place within the Paralympic Village to conduct doping control.

3.4.12 Catering Services

3.4.12.1 Main Dinning Hall

- ▶ The Main Dining Hall will be open 24 hours per day from August 30 to September 20: services will be in buffet style. The Main Dining Hall will be closed at 12 o'clock on September 20.
- ▶ Athletes and NPC team officials entering the Dining Hall will be asked to leave their bags at the Bag Check counters located at the entrances. The Bag Check staff will issue a claim ticket. To reclaim their bag, all persons must return to the same Bag Check counter and present their claim ticket.
- ▶ Access control staff will check access entitlements of those entering the Main Dining Hall. In the event that there is no “knife and fork” symbol on their Games

Accreditation Pass, a meal voucher must be presented to gain entry.

- ▶ Staff will provide assistance in the Dining Hall and direct diners to the nearest available area.
- ▶ Diners will need to pick up a tray and help themselves at hot and cold buffets, and at the beverage, fruit and dessert stations.
- ▶ After their meal, all diners are requested to dispose of waste into the correct bins.

Menu Information

- ▶ The menu of the Main Dining has been designed to satisfy a great variety of tastes and the diverse religious needs as well as the specific dietary needs of the residents in the Paralympic Village.
- ▶ During each meal period of time, dishes meeting nutrition elements required by athletes during training or competition will be available.
- ▶ During each meal period, a range of vegetarian, kosher and halal options will be available.
- ▶ Aiming at offering a wide variety of meals on a daily basis, the menu is composed of three broad categories: International, Mediterranean and Asian. The 24-hour menu is available at the cold buffets.
- ▶ Special provisions will be made during the Ramadan, when Halal food and special catering services will be available at the Main Dining Hall at designed times.
- ▶ The daily special menu, available at the hot buffets, varies at each meal period.
- ▶ The menus will rotate on an 8-day cycle in order to offer optimal variety. Some specific, very popular menu items will appear on the menu at an increased frequency.

Nutrition Kiosk

- ▶ The Nutrition Kiosk is located in the Main Dining Hall.
- ▶ Qualified staff is available for providing nutritional information on all menu

items. This service is a valuable tool at the assistance of athletes who want to evaluate the nutritional value of their meal choices, or seek advice on their personalized diet.

- ▶ A menu card with the use of pictograms communicating all the dietary information of the specific menu item, will accompany all dishes. This information will include the calorific value of the item, carbohydrate, fat, protein content and potential allergies such as peanut.

Food Services / General Catering Rules

- ▶ The following rules apply to those dining in either one of the Village dining facilities:
- ▶ For food safety reasons, food items are not allowed into the Paralympic Village. If an NPC insists on bringing food into the Village, no matter the food or beverage is from overseas or from domestic, the NPC must obey the regulations of the Republic of China and the IPC. Furthermore, it does so at its own risk of food safety.
- ▶ The kitchen facilities are not installed in the residences and any food preparation in the residences are prohibited.
- ▶ Only limited quantity of food, for immediate personal consumption, will be allowed out of the Dining Hall, e.g. a piece of fruit, refreshments, or an ice-cream.
- ▶ Bags and equipment are not permitted to be brought into the Dining Hall.
- ▶ Furniture in the dining halls is not to be moved or removed.
- ▶ Food cannot be placed back on the buffets once it has been removed. Diners not wishing to consume the food they have collected are asked to dispose of it into the appropriate bins.
- ▶ The NPC Guests will not be allowed to enter the Main Dining Hall unaccompanied and without a meal voucher.

Alcohol Policy

Alcohol will not be sold or distributed in the Paralympic village.

Food Services for NPC Guests

The Guests of each NPC are welcome in the Main Dining Hall with a meal voucher.

The NPC Guests must be accompanied at all time by accredited Paralympic Village Residents.

Meal vouchers must be purchased in advance in the Finance Desk in the NPC Services Centre at a cost of RMB 135.

3.4.12.2 Additional Areas Where Paralympic Village Residents can Obtain a Quick Snack or Drink

Café and Chinese Tea House

The Café and Chinese Tea House located in the International Zone are open between 10:00-02:00 from August 30 to September 17, and between 10:00.-24:00 from September 18 to 20. The Café and Chinese Tea House will be closed at 12 o'clock on September 20.

The Café and Chinese Tea House will offer snacks and beverages on a customer pay basis.

Accepted methods of payment are cash (RMB only) and Visa Card.

Club Café

Club Café is in the Residential Zone, in the Dancing Hall of the Entertainment Centre and is open between 17:00-24:00 from August 30 to September 19 offering snacks and beverage to residents free of charge.

Vending Machines

Throughout the Village, beverages will be available to residents through vending machines, free of charge.

3.4.13 Paralympic Village Sports Complex

Sports services will be provided to residents in the Paralympic Village. However, the Complex should not be considered as an official training site. Booking of training sessions will not be available for the sports facilities with the exception of the tennis courts and swimming pool.

The Paralympic Village Sports Complex is located in the northern part of the Residential Zone. The following sports facilities will be provided:

- ✧ Gymnasium
- ✧ Outdoor 50m Swimming Pool
- ✧ Jogging Route
- ✧ Four Outdoor Tennis Courts
- ✧ One Basketball Court
- ✧ One Volleyball Court

Gymnasium

There will be two separate halls in the Gymnasium. One is used for strength training equipped with free weights & strength training machines; the other is used as Classification Centres. There are adequate spaces for stretching and relaxing at the Gymnasium. Changing rooms, shower, sauna and massage will also be available.

The Gymnasium will be operational from August 30, 2008 until September 20, 2008 and services will be provided daily to all residents from 05:00 to 24:00.

Massage service will be operational daily from 07:00 to 22:00.

It should be noted that gloves and belts for weightlifting will not be provided at the Gymnasium and should be prepared by the Paralympic Village residents.

Swimming Pool

An outdoor 50m Swimming Pool with lifeguards' attendance and changing rooms will be available.

It will be operational from August 30, 2008 until September 20, 2008 and open daily to all residents from 05:00 to 24:00.

Temporary lanes will be available from 05:00 to 10:00 every morning and reservation is accepted.

Jogging Route

A 1 km long Jogging Route will be available for jogging and walking. It will be operational from August 30, 2008 until September 20, 2008 and open daily to all residents 24 hours. Staff will be on duty from 06:00 to 22:00.

Tennis Court

Four standard outdoor Tennis Courts will be available. They will be operational from August 30, 2008 until September 20, 2008 and open daily to all residents from 06:00 to 22:00.

A limited number of rackets and balls will be provided for rent. Paralympic Village residents may also use their own rackets.

Reservation is accepted for the training session at 06:00-10:00.

Basketball Court

A standard Basketball Court will be available in the Village. It will be operational from August 30, 2008 until September 20, 2008 and open daily to all residents from 06:00 to 22:00.

A limited number of basketballs will be provided for rent. Paralympic Village residents may also use their own.

Volleyball Court

A standard Volleyball Court will be available in the Village. It will be operational from August 30, 2008 until September 20, 2008 and open daily to all residents from 06:00 to 22:00.

A limited number of balls will be provided for rent. Paralympic Village residents may also use their own.

3.4.14 Recreation and Entertainment Services

An entertaining and relaxing atmosphere free from media and competition pressure will be created through a rich, diverse and festive program of events, performances and activities. These recreational facilities are located in the Entertainment Centre in northern Residential Zone and the Super Resident Centres in southern Residential Zone.

The following recreational facilities will be provided to residents of the Paralympic Village:

- ✧ Village Club
- ✧ Entertainment Room
- ✧ DVD Lounge
- ✧ Internet Café
- ✧ Electronic Games Room

All recreational services will start operation from August 30 until September 20, 2008.

3.4.14.1 Village Club

The Village Club is located in the Entertainment Centre in the northern Residential Zone. It will be operational from 17:00 to 24:00 and function as a ballroom, a stage, a water bar and so on. The Village Club will have 120 seats and a 300-square meters dancing pool. Live performance will be held from 17:00 to 21:00. The club will be converted to a dance club from 21:00 to 24:00. The water bar will provide non-alcoholic drinks and snacks from 17:00 to 24:00.

It should be noted that there are no alcoholic drinks, no reservation, and no booking available in the Village Club. The payments should be made according to the price, if the public property is damaged.

3.4.14.2 Games Room

Billiards, table football, air hockey, shuffle-board and other entertainment equipments will be provided in the Games Room.

The daily operational time is from 9:00 to 24:00. The games will be held everyday. All the winners will get an award.

Gambling in the games will not be permitted. Games can be used on a first-come, first-served basis. There is no reservation in the Games Room. The payments should be made according to the price, if the public property is damaged.

3.4.14.3 DVD Lounge

DVD Lounge will be operational from 9:00 to 24:00 daily.

DVD services will be provided to residents in the self-services style.

Residents can exchange accreditations for DVDs they like. Service Front Desk will return the accreditations to the residents when the residents return DVDs.

One DVD can be exchanged at one time. The DVD should be returned to the service desk in time or may be changed to another one. Non-English movies will have English subtitles.

Personal DVDs will not be permitted. The equipments for seeing movies can be used on a first-come, first-served basis.

There is no reservation in the DVD Lounge.

The payments should be made according to the price, if the public property is damaged.

3.4.15 Religious Services

The Paralympic Village multi-faith Religious Services Centre is located in the northern of Residential Zone, adjacent to Main Dining Hall. From August 28, 2008

until September 20, 2008, the Religious Services Centre will operate all day long. The Religious Services Centre will consist of separate rooms for the Buddhist, Christian, Hindu, Islamic and Judaic faiths. There will also be two individual meditation rooms available. Representatives and volunteers from religious associations will conduct the formal services and the informal counseling.

3.4.16 Sports Viewing Centre

The Sports Viewing Centre is located on the ground floor of the East Administration Building in Residential Zone, next to the Sports Information Centre. It will open from September 6, 2008 to September 20, 2008 and the operation hour will be from 9:00 to 23:00. Sports Viewing Centre provides games video viewing and games DVD copying service. It consists of 2 group viewing rooms, 24 viewing stations and a DVD copying room.

3.4.17 IPC Athletes Council Elections

During the Games, the IPC will organize the Election of the IPC Athletes' Council. Six new members of the Athletes' Council will be elected this time, who will serve a mandate of four years. The voting will be held 4 to 15 September 2008. The elected candidates shall be officially announced at a press conference taking place on 17 September 2008 at the Beijing Paralympic Village International Zone. More details will be provided. Should an elected athlete not be a participant to the Beijing 2008 Paralympic Games, BOCOG will ensure that he/she is granted access to the International Zone of the Paralympic Village.

The election will take place at the appointed voting area(s). The main Voting Centre will be located at the entrance of the Main Dining Hall of Beijing Paralympic Village. The Hong Kong and Qingdao Paralympic Villages will set voting centres respectively for a designated period. The operating dates and hours for each voting location are outlined below:

The Beijing Paralympic Village voting centre will operate from 4 to 15 September 2008 from 9 am to 9 pm. On the day of the Opening Ceremony (6 September), the voting centre will operate in the morning (details TBC).

The Qingdao Paralympic Village voting centre will operate from 5 to 8 September 2008, from 1 to 9 pm. On the day of the Opening Ceremony (6 September), the voting centre will operate in the morning (details TBC).

The Hong Kong Paralympic Village voting centre will operate from 5 to 8 September 2008, from 1 to 9 pm. On the day of the Opening Ceremony (6 September), the voting centre will operate in the morning (details TBC).

Upon arrival at the Paralympic Villages, each athlete will receive a manual for the election, which contains the presentation of all candidates and information on the voting process such as voting guide, starting date, deadline of voting and location of the voting centres.

All of the voting will be conducted upon personal preference and remain confidential.

3.5 International Zone

3.5.1 Retail Service

Retail services will be provided in the International Zone for the convenience of the residents and guests of the Paralympic Village. Basic haircut and Internet service are free for athletes and Team Officials. Other services provided will be on a user-pay basis and payment should be made in cash (RMB) or VISA credit cards.

- ▶ General operation hours of retail services will be 09:00-23:00.
- ▶ ATM
 - ✧ Providing ATM services, including cashing and checking (VISA credit cards).
- ▶ Bank
 - ✧ Currency exchange
 - ✧ Cheque account services

- ✧ Savings account services
- ✧ Travelers cheque cashing
- ✧ Transfer to overseas and other Chinese banks
- ✧ Telegraphic Transfer
- ✧ Safe deposit box
- ▶ Air Ticketing Office
 - ✧ Sale of airline tickets (including insurance), tickets bookings, changing services and airline information.
- ▶ Internet Café
 - ✧ Providing free computer and Internet access services
- ▶ Photo Shop
 - ✧ Development and printing of films and memory media
 - ✧ Sale of cameras, accessories , and film
 - ✧ Sale of other digital and traditional static image products and services that the Paralympic Village residents might be interested in
 - ✧ Sale of photographs from the Paralympic Games
- ▶ OR@S Registration Centre
 - ✧ OR@S(Samsung showcase) pre-registration service for athletes;
 - ✧ Providing a basic relaxing place for athletes
 - ✧ Sale of Samsung mobile phone accessories
 - ✧ Providing after-sale service for certain Samsung mobile phones.
- ▶ Calling Centre
 - ✧ Providing public payphones; sale of phone cards for fixed lines, mobile SIM cards and recharge card; WLAN distribution, consultation and testing.
- ▶ Post Office
 - ✧ Sale of Commemorative Paralympic stamps, covers and postcards
 - ✧ Sale of Paralympic-related first-day covers
 - ✧ Domestic and International mail services
 - ✧ Receiving and dispatching registered letters and mails.
 - ✧ Making personalized stamps or postcards; providing standard envelopes and postal packaging material for postage.
 - ✧ Packaging and courier service
- ▶ Merchandise Store
 - ✧ Sale of BOCOG licensed products such as pins, T-shirts, hats etc.

- ▶ General Store
 - ✧ Sale of personal care products, household products, snacks, beverages, medical supplies, office supplies, household appliances and souvenirs.
- ▶ News stand
 - ✧ Sale of international books, publications, newspapers and CDs/DVDs.
- ▶ Hair Salon
 - ✧ Providing free basic haircuts for athletes and NPC Team Officials while styling, curling, coloring, manicures, facials on a user-pay basis;
 - ✧ Sale of hair care products (if the Village General Store does not stock these items), including shampoo, conditioner, temporary hair color etc,
- ▶ Florist
 - ✧ Sale of flowers, floral arrangements, plants, greeting cards, balloons. Flowers can be reserved through telephone or fax.

Telephone: +86-10-87582008

Fax: +86- 10-87566112
- ▶ Dry cleaning
 - ✧ Providing laundry, dry cleaning, ironing and mending of clothes.
- ▶ Tourist Information Centre
 - ✧ Providing tourist information regarding Beijing and China, and tourist reservation service.
- ▶ Box office:
 - ✧ Sale of tickets for the Paralympic Games sporting events
- ▶ Pin Trading Centre
- ▶ Right to play
- ▶ Handcrafts Centre
- ▶ Chinese Learning Centre
- ▶ Environment Booth
- ▶ Information Station/Lost & Found
 - ✧ The Information Station provides all types of general information to residents and guests. The Central Lost & Found Desk is located here.
- ▶ Café
- ▶ Chinese Tea House

3.5.2 NPC Guest & Media Passes

3.5.2.1 NPC Guest Pass System

The NPC Guest Passes will be issued at the Guest Pass Centre, located in the Main Entry Building of the Paralympic Village. BOCOG will provide a specific number of Guest passes per day to each NPC, which will be non-rotational and non-transferable, so each pass may only be used once per day.

The number of guests will be based on the delegation size in Beijing Paralympic Village (PLV). Maximum number of daily invitations by each NPC will be designated as follows:

Delegation Size	Quota
1-25	3
26-30	4
31-35	5
36-40	6
41-45	7
51-55	9
56-60	10
61-65	11
66-73	12
74-81	13
82-99	14
100-107	15
108-115	16
116-123	17
124-131	18
132-148	19
149-156	20
157-164	21
165-172	22
173-180	23
189-196	25
197-204	26
205-212	27
213-220	28
221-228	29
229-236	30

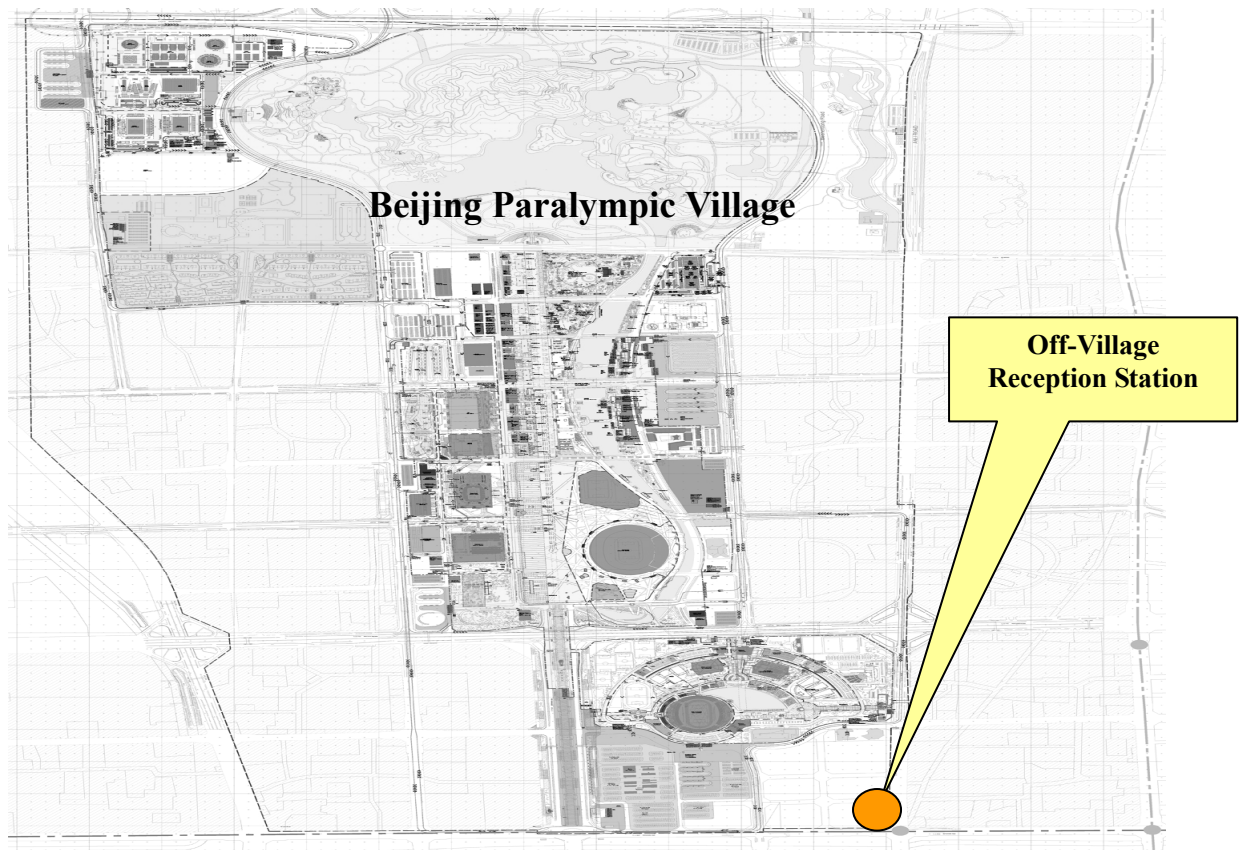
Delegation Size	Quota
237-244	31
245-252	32
253-260	33
261-268	34
269-276	35
277-284	36
285-292	37
293-300	38
301+	39

3.5.2.2 Off-Village Reception Station for the NPC Guests

The Off-Village Reception Station for the NPC Guests is located 200 metres South of the Eastern entry of the Olympic Sports Centre (in the Olympic Green). The following public transportation services are available to approach this location:

- ✧ Taxi
- ✧ Subway No. 10, Anzhenmen Station

From this station, NPC guests will reach the Paralympic Village using the special shuttle bus that will drop them off at the Main Entry of the Village where they can collect a guest pass card that will give them access to the Village.



3.5.2.3 Guest Pass Distribution Process

The Guest Pass Centre will operate daily from 08:30 to 21:00. The NPCs should apply for guest pass the day before by filling out the application form and sending them to the village Guest Pass Centre.

The NPC Guest Passes will be issued from 08:30 to 20:45. At any time between these hours, approved NPC Guests will exchange a valid photo identification (e.g. a valid passport, ID card, drivers' license or other Paralympic accredited card) for a Guest Pass to enter the Paralympic Village. All NPC Guests must return their Guest Passes to the Guest Pass Centre to claim back their identification papers and exit the Paralympic Village no later than 21:00. Failure to return the NPC Guest Pass on time may result in loss of Guest Pass privileges for the NPC.

With the NPC Guest Pass, the NPC Guest will be admitted into the International Zone

of the Paralympic Village.

An NPC Guest may only enter the Residential Zone if accompanied by a Paralympic Village resident.

The NPC Guests may have a meal with their delegation at the Main Dining facility provided they purchase a meal voucher from the Financial Service Office in the NPC Services Centre. NPC Guests may also have a meal in the canteen in the International Zone and pay directly at the cashier.

The NPC Guests Passes are not available on the days of the Opening and Closing Ceremonies (September 6 and September 17, 2008).

Finally, the NPCs should inform their guests that:

Guests can directly reach the Guest Pass Centre in the Paralympic Village using accredited cars driven by accredited drivers;

Shuttle Bus service provided by BOCOG will connect the Off-Village Reception Station with the Paralympic Village. NPC Guests may approach the Paralympic Village by taking shuttle buses at the Off-Village Reception Station;

No filming may take place in the Residential Zone.

3.5.2.4 Media Passes and services in the Paralympic Village

✧ Media Centre

The Media Centre for the Paralympic Village is located in a building next to the International Zone in order to allow the accredited media to access the facilities and the NPC team officials and athletes invited to attend the press conferences.

The Media Centre will provide 3 press conference rooms with respective capacities of 40, 40 and 120 seats for NPC use. The Media Centre press workroom will have workspaces for 50 media people and will be equipped with desktop payphones, pay

fax, INFO 2008 terminals, CATV terminals, printers and copying facilities for media use. The Village Media Centre will be open 13 hours a day from 08:00 till 21:00 and will be closed on the days of the Opening and Closing Ceremonies.

Bookings for regular or ad hoc NPC press conferences will be made through the Village Media Centre.

✧ **Media Pass**

Daily media passes are available to 200 broadcast media and 200 written and photographic press. Passes for the broadcasters will be issued by Beijing Olympic Broadcasting (BOB) at the International Broadcast Centre (IBC), while the written and photographic press passes will be issued from a dedicated desk in the Media Centre.

3.5.3 Sports Information Centre

The Sports Information Centre (SIC), opposite to the NPC Services Centre, is located at the first floor of the Administration Building in the eastern Residential area of the Paralympic Village. It will provide detailed sport-specific information of training, competition and related services to the delegations from various NPCs during the Paralympic Games.

The SIC includes all Information Desks for 20 Sports, a Transport Desk, a Classification Desk, a Games Officials Info Desk, a Brand Protection Info Desk and four INFO2008 stations.

3.5.3.1 Operating Time

Dates	Operation Hours
August 30-September 5	7:00-21:00
September 6-17	7:00-23:00
September 18-19	7:00-21:00

3.5.3.2 Access to SIC

In order to provide the highest level of service, access to the SIC is limited to ‘Ac’ and ‘Ao’ accredited persons who are the Chefs de Mission, the Deputy Chef de Mission, and the Team Leaders and etc.

The NPC Chef de Mission is asked to nominate all the NPC team officials who will have authority to complete and sign the Training and Transport Booking Form in the relevant Sport Desk. Only NPC team officials holding ‘Ac’ and ‘Ao’ accreditation should be listed. A master of authorized names will be held by Sports Desks staff and the staff will verify each time that the correct person signs the form.

3.5.3.3 Information Desks

All Sports Desks for each discipline will be coordinated and associated with the Desks at all the competition venues. The desks are staffed with the Competition Management personnel and provide the following services:

- ▶ Distributing information concerning competition and training, such as start lists, results as well as competition/training schedules, etc;
- ▶ Collecting requests for booking and adjusting training sessions, and then forwarding them to the competition management for confirmation;
- ▶ Providing and sending notifications to related areas with the arrangements and adjustments of training sessions;
- ▶ Providing transport information to and from training and competition venues.

3.5.3.4 Transport Desk

The main tasks of the Transport Desk in the Sports Information Centre are:

- ▶ Reservation and confirmation of training bus services.
- ▶ Reservation and confirmation of allocated coaches for sports teams.
- ▶ Assist with all client queries and offer transport advice.
- ▶ Dealing with complaints about athletes and NPC team officials transport services.

3.5.3.5 Classification Desk

The Classification Desk is responsible for transmitting classification information during the Games and collecting protest and appeal materials delivered by the team leaders, Chefs de Mission and the Deputy Chefs de Mission participating in the Paralympic Games.

3.5.3.6 Games Officials Info Desk

The task of the Games Officials Info Desk is to provide services related to competition and training for games officials.

3.5.3.7 Brand Protection Info Desk

The Brand Protection Info Desk is responsible for:

- ▶ Distributing materials concerning Rule 51 of the Paralympic Charter to athletes and NPC team officials in the Paralympic Village
- ▶ Providing consultation services in relation to Rule 51 of the Paralympic Charter for athletes and NPC team officials in the Paralympic Village

3.5.3.8 INFO 2008

Sport-specific information will also be available at the INFO2008 terminals, which will be operational from the official opening of the Main Press Centre to the closing of the Paralympic Games. INFO2008 is a dedicated IT system for the Beijing Paralympic Games that provides various Paralympic related information, including Games results, Games news, athletes' biographies, medal standings, world records, competition schedules, transportation and weather. All information on INFO2008 will be available in two languages: English and Chinese.

3.6 Security in the Paralympic Village

As the security for the Paralympic Village is of top priority, the level of security there

is the highest of all the security work of the Paralympic Games. The Beijing Municipal Public Security Bureau and armed police forces are responsible for enforcing security measures.

Physical barriers (double fencing and guardrails) are set up around the perimeter of the Paralympic Village. The fences are set three meters apart. For increased security within and around the Paralympic Village, high-tech surveillance equipment, such as revolving cameras and 24-hour monitoring stations will be installed in public areas. In addition, security personnel will patrol these areas on a 24-hour basis.

All persons, articles and vehicles are subject to accreditation and security checks. During the Village opening period, security personnel responsible for security screening, order maintaining and handling emergency situations will be stationed at every entrance and exit. Vehicles entering the Village will undergo a security check for explosives to ensure that dangerous articles do not enter the Village.

Security and Traffic Command Centres and Emergency Report Stations will be available to provide security advice, deal with security issues and the reported cases at the venues.

3.7 Paralympic Village Protocol

3.7.1 Protocol Office in the International Zone

All Paralympic Village Protocol issues will be handled by the Paralympic Village Protocol Office, located in the Main Entry of the Paralympic Village. The Protocol Manager will be based in this office which will be operating from August 30, 2008 until September 17, 2008, with the exception of September 6, from 09:00 until 21:00. The Paralympic Village Protocol Office will be the welcome point for all eligible Paralympic Family Members who visit the Paralympic Village.

3.7.2 Paralympic Village Protocol Tour

- ▶ The Protocol staff will organize Protocol Tours of the Paralympic Village for the Paralympic Family members and their guests. These tours will be held from September 7 until 17, 2008. Operational hours will be from 09:00 to 19:00.
- ▶ The Protocol Tours will last 40 minutes and they will include a guided tour of the Paralympic Village Plaza and the Residential Zone.
- ▶ The Protocol Tours will be conducted in English, Chinese and French by Protocol staff for individuals or groups.
- ▶ Protocol office is responsible for informing the NPC on the scheduled arrival of a Dignitary. The NPC Chefs de Mission will decide whether he/she needs to be present during the visit.
- ▶ Members of the Paralympic Family wishing to participate in the Protocol Tour will be able to register at the Village Protocol Office and at the Paralympic Family Hotels. The booking must be made at least 24 hours before the intended date of visit.
- ▶ The Paralympic Family Members who are entitled to apply for a Protocol Tour are listed in the table below.

Category	Population
NPC	President and Secretary General of NPCs with participating athletes
NPC	Sovereign or Heads of State and Heads of Government Sport Ministers Other Prominent Government Officials
NPC**	1 guest for each (only if they accompany their NPC)
NPC	Entourage of Sovereign or Head of State and Head of Government with participating athletes
O	Official Applicant or Candidate City Executives Official Applicant or Candidate City Observers

3.7.3 Paralympic Village Protocol Pass

The eligible Paralympic Family members in the table below can apply for a Protocol Pass that will be issued by the Protocol Office within the Paralympic Village.

The Protocol Pass application form will be available at the Village Protocol Office and at the Paralympic Family Hotels. The booking must be sent to the Protocol Office no later than 17:00 the day before the intended date of the visit.

All guests must exit the Paralympic Village the latest at 21:00. Protocol passes will be valid only for the day of issue.

Category	Population
NPC	Sovereign or Heads of State and Heads of Government Sport Ministers Other Prominent Government Officials
NPC**	1 guest for each (only if they accompany their NPC)
NPC	Entourage of Sovereign or Head of State and Head of Government with participating athletes

3.8 Transport Services in Paralympic Village

3.8.1 Transport Mall

The PLV Transport Mall will be located at the eastern part of the PLV International Zone inside security perimeters.

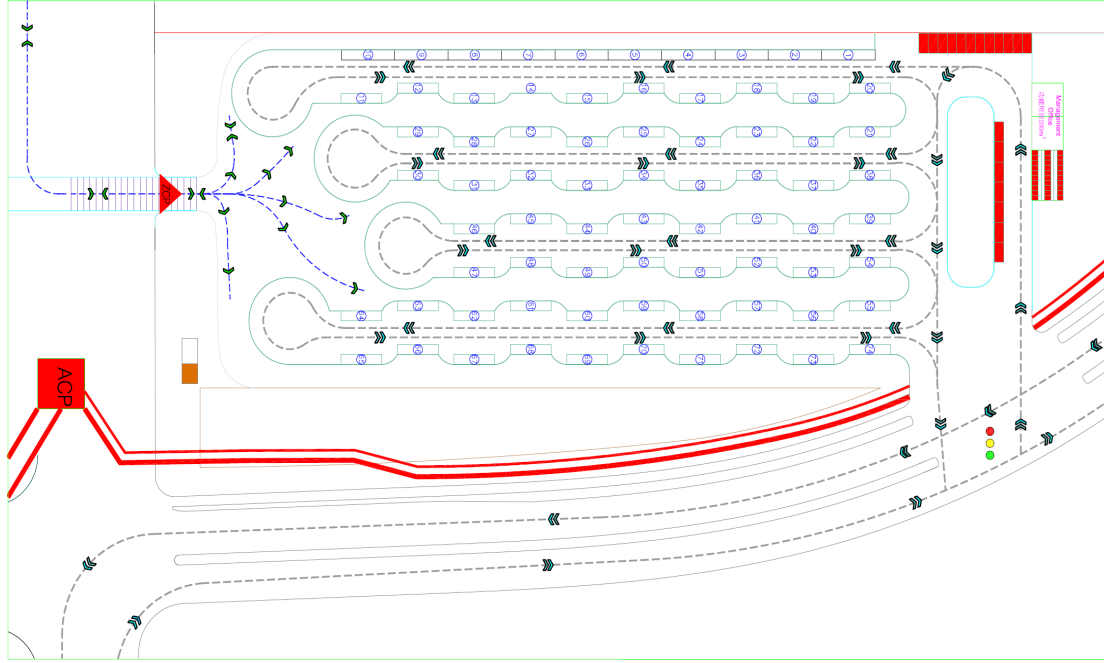
The Athlete Transport Mall will operate from the August 30 to September 20, 2008.

The Transport Mall is the origination of the following shuttles:

- ✧ Shuttles from the PLV to BCIA (Beijing Capital International Airport) or other A & D sites.
- ✧ Training, competition, spectating shuttles from the PLV to venues.
- ✧ Dedicated Coaches for Team Sports.
- ✧ Shuttles from the PLV to the downtown areas.

There are 74 bus bays in the Transport Mall, 8 dedicated drop-off bays are set up at the Transport Mall.

Transport Mall Layout



3.8.2 NPC Dedicated Vehicles

3.8.2.1 NPC Dedicated Vehicles in Beijing

Dedicated vehicles will be allocated to each delegation according to its respective size in Beijing. Vehicles for Chefs de Mission and deputy Chefs de Mission will be included. The calculation formula is as follows:

Table: Allocation Formula of NPC Dedicated Vehicles

Delegation Size	Accessible Vehicles	Total Vehicles
1-10	0	2
11-50	1	3
51-100	1	5
101-200	2	7
201-300	2	8
301-400	2	9
More than 401	3	11

3.8.2.2 NPC Dedicated Vehicles in Qingdao and Hong Kong SAR



Dedicated vehicles will be allocated to each delegation according to delegation size in Qingdao and Hong Kong SAR. The allocation formula is as follows:

Delegation Size in Qingdao/ Hong Kong SAR	Vehicle Number
1-10	1
More than 11	2

3.8.2.3. Vehicle Types

Accessible vans, Sagitar (5 seats) and Touran (7 seats) which are all Volkswagen series vehicles will be used as NPC dedicated vehicles.

Specific Information for the NPCs Dedicated Vehicles

	<p>Model: Sagitar 1.6L (Auto)</p> <p>Transmission: Automatic, 6 spd.</p> <p>Engine Capacity: 1595 cc</p> <p>Size (L/W/H): 4544/1760/1461 mm</p> <p>Seats: 4+1</p> <p>Trunk capacity: 527 L</p>
	<p>Model: Touran 1.8T (Auto)</p> <p>Transmission: Automatic, 6 spd.</p> <p>Engine Capacity: 1781 cc</p> <p>Size (L/W/H): 4391/1794/1670 mm</p> <p>Seats: 6+1</p> <p>Trunk capacity: 560 L</p>

	Model: Istana
	Transmission: Manuel, 5 mt
	Engine Capacity: 2300 cc
	Size (L/W/H): 4990/1855/2105 mm
	Seat: Maximum 3 wheelchairs and 1 seat +1

3.8.2.4 Vehicle Operation

During the Pre-Opening period of the PLV, pick-up transport service will be provided for early arrived NPC team officials from Beijing Capital International Airport or other A/D sites to the Paralympic Village. One dedicated vehicle with drivers will be available for each NPC delegation during the Pre-Opening period. This vehicle will be counted in NPC dedicated vehicles.

The NPC dedicated vehicle service will be available from August 30 to September 20, 2008. After the DRM, Chefs de Mission or designated representatives should sign a Dedicated Vehicle Service Agreement with BOCOG at the transport desk of the NPC Service Centre. This agreement will clarify service dates, service scope, parking locations etc.

BOCOG Transport will provide each dedicated vehicle a bilingual (Chinese-English) Venue Guide Book and city maps. All the vehicles will be equipped with a mobile phone and GPS equipment.

The service time for the NPC dedicated vehicles will be 24 hours a day. From 06:00 to 24:00, all the dedicated vehicles will be available for NPCs. From 00:00 to 06:00, on-call vehicle service will be available for NPCs.

The NPC dedicated vehicles will be allowed to drive to any destinations inside the Sixth Ring Road. (including all Paralympic competition venues, official accommodation sites and other non- Paralympic destinations, such as restaurants,

shopping centre etc.) and appointed venues outside the Sixth Ring Road, including Shunyi Olympic Rowing-Canoeing Park, Road Cycling Venues, Shunyi Hotel, Beijing Eastern Garden International Convention Centre, Beijing Jundu Tourist Villa, Changping Sports Centre (Athletic Field), and Changping Sports Centre (Swimming Pool).

2 or 3 drivers will be allocated to each NPC dedicated vehicle with 8 hours per shift. All the NPC dedicated drivers will be volunteer drivers. BOCOG will make a security background check on drivers. All the drivers will be trained by BOCOG.

NPC dedicated vehicles can only be driven by the drivers provided by BOCOG. Delegation members or NPC service assistants are not allowed to self-drive their dedicated vehicles.

NPC dedicated vehicles can be directly managed by Chefs de Mission. The dedicated vehicle drivers can stand by at the Drivers' Lounge established at East and West Parking Lot of PLV. Delegation's transport coordinator can directly contact with drivers to manage their travel. If drivers can not be reached, Transport Desk at NPC Service Centre will provide the assistance in calling up the drivers, and send feedbacks to NPC Delegations in a timely manner.

If there are emergencies happened, such as vehicle damage, stolen, lost of vehicle keys and fuel card etc, delegation should inform the staff of the Transport Desk at the NPC Service Centre immediately and they will deal with the emergencies.

If delegations have opinions towards the dedicated vehicles or drivers, they can directly complain to the Transport Desk.

T3 load / unload zone will be set up at the main entry of the PLV.

4. Food Services outside the PLV

4.1 Food Services at the Competition Venues

Refreshments (cookies, energy bar, fruits and beverages) will be served in Athletes Lounges at all Competition Venues.

Hot meals will be available in the Athletes Lounges of Shunyi Olympic Rowing and Canoeing Park.

Provision of the above services at each Competition Venue will start on the first day and will end on the last day of competition.

Beverages will be provided in the locker rooms, training sites, warming areas and Field of Play.

4.2 Food Services at Training Venues

Refreshments (cookies, bars, fruits and beverages) will be served at the training venues and the competition venues in a training mode starting on the first day of the site and ending on the last operation day.

4.3 Box Meals

Box meals (simple ambient western food) will only be provided to athletes and team officials who are far away from the village for competition or training for a minimum of 4 hours or longer, Box meals are supplied at both Competition and training venues.

However, Box meals will not be supplied at the competition venues where hot meals are provided.

Service period: August 30-September 17, 2008

Service Procedure:

- ▶ From 07:00 to 18:00, NPCs can book box meals for the next day at the Catering Desk at the NPC Services Centre in the Paralympic Village.
- ▶ Catering Desk staff check the form filled by NPCs based on the sports schedule and provide the vouchers to NPCs.
- ▶ Between 7:00 and 17:00 of the next day, NPCs exchange vouchers for box meals at the designated location near the Main Dining Hall and bring box meals to venues by themselves.
- ▶ During lunch and dinner time, NPCs have box meals in Athlete Lounges.

5. Accreditation

5.1 Upgrading an Ao to Ac in Hong Kong and Qingdao

An NPC that does not otherwise qualify for a Deputy Chef de Mission (“Ac”) can promote an “Ao” category accreditation to “Ac” for each of the Hong Kong and Qingdao Paralympic Villages provided that they have an athlete or athletes competing in Equestrian and Sailing respectively.

It should be noted that this deputy Chef de Mission will come from within the NPC team officials’ quota for the NPC delegation concerned.

5.2 Ex-quota “Ao”/ “Am” Category Accreditations for Hong Kong and Qingdao

Extra quota of single sport access “Ao/Am” category accreditations (Equestrian or Sailing) are to be allocated to an NPC that has athlete(s) competing in Hong Kong and Qingdao events. The quota is as follows:

Competing Athletes	Number of NPC Team Officials
1-3	1
3-6	2

The NPC is entitled a bed in the respective Paralympic Village for each of these “Ao/Am” category accreditations.

5.3 Medical and Security Personnel

There are no limits placed on the number of medical and/or security personnel in the team delegation as long as the total number of NPC team officials remains 60% or less than the total number of athletes. While substituting an Ao to Am is acceptable, it is important to note that, should an NPC decides not to use its Am quota, they will not

be allowed to substitute it to an Ao.

5.4 “P” Accreditation: New policy for rowing alternate athletes

The policy for Ps in Rowing has been changed and is summarized in the table below. This policy concerns only alternate athletes and applies only to the following qualified NPCs: Brazil, Canada, China, Denmark, Great Britain, Germany, Israel, Italy, the Netherlands, South Africa, Russia and the United States.

Quota	Conditions
A maximum of two (2) for each NPC that has qualified and duly entered Coxed Fours boat	<p>“P” accredited individuals are allowed access to the competition venue during the competition and training to help facilitate medical/injury replacements approved by FISA and the IPC.</p> <p>Eligible individuals are required to have a valid FISA Sport Class with a PPS class status.</p>

5.5 Venue Access and Zone Access

The following table describes the Zone Access entitlements.

Zone Access Code	Zone Description
Blue	Field of Play
Red	Operational Areas
White	General Circulation Areas
2	Athlete Preparation Areas
4	Press Areas
5	Broadcast Areas
6	Paralympic Family Areas
PLV	Paralympic Village International Zone

Zone Access Code	Zone Description
R	Paralympic Village Residential Zone

- ❖ Blue Zone is valid for Blue, Red and White Zones
- ❖ Red Zone is valid for the Red and White Zones
- ❖ White Zone is valid for the White Zone only

5.6 Venue Access for NPC Team Officials

According to the IPC rule, Ao/Am/As access to venues will be determined by sport.

A ratio based on percentage allows the NPC to select the access entitlements for their NPC team officials, as stated below:

- ❖ 10% of all NPC team officials have access to all sports where the NPC participates
- ❖ 25% of all NPC team officials have access to three sports where the NPC participates
- ❖ 65% of all NPC team officials have access to a single sport where the NPC participates

The Grooms should NOT be taken into consideration when making the count.

5.7 Transferable Accreditations

5.7.1 Transferable NPC Guest Accreditation (formerly GT)

Each NPC will be entitled to one transferable guest accreditation for every 20 athletes. Each transferable guest accreditation is transferable twice (i.e. from Person A to Person B to Person C).

5.7.2 NPC Team Officials (Ao/Am/As)

The NPCs will be allowed to have transferable accreditations across the Ao, Am and As categories.

Only to 50% of the number of “Ao” and “Am” accreditations can be transferred once throughout the period of the Games of the Paralympic Games within the NPC’s Ao & Am. “As” accreditation can be transferred once.

5.7.3 Transferring an Accreditation

In order to validate the transfer of an accreditation from one person to another in one of the above mentioned categories, the Chef de Mission, the Deputy Chef de Mission, the Proxy cardholder or the holder of the accreditation to be cancelled must bring the Games Accreditation to the Beijing Paralympic Village Accreditation Centre or to one of the Accreditation Centres in co-host cities.

Then, the outgoing person’s accreditation is cancelled and the new one instantly activated.

Notes:

Once a participant’s accreditation has been cancelled, it cannot be reactivated.

Cancelled cards, which can still serve as visa, will be returned to the Chef de Mission and it is his/her responsibilities to distribute them to holders.

5.8 Upgrade Card -“U” Category

Upon completion of the DRM, each Chef de Mission will receive a number of ‘U’ Upgrade cards based on the number of athlete (1 card for every 50 athletes). The upgrade card can only be used by members of the same delegation.

It is up to the Chef de Mission to manage these cards. No lost upgrade cards will be

replaced by BOCOG and the cards are not valid for attending Ceremonies or events, which are subject to Prime Event Access.

5.9 Day Pass

5.9.1 Definition and Policy

Day Pass is designed to permit temporary access to Paralympic Competition Venues and usually valid for a single venue and only on the day it is issued. A Day Pass is a pass provided for the person who is accredited but does not have the relevant access privilege to enter the given venue or accredited individuals who have lost or misplaced their Paralympic Identity and Accreditation Card or had it stolen and thus require a temporary mechanism to gain access to the venue. Day Passes are distributed from Venue Accreditation Offices. A Photo ID needs to be exchanged for the Day Pass before entering the venue.

Competition Venues in a competition mode

Day Passes are available and need to be applied for at the Venue Accreditation Office 24 hours in advance of use.

Competition Venue in a training mode

Day Passes are available and the application needs to be made at the Venue Accreditation Office 24 hours in advance of use.

Handwritten Day Pass is available. The application for handwritten Day Pass will have to be made at the training venues.

5.9.2 Day Pass Application Process

Day pass application must be made at relevant Venue Accreditation Office at least 24 hours in advance by Accredited or registered persons. Before the pass is issued, the requester must present, at the Venue Accreditation Office, an accreditation card or



official document with photo identification (passport) if you are pre-accredited, but not yet validated.

6. Non-Paralympic Village Constituents

6.1 NPC Presidents and Secretaries General

NPC President and Secretaries General will be accommodated at the Swissôtel Beijing. It is a well-appointed international 5-star hotel in prime location with easy access to downtown as well as the airport. It takes 25 minutes to the Beijing Capital International Airport, and 20 minutes to the Olympic Green. As the first accessible-friendly hotel in Asia, a specially designed floor for persons with a disability is available as an added feature. With the latest catering & conference facilities and the heartfelt services, Swissôtel Beijing is able to hold large-scale international events.

Upon their arrival, NPC Presidents and Secretaries General will be transported to the hotel from the airport and their Pre-Valid Cards can be validated either at the airport or printed/validated at the accreditation centre located at the hotel.

6.2 International Dignitaries

According to IPC regulations, International Dignitaries eligible for accreditation include: Sovereigns, Heads of State, Heads of Government, Sport Ministers and other Prominent Government Officials. Each NPC is limited to a maximum of three accredited Dignitaries.

6.2.1 Sovereign / Heads of State / Heads of Government

The Sovereign, Heads of State or Heads of Government attending the Paralympic Games can bring an accompanying guest, an entourage of two people and two security personnel. The Ambassador to China will be accredited only during the period of stay of the international dignitaries.

Transport

BOCOG will provide the delegation of each Sovereign, Head of State or Head of Government with a car (Audi A6 CV 2.0) and a 14-seats van free of charge. One seat in the car will be occupied by a member of the Chinese security staff, and one of the seats in the van will be taken by a visit officer.

Accommodation

The Swissôtel Beijing Hong Kong Macau Centre, Beijing Asia Hotel and the Crowne Plaza Park View Wuzhou Beijing are recommended to international dignitaries. There is no limitation on the number of rooms that can be booked (subject to availability) and no minimum stay.

Ticketing

BOCOG will provide a free ticket to each Sovereign, Head of State or Head of Government for both the Opening and Closing Ceremonies. The same will apply to the accompanying guest.

However, no free ticket will be provided to the entourage, the Security personnel and the Ambassador.

6.2.2 Sport Minister

Each Sport Minister attending the Paralympic Games can bring an accompanying guest.

Each Sport Minister will be provided with a dedicated car (Passat 1.8T). One seat in the car will be occupied by a Chinese visit officer. A free ticket will be provided respectively to the Minister of Sport and accompanying guest for Opening and Closing Ceremonies.

6.2.3 Other Minister/Government Officials

Government ministers responsible for sport or disabled persons development may be

accredited as Other Prominent Government Officials. Each may bring one accompanying guest and will be provided with the same services with the Sport Ministers.

Any government officials immediately below the ministerial level (e.g. vice ministerial) willing to attend the Games may, in exceptional cases, be accredited as Other Prominent Government Official with approval from BOCOG and IPC. These people may also bring one accompanying guest each and attend the ceremonies with free tickets, and they will enjoy T3 service during their stay in Beijing.



7. Sport

7.1 Competition Schedule (see appendix)

7.2 Policy for P in Rowing

Please refer to the Accreditation section 5. 4 “P” Accreditation: New policy for rowing alternate athletes.



8. Classification

Classification during the Beijing 2008 Paralympic Games will be conducted in accordance with the provisions and policies outlined in the Beijing 2008 Paralympic Games Classification Guide.

8.1 Classification Schedule

From August 4, 2008, the NPCs will receive their Classification Evaluation Schedule for PNS (Paralympic New Status) and PRS (Paralympic Review Status) athletes that need to undergo classification evaluation upon arrival in Beijing and the two co-host cities. The Classification Evaluation Schedule will indicate the assessment date, time, session and location. All PNS/PRS athletes are required to arrive at the Beijing 2008 Paralympic Games on 31 August in order to be available for scheduled classification evaluation during the Classification Evaluation Period (1-4 September 2008).

The final Classification Evaluation Schedule will be approved and signed-off by the Chef de Mission during the Delegation Registration Meeting (DRM). With his/her signature, the Chef de Mission will take the full responsibility of ensuring that all PNS/PRS athletes will attend their assessment sessions. Only athletes with an international sport class and sport class status are eligible for qualification to the Beijing 2008 Paralympic Games.

Furthermore, each Chef de Mission can nominate one NPC Classification Protest Authorized Representative per sport where they have at least one athlete participating in the Beijing 2008 Paralympic Games. One person can be a representative in more than one sport.

Some of the responsibilities of the NPC Classification Protest Authorized Representative are as follows:

During Classification Evaluation Period (September 1–4, 2008)

- ✧ To accompany his/her NPC's athletes to Classification venues according to the Evaluation Schedule
- ✧ To lodge a Protest against the NPC's own athletes with a Paralympic New Status (PNS) and Paralympic Review Status (PRS), if required

During Competition Period (September 7-17, 2008)

- ✧ To lodge a Protest against other NPCs' athletes with a Competition New Status (CNS), in accordance with the *Beijing 2008 Paralympic Games Classification Guide*, if required
- ✧ For athletes with Competition Review Status (CRS) and Competition New Status (CNS), the NPC Classification Protest Authorized Representative must be present at the Classification Protest Desk in the Venue after two hours of their athletes' first appearance where he/she will receive the PPS Information Sheet and/or will be informed if a Protest has been lodged and a re-assessment meeting is required.

Finally, if an NPC has not filled in the Classification Protest Authorization Form, the Chef de Mission should nominate the NPC Classification Protest Authorized Representatives during the DRM.

The Athlete Classification Evaluation will take place at the Classification Coordination Centre (including Polyclinic) or at one of the Venue Sub-Centres from September 1-4, 2008.

8.2 Classification Coordination Centre (CCC)

The CCC is located in the Paralympic Village Sports Centre, in the north end of the Residential Zone. The CCC will be open from September 1 to 5, 2008.

Classification Evaluation Schedule

Athlete Classification will be conducted in two sessions each day.

September 1- 4, 2008	Evaluation Session I	08:30 -12:30
	Evaluation Session II	14:30 -18:30

September 5, 2008	Protest Resolution Session I	08:30 -12:30
	Protest Resolution Session II	14:30 -18:30

The CCC will be responsible for overseeing the whole classification process during the Classification Evaluation Period. Classification Evaluation reports will be available on the CCC notice board in the waiting area of the CCC.

A satellite Classification Coordination Centre (CCC) will be operational at the co-host cities of Qingdao and Hong Kong under similar conditions as that of Beijing.

From September 6, 2008, a classification desk will be situated in the Sports Information Centre. The Classification Desk will provide the following services:

- ✧ Communication with Sport Classification Venues
- ✧ Communication with Sport Entries
- ✧ General Classification Information

8.3 Sport Classification Venues

Sport	Classification Location
Archery	Beijing Olympic Green Archery Field
Athletics	CCC/National Stadium/Polyclinic*
Boccia	CCC
Cycling	CCC/Polyclinic*
Equestrian	Hong Kong Paralympic Equestrian Venue / Polyclinic* (Beijing)
Football 5-a-Side	Polyclinic*
Football 7-a-Side	CCC
Goalball	Polyclinic*
Judo	Polyclinic*
Powerlifting	CCC
Rowing	Shunyi Olympic Rowing-Canoeing Park/Polyclinic*
Sailing	Qingdao International Sailing Centre/Polyclinic*(Beijing)
Shooting	Beijing Shooting Range Hall

Sport	Classification Location
Swimming	National Aquatics Centre/Polyclinic*
Table Tennis	Peking University Gymnasium
Volleyball (Sitting)	CCC
Wheelchair Basketball	National Indoor Stadium
Wheelchair Fencing	Fencing Hall of the National Convention Centre
Wheelchair Rugby	Beijing Science and Technological University Gymnasium

*All athletes with visual impairment will undergo classification assessment in the Polyclinic, located in the Beijing Paralympic Village. This also accounts for the athletes with visual impairment competing at the co-host cities of Hong Kong (Equestrian) and Qingdao (Sailing).

8.4 Classification Desk in Sports Information Centre (SIC)

A Classification Desk is situated in the SIC opening on September 6, 2008 and closing on September 17, 2008. The Classification Desk provides the following services:

- ✧ Information concerning the Classification procedures;
- ✧ Communication with Sport Entries and Sport Results regarding any changes to the sport class;
- ✧ Communication with the Competition Venues regarding Classification issues;

9. NPC Assistants and Delegation Liaison Officers

9.1 NPC Assistants

BOCOG is committed to providing NPC Assistants to support each NPC Delegation during their stay in the Village. The NPC Assistants have gone through extensive training in order to be able to provide all assistance NPCs may need in the Paralympic Village, at the Competition Venues and at other Paralympic locations. Their training covered all major operational issues and all important policies and procedures that the NPCs will have to comply with during the Paralympic Games.

The table below shows the allocation of NPC Assistants according to Team size.

Beijing

NPC Team Size	NPC Assistants
1-10	3
11-50	4
51-100	6
101-200	10
201-300	12
301-400	18
≥401	20

Qingdao/Hongkong

NPC Team Size	NPC Assistants
1-5	1
6-10	2
≥11	3

The NPC Assistants will be introduced to Chefs de Mission during Delegation Registration Meetings.

The Chefs de Mission will be required to comply with the following:

- ▶ Each NPC Assistant's shift should last no longer than eight hours
- ▶ Each NPC Assistant should be given at least one day off every seven days
- ▶ Each NPC Assistant, when on duty, should first report to the NPC Assistants office before reporting to the Chefs de Mission. The NPCs should make sure that any assignments given to the Assistants should be related to the Games and their shift time is respected.

9.2 Delegation Liaison Officers (DLO)

In addition to NPC Assistants, BOCOG will provide a Delegation Liaison Officer (DLO) for each delegation. Most of the DLOs are experienced diplomatic officers and have working experience overseas and speak at least one foreign language. They are very enthusiastic about their involvement in the Paralympic Games and eager to serve the NPC delegations.

At the Games time, the DLOs will serve as an additional support team to the NPC Assistants.

Each DLO will be introduced to his / her assigned NPC Chef de Mission at the DRM (together with the NPC Assistants).

10. Ticketing

10.1 Opening & Closing Ceremonies Tickets

All accredited persons eligible to attend the Opening & Closing Ceremonies must obtain a ticket, in addition to their accreditation, to gain access to the Main Stadium.

The Chef de Mission will be responsible to collect the tickets for the Opening & Closing Ceremonies from the NPC Services Center at the Beijing Paralympic Village.

10.2 Sports Tickets

10.2.1 Same Sport Athletes

Same sport athletes have the appropriate type of accreditation to enter into the Athletes Stand of the Venue and require no tickets.

10.2.2 Different Sport Athletes (DSA)

Athletes and NPC team officials can enter a venue as spectators and watch a sport that is different from the one they are accredited for, but will require a complimentary ticket along with their accreditation. Different sports athletes and NPC team officials may sit in any available seat in the spectators' stand on a "first come, first served basis". Distribution of DSA tickets will be done at the NPC services Centre and details will be provided to all Chef de Mission before their arrival in Beijing.

10.3 Prime Event Access (PEA)

For Prime Events, any accredited person who has PEA access code attached to his/her accreditation can enter the competition venue and sit in a designated seating area, while the accredited person who has no PEA access code requires ticket to enter the competition venue.

10.4 Games Time Ticket Purchase

The ticket box office will be located in the International Zone at the Beijing Paralympic Village, where tickets can be purchased during the Games time.

11. Ceremonies

11.1 Team Welcome Ceremony

The Team Welcome Ceremony (TWC) serves as the official welcome for all NPCs participating in the Paralympic Games. It will take place in the amphitheatre of the Paralympic Village, located in the Paralympic Village Plaza.

The TWCs will take place daily from August 30 to September 5, 2008, between 10:00-20:00. BOCOG is expected to complete the TWCs within 48 hours of a team's arrival in the Paralympic Village, so that all teams will be welcomed to the Paralympic Village before the Opening Ceremony.

Each TWC will last 15 to 25 minutes, depending on the number of the participating teams. A maximum of five NPCs may be welcomed per ceremony, as the amphitheatre can accommodate up to 500 persons.

On the day of their TWC, each NPC will have an additional 20% of Guest Passes on top of their daily quota.

All participants of the TWC should gather outside the amphitheatre 15 minutes before the scheduled starting time. The Protocol staff will direct all NPCs attending the TWC and their guests to their seats accordingly.

The TWC will consist of an official welcome speech by the Mayor or the Deputy Mayor of the Paralympic Village, followed by the raising of the NPC flag accompanied by the NPC anthem. After which, the Chef de Mission will be led to the stage by volunteers for the Paralympic Village Mayor to welcome him/her and to present the welcoming gift. The TWC will conclude with a student performance, and upon its completion, the Mayor will invite all guests for a brief reception in the adjacent Reception area.

11.2 Flag Bearer

During the DRM, the NPCs will be given a form to nominate their flag bearer. The flag bearer must be an athlete, and the NPC needs to specify whether he/she is a wheelchair user or not. The form must be returned to the IPC office in the Services Center no later than 6 pm of September 5.

11.3 Opening Ceremony

11.3.1 General Information

The Opening Ceremony for the Beijing 2008 Paralympic Games will take place from 20:00 to approximately 23:00 on Saturday, September 6, 2008, in the National Stadium located within the Beijing Olympic Green Common Domain.

The event consists of an official part according to the IPC protocol, including the delegations parade, the opening speeches, the raising of IPC & Chinese flags, the arrival of the torch and lighting of the cauldron, as well as an innovative artistic programme which will highlight the spirit and vision of the Beijing 2008 Paralympic Games.

11.3.2 Transport

The assembling area for NPC delegations for the Opening Ceremony will be in the Paralympic Village. NPCs will board busses at their designated loading zones. Loading Zone Assistants and NPC Assistants will provide help to facilitate this process.

Specific information about loading zones, loading and departure time as well as transportation for non-marching delegation members will be provided at the Chefs de Mission Meeting on 5 September 2008. The time of departure from the Paralympic Village will be based upon the Chinese Character's Strokes Order in the Athletes'

Parade.

At the conclusion of the Opening Ceremony, buses will be available outside the National Stadium to transport athletes and NPC team officials back to the Paralympic Village.

11.3.3 Post Ceremony

At the conclusion of the Opening Ceremony, the Main Dining Hall within the Paralympic Village will be providing full meal services.

Upon arrival in the Paralympic Village, “grab and go” hot food items and pre-packaged self-service selections of cold menu will be available for the Paralympic Village residents in order to avoid queues in the Main Dining Hall.

11.4 Closing Ceremony

The Closing Ceremony will take place from 20:00 to approximately 22:00 on Wednesday, September 17, 2008. Similar protocol features as those for the Opening Ceremony will apply, yet in a less rigid structure. The event will culminate with a farewell party in a celebratory atmosphere.

11.5 Commemorative Medals and Diplomas

The NPCs will receive a commemorative medal and diploma for each accredited athlete and team official. The distribution of Commemorative medals and diplomas will take place at the Protocol Desk in the NPC Services Centre from September 7 until 17. During the DRMs, the NPC Services staff will schedule an appointment with each Chefs de Mission for the handout of the Commemorative medals and diplomas. Each Chef de Mission will receive all the Commemorative medals and diplomas for his/her delegation and will be solely responsible for the internal distribution. Any missing or wrong diplomas and/or medals should be reported to the relevant NPC



Relations coordinator.

12. Doping Control

12.1 IPC Doping Control Guide

Under the supervision of the IPC, BOCOG will be authorized to implement the Doping Control Program during the Period of the Beijing Paralympic Games, in compliance with the IPC Anti-Doping Code, World Anti-doping Code and its relevant International Standards.

The main objective of the Beijing 2008 Paralympic Games Doping Control Guide is to provide each Athlete, relevant Athlete Support Personnel, National Paralympic Committee (NPC), International Paralympic Sport Federation (IPSF) and the International Federation (IF) with a clear understanding of the applicable rules and specific technical procedures and equipment in relation to Doping Control during the Beijing 2008 Paralympic Games (the “Games”).

12.2 Doping Control during the Games

The Period of the Paralympic Games is defined as “the period commencing on the date of the opening of the Paralympic Village for the Paralympic Games, August 30, 2008 up until and including the day of the Closing Ceremony of the Paralympic Games, September 17, 2008”.

Any athlete who enters the Paralympic Games may be selected to undergo a Doping Control during the Period of the Paralympic Games. Any athlete may be subject to Doping Control on more than one occasion during the Period of the Paralympic Games.

Doping Control includes out-of-competition testing and in-competition testing. Biological specimens collected shall include urine and blood. All samples collected during the Period of the Paralympic Games will be screened for the substances, and

the methods will be taken listed in the WADA 2008 Prohibited List International Standard. Special care has to be taken to the fact that there may be additional substances prohibited in particular sports.

All Athletes competing at the Beijing 2008 Paralympic Games who seek a TUE are expected to have applied to the relevant IF so that the TUE is granted no later than the day of the Opening of the Paralympic Village.

Details on the Beijing 2008 Paralympic Games TUE Management can be found at:

http://www.paralympic.org/release/Main_Sections_Menu/Anti_Doping/TUE/

For those Athletes competing in sports not governed by the IPC, the IPC will require from the applicable NPC to have a copy of the TUE Certificate or corresponding documentation issued by the relevant IPSF/IF available for the duration of the Games. The IPC will recognize TUEs issued in compliance with the WADC by other IPSFs/IFs.

The NPCs are encouraged to be proactive in assisting their athletes to identify what substances they may wish to use, to identify what are the therapeutic alternatives, if appropriate, and to submit forms in a timely and legible manner to the relevant Anti-Doping Organization.

The IPC Therapeutic Use Exemption Committee (TUEC) may not consider forms received after 30 August 2008. However, if any NPC has not applied for a required TUE they are prompted to do so without further delay. Forms are available on the IPC website – <http://www.paralympic.org> → Anti-Doping → TUE and can be retrieved through the IPC Medical & Scientific Department Offices in the Village Polyclinic.

Athletes staying or training in non-Paralympic venues within the territory of China, or elsewhere may also be tested by WADA or other Anti-Doping Organizations directly or through their contracted service providers with a letter of authority from the IPC.

Samples collected by the BOCOG Games Services Department Anti-Doping Division

in China will be analyzed at the Beijing Olympic Anti-Doping Laboratory, which is the WADA accredited laboratory in China. The results of the tests will be provided to the IPC Anti-Doping Committee Chairperson and the Chair of the WADA Independent Observer Team directly from the accredited laboratory. Generally, negative results will be provided within 24 hours and it is expected that results from Adverse Analytical Findings will be provided within 48 hours, with the exception of the EPO test results, which will be provided within 72 hours.

Samples collected outside China may be analyzed at any WADA accredited laboratory as determined by the IPC or the authorized Anti-Doping Organization or WADA. The results of the tests will be provided to the IPC Anti-Doping Committee Chairperson and the Chair of the WADA Independent Observer Team directly from the accredited laboratory.

If an NPC wants to have doping control implemented for confirmation of National or Regional Record during the Games time, a suitable infrastructure for blood and urine sample collection services will be provided by BOCOG. Price for sample collection and analysis of standard urine sample is USD300 per sample. Price for sample collection and analysis of EPO urine sample is USD560 per sample. Price for blood sample analysis depends on the substances or methods to be screened. The procedure is as follows: The NPC fills in the Form of Testing Application for Confirmation of National or Regional Record (which could be found in the Doping Control Stations in the venues and Polyclinic) and submits the Form to the Venue Doping Control Manager. The athlete will be tested in compliance with the technical procedure. The analysis report will be provided by the Laboratory in the NPC's designated way. Positive result will also be provided to the IPC Anti-Doping Commission and WADA. The expenses of doping control shall be paid by the NPC to the Laboratory in the designated ways.



13. NPC Rate Card

The Beijing 2008 NPC Rate Card offers a detailed list of products and services available to assist NPCs' operations during the Beijing 2008 Paralympic Games. The main objective of the Rate Card Program is to provide the NPCs with complete end-to-end services including the ordering, invoicing, payment, procurement, delivery, installation, maintenance, collection and removal of the Rate Card products.

13.1 Ordering Process

Detailed user information and the catalogue can be found in the hard copy of the Paralympic Rate Card Catalogue. Only one designee from each NPC will be authorized to place orders. BOCOG will accept orders submitted by e-mail or fax. The minimum rental period is 18 days from September 2-19, 2008.

- ▶ All orders received after May 31, 2008 will be subject to limited inventory and time.
- ▶ Games-time Order Period is from August 29, 2008 to September 17, 2008.
- ▶ No order is to be received from June 1 to August 28, 2008.

13.2 Payment

All the rental fees and deposits quoted in the Paralympic Rate Card Catalogue are in RMB (Chinese currency), and may be transferred in any of the world major currencies. The total amount of foreign currency received by BOCOG shall be equivalent to the amount payable in RMB. All Bank charges if any are to be borne by the NPCs concerned. To know the applicable currencies and exchange rates, please refer to the official website of Bank of China. <http://www.boc.cn/en/static/index.html>

Games-time orders must be prepaid. Only upon receipt of full payment, the order will be activated.

13.3 Cancellation Terms and Conditions

If an activated order is cancelled, a cancellation fee will be applied. For more details please refer to the Section 3.9 on Page 11 in the Paralympic Rate Card Catalogue.

13.4 Rate Card Services during the Games

During the Games, BOCOG will operate a Rate Card Desk at the NPC Services Centre in Paralympic Village. The staff at the Rate Card Desk will assist with problem resolution. BOCOG will make a limited inventory of Rate Card items available during the Games.

13.5 Difference between Rate Card Item and Free Item

Customers are able to tell whether an item in a room is Rate Card Item or Free-of-charge Item by Rate Card label in green (see the picture attached here). Each technical item is marked with both green label and a unique serial number.



13.6 Check-in and Check-out

Upon arrival at the Paralympic Village, the Chefs de Mission or their representatives are required to confirm, in written form, the acceptance of all Rate Card products and services supplied.

Mobile phones and internet cards need to be collected from the Rate Card Desk at the NPC Service Centre.

Prior to final departure, the Chef de Mission or designee will be required to formally confirm, in writing, that all the rented items have been returned to BOCOG in a



satisfactory condition. If the departure check-out is not completed, BOCOG reserves the right to retain loss and damage deposits. Final account reconciliation is expected by the end of November 2008.



14. Special Importation

14.1 Guns and Ammunition

The entry of the competition guns and ammunition used for the Games shall comply with the laws and regulations concerning the guns and ammunition control of the People's Republic of China. All the entry of the competition guns and ammunition into China shall be approved by the sport administration and public security administration in China. Upon arrival at the Beijing International Capital Airport, the guns shall be transported separately from the ammunition and the individuals. The related parties or persons shall adhere to the regulations concerning the guns and ammunition. The guns and the remaining part of the ammunition shall be re-exported after the Games. For detailed procedures, please refer to *Guide to the Management of Competition Firearms and Ammunition during the Beijing 2008 Olympic and Paralympic Games*.

14.2 Importation of Pharmaceuticals, Drugs and Food Supplements

Medicine carried by the members of the Paralympic Family shall be used personally and directly for Beijing Paralympic Games. The remaining part shall be re-exported in time after the Games. The medicine carried in by the delegation as unaccompanied baggage shall be used only by the members of the delegation. The remaining part shall be re-exported in time after the Games.

According to the regulations concerning the food quarantine of China, certain kinds of food and beverage are prohibited from importation. The inward food and beverage, carried by members of the Paralympic Family and used directly for and within the preparation and hosting of the Beijing Games, shall be released against relevant certificate issued by BOCOG. The food and beverage shall receive the quarantine in advance if necessary according to the relevant regulations.



15. Language Services

The official languages of the Beijing 2008 Paralympic Games are English and Chinese. The Language Services Program will continue to use resources from the Olympic Games to provide the Paralympic Family with the following services:

15.1 Language Services in the Venues

Language Specialists (volunteer interpreters) will be stationed in all competition venues and some of the non-competition venues to assist Paralympic Family members with any language problems they may encounter. (The volunteers for the Paralympic Games will be selected from those who have worked for the Olympic Games).

15.2 Professional Interpretation

Consecutive interpretation will be provided at medalists' press conferences in the venues. Professional interpreters will cover Chinese, English, French, German, Italian, Japanese, Korean, Russian, Spanish and Arabic. A member of the NPC with a medalist may interpret for athletes who do not speak any of the above languages. (The Chief Interpreter responsible for overseeing the professional interpretation of the Olympic Games will also be in charge of the professional interpreters for the Paralympic Games. In principle, the Paralympic Games will continue to use some of the professional interpreters who have worked for the Olympic Games).

15.3 Translation

The translation supplier, Yuanpei Translation Company, will be responsible for translation services for the Paralympic Games. Each NPC delegation may submit their translation requests to the Venue Language Managers, who will forward the request to the translation supplier to do the translation. The delegation is required to pay for the

translation services according to the price quoted by the supplier.

15.4 Multilingual Switchboard

A multilingual switchboard will provide telephone interpretation services for the staff and delegation members of the Paralympic Games. The multilingual switchboard will operate on a 24-hour basis, but it will not provide any information service. (The multilingual switchboard is located in the Beijing Foreign Studies University).

16. Security

16.1 Security at Competition and Training Venues

The public security authorities of Beijing will provide 24-hour security service at all competition venues and training venues. At the same time, there will be security service volunteers stationed in and outside the venues to ensure your safety.

Physical barriers (double fencing and guardrails) are set up around the perimeter of all competition and training venues (clusters).

For increased security, alarm systems and closed circuit TVs will be installed along the perimeters and in public areas of the venues

Security measures at the entrance of the Paralympic venues include security screening for persons, vehicles and tickets. No person or vehicle is allowed to proceed without proper accreditation or undergoing the security check.

Emergency Report Stations located in the venues provide security advice and security emergency services for clients, should a security breach arises.

Prohibited and Restricted Articles in the Venues

Prohibited articles include: guns, ammunition and explosives; crossbows, knives, replica guns and other articles, which are controlled under Chinese laws; combustible or explosive items such as fireworks, petroleum and alcohol; Toxic, corrosive and radioactive chemicals; harmful biological agents, epidemic pathogens and other dangerous organisms; heroin, cocaine, marijuana, methylaniline (ice) and other narcotic and psychotropic drugs; other articles that are listed as prohibited items under Chinese laws and regulations.

Restricted articles include: fragile articles and containers such as bottles and glasses, thermo-bottles and boxes; soft-packed and canned drinks, especially alcoholic drinks;

an excessive amount of food that can be used for throwing or food that can disrupt the competition (such as a large quantity of fruit or eggs); banners and slogans in any form, including but not limited to publicity materials for businesses, religious and/or political purposes; vehicles other than strollers and wheelchairs, including but not limited to electronic bicycles, motorcycles, bicycles, skate boards, etc.; animals (except animals used for service, such as guide dogs); musical instruments, including musical instruments for performance, whistles, trumpets, drums, etc.; bats, long sticks and sharp-edged objects, which may cause injury to others; balls, rackets, frisbees and similar items; large suitcases or handbags which may cause obstruction in the seating area; flags from countries or regions that are not participating in the Paralympic Games; flags larger than 2m × 1m; flag poles longer than 1m; any unauthorized professional video equipment and supporting racks for cameras and video cameras; unauthorized items such as radios, laser equipment, sound amplifying equipment, walkie-talkies and other radio equipment; other items that may breach venue safety.

16.2 Road Safety

In China, people drive on the right hand-side of the road. It is extremely dangerous to get out of or in the car from the left-side if the vehicle is parked on the side of the road.

Motor vehicles and non-motor vehicles must stay in lane, and pedestrians must walk on the pavement. If there is no pavement, pedestrians must keep to the side of the road. Cyclists should refrain from riding their bikes on the pavement or across zebra crossings.

Pedestrians should use zebra crossings, underpasses and pedestrian overpasses when crossing roads. It is forbidden for pedestrians to enter motorways or main ring roads.

All drivers must possess a Chinese driving license or a temporary driving permit. Foreign and international driving licenses are not applicable in China.

16.3 Security Notices

Emergency numbers:



Police: 110

Fire: 119

Traffic Accident: 122

Ambulance: 120 or 999



17. Technology

17.1 NPC's Own Mobile Handsets

- ▶ Bringing a private GSM mobile telephone to China and using China Mobile Network (The official mobile Partner for the Beijing Olympic Games and Paralympic Games)

The NPCs wishing to bring their own GSM-compatible mobile handsets to China may purchase one of the various pre-paid or post-paid connection packages available in the Rate Card Catalogue. The NPCs should note that if a GSM mobile handset is brought to China, the accessories for the handset should also be brought, as it may be difficult to purchase the compatible items in China.

- ▶ Bringing a private GSM mobile handset to China and using an operator in their home country (Roaming)

The NPCs wishing to bring their own GSM-compatible mobile handsets and still using their home operators' services are recommended to roam onto the China Mobile network. To obtain this service, the customer's roaming service must be activated through a home mobile operator, and a roaming agreement must exist between the home operator and China Mobile.

Customers will be charged in accordance with the roaming-applicable tariffs (may include both incoming and outgoing calls) agreed between their home operator and China Mobile. This may be much more expensive than the Rate Card packages recommended by BOCOG.

BOCOG recommends that the NPCs use the China Mobile's GSM network. CDMA users can still have a roaming service in China, but their local CDMA operator must reach a roaming agreement with a Chinese CDMA operator. BOCOG has no obligation to guarantee the service level for non-sponsor mobile services.

17.2 Handsets Provided by BOCOG

For each NPC, which has athlete participating in the Beijing 2008 Paralympic Games, each delegation will receive two set of Sumsung Mobile phones with 600 RMB credit.

17.3 Internet

17.3.1 Wireless Internet Connections

Wireless Internet connections are available in 4 areas in the Beijing Paralympic Village as below:

- ✧ 7 Resident Centres
- ✧ The Village Club
- ✧ Media Centre
- ✧ Café and Chinese Tea House

17.4 Internet Access through Rate Card Services

The NPC can access Internet via the following Rate Card Services:

- ✧ Internet Access- GPRS Service

The China Mobile's GPRS network can provide Internet access to the NPCs who use GSM/GPRS 900/1800 dual frequency bands. The network provides nation-wide coverage to nearly every city and rural area in China's Mainland. The NPCs can access the Internet wherever there is China Mobile GPRS coverage. The requirements for this service are a mobile phone that supports GPRS and Internet functions or a computer with a GPRS Internet network interface. The GPRS rate card package provides free rental (deposit required) of a GPRS network interface for laptop computers.

The Internet Access services over PSTN, ISDN, ADSL and leased line are provided

by China Netcom, the official fixed line Partner for the Beijing Olympic Games and Paralympic Games.

✧ Internet Access – PSTN Service

The service provides simple and direct access to the Internet with one free email box and internet usage with unlimited flow within the rental period. A modem is not included. A regular business line or five-digit Olympic/Paralympic Network line with local/national access must be ordered separately. The highest speed is 56Kbps.

The service is not available in Hong Kong.

✧ Internet Access – ISDN Service

The service provides access to the Internet at 64Kbps or 128Kbps. A basic ISDN line shall be ordered separately, which will provide two communication channels that can be used separately or simultaneously for voice, data transmission or Internet access. The rental price includes one free email box and internet usage with unlimited flow within the rental period. An ISDN network interface card is required.

The service is not available in Hong Kong.



18. Press Operations

18.1 INFO 2008

INFO is an intranet system used by members of the Paralympic Family, especially accredited media. It is also the platform for the release of all the pre-Games information and PNS Games-time reports. All information will be presented both in English and Chinese.

To help accredited media achieve the fullest coverage of the Games, PNS will organize a database with background information of Paralympic Games biographies for all competitors and historical information of Paralympic sports and disciplines.

Records Catalogue will be provided for the first time on INFO system for Beijing 2008 Paralympic Games, which includes the historical records of the following seven sports: Archery, Athletics, Cycling Track, Powerlifting, Rowing, Shooting and Swimming.

18.2 Games-time Operation

During the Games, PNS will provide diverse reports including previews, reviews, flash quotes, press conference highlights and media communications from competition venues and non-competition venues, which will keep media informed about the progress of the Games. PNS is also responsible for a speedy and accurate distribution of printed results and news reports to the pigeonholes in the Main Press Centre and venue media centres.

The PNS reporting teams generate all Games related reports and send them through INFO Content Management System (ICMS) to PNS central editorial desk for editing and publishing.



19. Transport

19.1 Carpool Services and Operations

19.1.1 Operation Hours

24 hours transport service will be available from August 30 to September 20, 2008.

19.1.2 Transport Service Scope

T3 Vehicle will be allowed to drive to any Paralympic destinations inside the sixth-ring road and appointed venues outside the sixth-ring road.

19.1.3 Service Principle

T3 on-demand service will be provided on the following destinations without reservations: all competition venues, Paralympic Village, Paralympic Family Hotel, and Beijing Capital International Airport etc. Clients can receive T3 reservation service on Training venues, other official accommodation sites and reception hospitalities. And T3 reservation service should be booked prior to 6 hours. The service can not be guaranteed if the clients make a reservation less than 6 hours in advance.

T3 transport service only provides one-way service without waiting service.

19.1.4 Call Centre

To meet the T3 clients' reservation requirement, T3 call centre will be set up for receiving and processing the clients' reservation requirements by BOCOG. In the same time, T3 call centre will also provide language support and Found & Lost service.

T3 call centre will be operated from August 30 to September 20, 2008, and provide

24hrs reservation service.

19.2 Transport Service for Athletes & NPC Team Officials not Residing in the Paralympic Village

BOCOG will NOT provide transport service for Athletes and Team officials not residing in one of the Paralympic Villages. In order to be transported to the venues, they must go to the Paralympic Villages and use the dedicated athletes' transportation system.

19.3 Public Transport

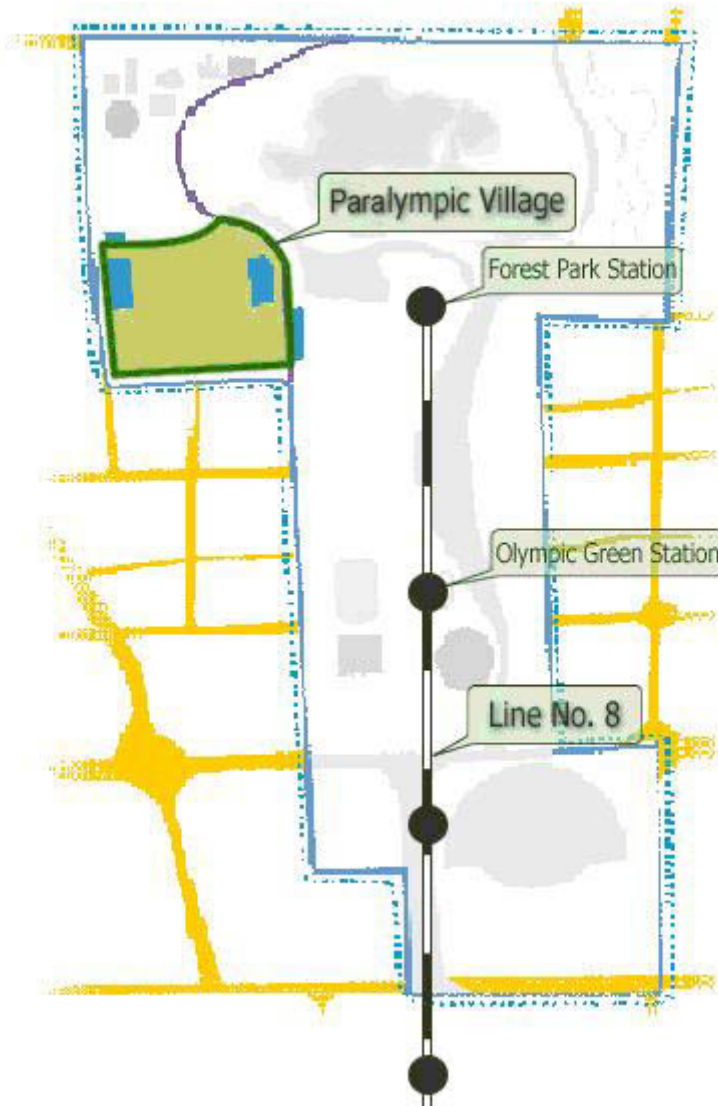
Free public transport will be available for all the accredited clients and spectators with tickets from July 20 to September 20, 2008.

19.3.1 Paralympic Bus Lines

34 Paralympic Bus Lines will be available in Beijing during the Games time.

19.3.2 Subway

Subway Lines No.1, No. 2, No. 5, No. 8, No.10, No. 13, Batong Line, Airport Line will be in operation during the Games time. The Forrest Park Station of the line No. 8 is near to the PLV.



19.3.3 Taxi Ranks will be Set up around the PLV.



20. Intercity Transport Services

20.1 General Arrival/Departure Policy to the Co-host Cities

The policy for the NPCs' arrival/departure to/from the co-host cities is the same as that of the NOCs.

BOCOG will provide support grant to subsidize the international travel expenses for the NPC delegations (from their nominated embarkation point to Beijing and back). According to the policy previously communicated to all NPCs, Beijing is the only disembarkation point considered in fare calculation. Thus, the NPCs are responsible for making the necessary arrangements to get their delegation members to any other Chinese cities including Hong Kong and Qingdao.

20.2 Travel Policy for Opening Ceremony

BOCOG will provide transport services for sailing teams in Qingdao to attend the Opening Ceremony on September 6 in Beijing and back to Qingdao on September 7. While in Beijing, they will be accommodated in the Beijing Paralympic Village together with their delegations.

As for the Hong Kong based athletes and NPC team officials, since the competition will begin at 7:00 a.m. on September 7, BOCOG and FEI share the same view that it is almost impossible for equestrian teams to attend the Opening Ceremony in Beijing. Thus, no transport services will be provided for equestrian teams to attend the Opening Ceremony. In case there are some NPCs that would like to attend the Opening Ceremony, BOCOG will deal with the issues case by case.

20.3 Travel Policy during Competition Period

The Competition Period Travel Policy for the NPCs is the same as that of the NOCs.

✧ From Hong Kong to Beijing

BOCOG will provide 3 economy class round-trip air tickets for each NPC with equestrian athletes to travel between Hong Kong-Beijing. The internal allocation of the tickets is the NPC's responsibility.

The persons with these tickets will be accommodated in the Beijing Paralympic Village together with their delegations as long as their accreditation gives them access to the Village.

✧ From Beijing to Hong Kong

BOCOG will provide 3 economy class round-trip air tickets for each NPC with equestrian athletes to travel between Beijing-Hong Kong. The internal allocation of the tickets is the NPC's responsibility.

The policy for the accommodation of the persons using these tickets is currently being finalized by BOCOG and will be finalized and communicated to NPC before their arrival in Village.

The NPCs may use the 6 tickets for one route only or combined routes at their own discretion (an NPC may use 6 tickets from Hong Kong to Beijing or 4 from Hong Kong to Beijing and 2 from Beijing to Hong Kong for example)

✧ For sailing teams in Qingdao

No transport services will be provided by BOCOG. The NPCs are responsible for making the transport arrangements between Beijing and Qingdao and/or Qingdao and Hong Kong.

20.4 Travel Policy for Closing Ceremony and Post Competition

BOCOG will provide transport services for sailing teams in Qingdao to attend the Closing Ceremony on September 17. They will be accommodated in the Beijing

Paralympic Village together with their delegations.

As for departures, no transport services will be provided from Beijing back to Qingdao. For those who have to return to Qingdao, BOCOG will deal with the issues case by case.

As for the Hong Kong based athletes and NPC team officials, BOCOG will provide transport services for them to come to Beijing on September 14, when the Hong Kong Paralympic Village is officially closed. In Beijing, they will be accommodated in the Beijing Paralympic Village together with their delegations as long as their accreditation gives them access to the Village.

After their participation in the Closing Ceremony, according to our surveyed data, most athletes and NPC team officials will depart from Beijing together with their delegations. For those few who would like to go back to Hong Kong after the Closing Ceremony, BOCOG will provide transport services. Since the Hong Kong Paralympic Village is officially closed on September 14, the NPCs are responsible to arrange their own accommodation when they are back in Hong Kong



21. Insurance

21.1 Medical Insurance

BOCOG, in conjunction with relevant government agencies, is responsible for the provision of free of charge hospital care to certain categories of Paralympic Family members*.

The benefits of this coverage include:

- ▶ Free treatment in a hospital that is part of the designated Paralympic Hospital Network, equivalent to that of a public patient in a public hospital
- ▶ Free emergency and outpatient services in a hospital that is part of the designated Paralympic Hospital Network, equivalent to that of a public patient in a public hospital
- ▶ Free medication during the hospital stay, equivalent to that of a public patient in a public hospital

This coverage is for acute illnesses and injuries and emergencies occurring during their stay in Beijing and the co-host cities for the Paralympic Games.

The period of coverage for the accredited members of the Paralympic Family will start with the opening of the Paralympic Village on August 30 and end with the closing of the Paralympic Village on September 20, 2008, with special consideration given to the IPC staff, Games Officials and Chefs de Mission and their assistants who may arrive on/after August 28 to set up team accommodations within the Paralympic Village. Outside of this period, it is advisable that all members of the Paralympic Family carry private health insurance to cover potential health care expenditures, including ambulance transport and hospitalization.

Furthermore, private health care provision and private consultations, outside the

aforementioned arrangements are at the expense and risk of the individuals.

*NPC categories that are covered include: NPC, Aa, Ab, Ac, Ao, Am, As and O.

21.2 Property Insurance

BOCOG has purchased property insurance for its own or rented property or materials, but not including luggage, property and equipment of the NPC or NPC delegation members while:

- ✧ In transit to BOCOG
- ✧ In transit to a venue or the Paralympic Village
- ✧ In use during training and competition
- ✧ Being used or stored at a venue, hotel or at the Paralympic Village

The NPCs should ensure that they have adequate insurance to cover any loss or damage to luggage, property and equipment either while in transit to Beijing or while in use or in storage.

BOCOG recommends that the NPCs purchase at a minimum the following classes of property insurance:

- ▶ Transit insurance covering all luggage and equipment transported to China for the Paralympic Games
- ▶ Insurance for loss or damage to any property owned by the NPC or the NPC delegation member whilst in use, in storage or in transit for the Paralympic Games
- ▶ Insurance for loss or damage to any Rate Card goods used by the NPC

21.3 Public Liability Insurance

BOCOG has purchased public liability insurance to cover all third parties, including the NPCs. This insurance offers financial protection against any lawsuits brought

against BOCOG, which may result from persons being injured or their property being damaged through the negligent acts of the BOCOG.

BOCOG recommends that the NPCs purchase General or Public Liability Insurance including Sport Participants Liability coverage to protect their organization, employees/volunteer staff and athletes/NPC team officials against law suits which may occur from their actions while visiting China.

For the NPCs that will be operating in the Sailing and Rowing events, BOCOG recommends that the NPCs purchase Protection and Indemnity Insurance (Marine Public Liability Insurance). Such insurance should cover all participants, including athletes in the Sailing and Rowing events and coach boats for the same.

The NPCs who have their own medical professionals treating their own athletes and other NPC athletes (provided that the NPC has obtained the consent to do so from the other NPCs) should also consider purchasing Professional Indemnity/ Medical Malpractice Insurance. If medical professionals hold their own medical malpractice insurance, they should ensure that it covers the treatment in China.

BOCOG does not provide medical and practice insurance for the NPC health professionals.

21.4 Motor Vehicle Insurance

All vehicles provided by BOCOG car fleet or through the Rate Card program are insured under a comprehensive insurance policy.

For the NPC rented or own cars, the NPC has to ensure that relevant Motor Vehicle Material Damage and Liability Insurance coverage has been taken out.



22. Health Care Services

22.1 Hospital Services

The athletes requiring hospital treatment in Beijing will be transferred to the China-Japan Friendship Hospital, which is less than 10-minute drive from the Paralympic Village. Members of the Paralympic Family requiring hospitalization will be treated in the Chinese Academy of Medical Sciences Peking Union Medical College Hospital, which is less than 20 minutes' drive from the Paralympic Family Hotel. Spectators requiring further treatment will be taken to the most clinically appropriate Paralympic hospital or the nearest qualified hospital. If clinically necessary, the patients will be transferred to the Beijing Bo Ai Hospital for professional rehabilitation.

22.2 Orthotic, Prosthetic and Wheelchair Repair Services

▶ Orthotic, Prosthetic and Wheelchair Repair Centre

An Orthotic, Prosthetic and Wheelchair Repair Centre will be set up in the Beijing Paralympic Village. This centre will provide services through a fully equipped maintenance workshop. It will operate from August 30 to September 19, 2008. Opening hours will be from 7:00 to 23:00.

▶ Repair Stations

Repair services will be provided at specific locations in dedicated competition venues and will be fully equipped with sufficient technical personnel. Personnel will provide basic repairs and spare parts when necessary to facilitate athletes' readiness for competition.

Wheelchair repair service (only) will be provided at:

- ✧ Olympic Green Tennis Court (Wheelchair Tennis)
- ✧ National Indoor Stadium / Beijing Science and Technology University

Gymnasium (Wheelchair Basketball)

- ✧ Beijing Science and Technology University Gymnasium (Wheelchair Rugby)
- ✧ Fencing Hall (Boccia)
- ✧ Fencing Hall (Wheelchair Fencing)

Orthotic, prosthetic and wheelchair repair services will be provided at:

- ✧ National Stadium (Athletics)
- ✧ Peking University Gymnasium (Table Tennis)
- ✧ Laoshan Velodrome (Cycling - Track)
- ✧ Ming Tombs Reservoir Road (Cycling - Road)
- ✧ Olympic Green Archery Field (Archery)
- ✧ China Agricultural University Gymnasium (Volleyball Sitting)

22.3 Mobile Services

Mobile service units will provide limited services for Orthotic, prosthetic and wheelchair repair in specific venues where there is no repair station.

23. Environment

“Green Olympics/Paralympics” is one of the three themes of the Beijing 2008 Olympic/Paralympic Games. BOCOG has firmly understood the environment challenges in preparing for and staging the 2008 Paralympic Games and is firmly committed to:

- ▶ Integrate the sustainable development policy of environmental protection, natural conservation and maintaining ecological balance into Olympic/Paralympic engineering construction, marketing development, procurement, logistics, accommodation, catering and other large-scale events and minimize the adverse impact on environmental and ecological systems.
- ▶ Fully support the Beijing municipal government to consolidate the development of environmental protection infrastructure, improve ecological environment of Beijing City as well as enhance the ongoing coordinative development of economy, society and environment.
- ▶ Develop communication and education on the environmental protection, encourage participation of the public in environmental protection and raise public awareness of environment through the extensive influence and power of the Games.

In order to achieve the above commitments, BOCOG will strictly comply with national and local environmental legislation, regulation and standards, apply for the innovative environmental management system, and make effort to meet the requirements of environment protection.

In compliance with ISO14001, BOCOG will establish its Environmental Management System, well publicize its performance of implementing “Green Olympics /

Paralympics” and report BOCOG’s contribution and achievement to the public.

Athletes can only achieve high-standard performances under good circumstances. To ensure a satisfying circumstance for 2008 Olympic/Paralympic Games and to improve the environment of Beijing, comprehensive and intensive measures have been put into action by the Beijing Municipal Government and BOCOG.

The main objective of the Beijing Municipal Government is to ensure that Beijing’s air quality is good during the Beijing 2008 Olympic/Paralympic Games and meet the national standards and WHO guideline values. For that, the Beijing Municipal Government will commit itself to improve the air quality in the whole year. It has invested 12.2 billion U.S. dollars (RMB 100 billion) from 1998 to 2007 in environmental protection projects to optimize the energy structure, including:

- ▶ the annual consumption of natural gas up to 4-5 billion cubic meters;
- ▶ vehicles being subject to the third stage (Euro III) of the national emission standards;
- ▶ the city’s planting three green barriers with the forest coverage rate reaching 50%;
- ▶ a number of newly built sewage disposal plants to manage 90% of municipal sewage;
- ▶ a number of newly built waste disposal plants to allow the safe disposal of 98% of municipal solid waste.

Over the past five years, the Beijing Municipal Government has gone all out to prevent and control air pollution, focusing on particle pollutants; actively initiated and carried out other tasks related to environment protection; and strengthened the ecological protection and construction with significant progress achieved in urban infrastructure construction; and industrial restructuring.

According to data from the Report on the State of the Environment in Beijing released over the past years, the average levels of four pollutants- sulfur dioxide, carbon monoxide, nitrogen dioxide and suspended particles - in the air fell by an average of

13.8%, achieving a significant improvement in the environmental quality. Medical services, the public's living standards and living environment are constantly improved. The average life expectancy of Beijing residents in 2006 reached 80.09 years.

During the Games, in order to protect the environment, participants will be appreciated to do as follows:

- ▶ Comply with local legislation, regulation, relevant ordinances;
- ▶ In any case, to not throw rubbish (bottles, eating leftover food, packaging, old tires, damaged bicycle parts, etc.), to not discard them in the stadium, court or in the locker room; they should be thrown into the garbage bins, or bringing home; recycle and reuse glass and cans;
- ▶ Conserve water by using it in a multiple way. When having a bath or a shower, to not leave water flowing away all the time: turn off the tap while using soap;
- ▶ Respect and protect flora and fauna etc.;
- ▶ When necessary, turn off lamps or other electrical equipments timely;
- ▶ In any circumstances, not to discard any broken or damaged outfits (shoes, clothing, non-biodegradable synthetic floors and all kinds of accessories) in the stadium or in the natural environment, deal, renovate, or recycle them properly with professional companies;
- ▶ Esteem the local residents, their living style and customs, understand the local customs, cultures and beliefs. If doubt the route selection, please consult the local residents;
- ▶ To not discharge wastewater directly into the natural environment. Use the sewage treatment facilities, septic tanks or toilets which are cleaned regularly.



24. Departures

24.1 Departure Information

Prior to arrival in China, BOCOG requests departure details be submitted with the Arrival and Departure Forms, to enable BOCOG to plan efficient departures from the Paralympic Village.

Each NPC is required to provide confirmation of, or updated departure information at the Arrival and Departure Office in the NPC Service Centre, from August 28.

24.2 Departure during the Paralympic Games (until September 17)

During the Paralympic Games, direct bus connections with the Beijing International Airport terminals will be available for departing members of the NPC delegations.

BOCOG recommends that the athletes and NPC team officials depart from the Paralympic Village at a minimum of 4 hours prior to the aircraft departure time for international and domestic flights.

Details will be available at the Arrival and Departures Office within the NPC Service Centre.

24.3 Departure from the Paralympic Village

Before any delegation member of the NPC moves out, NPC Services will organize NPC Chef de Mission or the designee(s), to physically walk through and check in detail every single dwelling the NPC has been allotted to, with BOCOG representatives from Village Accommodation, Technology, Rate Card, and Logistics.

Every finding is discussed and noted down in a final document, where the liability is to be assumed by the NPC or by the BOCOG. If agreement is not reached, the IPC

may be involved in the negotiations.

A detailed inventory of each dwelling is mutually signed, legally acknowledging the hand-over and take-over, after which BOCOG may not return to the NPC with further claims.

In case the NPC accepts liability for damages/losses, BOCOG will ask the NPC to pay by deducting the payment from the balance of Support Grant based on the damage price lists.

24.4 Off Airport Processing in the Paralympic Village (September 18-20)

In order to facilitate the departure of the Athletes and NPC team officials living in the Paralympic Village, BOCOG will provide Off-Airport Process service (OAP). The OAP team will be responsible for coordinating the OAP operation with all the relevant Functional Areas of BOCOG and relevant authorities and agencies of Civil Aviation. Prior to the OAP operation period, The OAP team will contact each Chef de Mission to introduce and discuss the details of OAP operating procedure.

The OAP service will be provided to all athletes and NPC team officials living in the Paralympic Village.

Service Period: the next 3 days after the Closing Ceremony of the Beijing 2008 Paralympic Games.

Operation Procedures:

The Chefs de mission or representatives are responsible for providing the OAP Team with a list of delegation members planning to participate in the OAP prior to a designated time. The list should contain the following information:

- ✧ Name of Traveling Person
- ✧ Delegation

- ✧ Location in the Village
- ✧ Date of Departure
- ✧ Airline Code and Flight Number
- ✧ Anticipated Number of luggage with each person to be checked in.

The OAP Team will issue boarding cards and luggage tags, and deliver them to Chefs de Mission or representatives.

The boarding gates will not be printed on the boarding cards. The Airport Venue Team will inform the delegations their boarding gates at the airport.

The OAP team will notify the Chefs de Mission or representatives the location of luggage collecting area.

8-24 hours prior to the departure (the OAP Team will notify the Chefs de Mission or representatives the specific time) , all the delegation members participating in the OAP must be present at the luggage collecting area with their passport, boarding card, luggage tags, and all the luggage that need to be checked in.

Chefs de Mission or representatives need to inform the delegation members that the luggage tags should be stuck on the luggage under the guidance of the OAP Team.

If the luggage number increases, the Chefs de Mission or representatives are strongly recommended to inform the OAP Team prior to luggage collection in order to avoid any confusion or delay.

In case that the luggage number is smaller than the number provided before, the superfluous luggage tags must be returned to the OAP Team.

Chefs de Mission or representatives should sign the guarantee report to guarantee that the luggage contains no items against airline safety regulations and the Customs rules.

All luggages will be weighed prior to loading.

If there is luggage containing items which need to be declared to the customs, the

owner must take the luggage to the airport to do customs declaration and afterwards check in the luggage.

Guns and ammunition need to be declared to the customs at the airport, and afterwards to be checked in.

In case of suspect articles found in the luggage, the OAP Team will inform the Chefs de Mission or representatives. The Chefs de Mission or representatives must inform the owner to unfold the luggage for checking when he/she arrives at the airport.

Any modification of operating details will be notified to the Chefs de Mission or their representatives in time.



25. Appendices



25.1 Paralympic Village Map



25.2 Paralympic Village Logistics Work Sheet



残奥村货物运入工作单 PLV CARGO MOVE-IN WORK FORM

代表团名称 NPC Name:	代表人 Representative:	货代名 Forwarder Name:
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联系人 Contact Person:	电话/传真/电邮 Phone/FAX/E-Mail:
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货物信息 Cargo Information

卡车运入 By Truck <input type="checkbox"/>	集装箱运入 By Container <input type="checkbox"/> X 20' <input type="checkbox"/> X 40'
---	---

车牌号 Vehicle NO.:	集装箱号 Container NO.:
---------------------	------------------------

运入时间 Expect Move-In Time:	总毛重 Total G/W:	总体积 Total Volume:
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服务需求 Service Request	货物直接入办公室 To Fuction Room Directly <input type="checkbox"/>	落柜暂存 Unload Container for Temp Storage <input type="checkbox"/> X 20' <input type="checkbox"/> X 40'	货物入NPC库区 To NPC Store Area <input type="checkbox"/>
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超大, 超重货物描述 Oversize, Overweight Iterms (if you have) (>50kg/package or >100x100x100cm/Package)

G. W. /Dim. /Pcs.

G. W. /Dim. /Pcs.

G. W. /Dim. /Pcs.

残奥村物流团队联系资料 Mr. Zhang Wei Tel: 66616903, 13426341346 Email: olv16@beijing2008.cn
 PLV Logistics Team Contact Information: Mr. Michael Pan Tel: 13911993597 Email: panqihong@beijing2008.cn

以下由村物流团队填写 Filled by PLV Logistics Team Below

村物流服务主管意见 Approval by Logistics Manager Yes No 签字:

完成情况 Accomplishment

Time 时间	Name 物品 名称	Individual Qty. 个体总数	Qty. per Case 包装数	Case Qty. 总箱数	Case Dimension (cm) 外包装尺寸 (厘米)			Total Vol. (CBM) 总体积 (立方米)	From 来源	Storage Location 存放地点	Remark 备注
					L 长	W 宽	H 高				
to											
to											
to											
to											
to											
to											
to											
to											

村物流主管签字:
Village Logistics
Mgr. Signed

物流助理签字:
Asst. Logistic Mgr.
Signed

客户签字:
Client Signed



25.3 Paralympic Village Damage List

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Indoor floor and ground project	Light color floor tile skirting board		m ²	¥1,716
	800*80 gray floor tile (800*800 cream-colored floor tile)		m ²	¥1,254
	White 300*600 (floor tile for toilet)		m ²	¥1,164
	300*300 (300*300 cream-colored floor tile)		m ²	¥1,068
	300*300 floor tile (floor tile for toilet)		m ²	¥1,116
	Wood floor board (with foam pad)		m ²	¥1,140
	Wood skirting board H=80		m ²	¥2,036
Indoor sunshade project	White latex Paint for sunshade		m ²	¥218
	Plasterboard, white latex Paint		m ²	¥708
	Strip suspended aluminium ceiling		m ²	¥1,152
Indoor wall and cylinder project	White latex Paint		m ²	¥272
	Door entry and inside door		Pair	¥4,680
	Three in one lock with magcard, key and cipher		Unit	¥4,000
	Hold hand lock		Unit	¥600
	Replacement of key		Unit	¥200
	A set of key (three keys)		Set	¥600
	Stair well handrail		m	¥12,280
	Hollow glass		m ²	¥468
	Hollow window blind glass		m ²	¥828
	Hollow window blind glass		m ²	¥2,304

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Window and door project	Hardware for inward tilt-turn windows		Set	¥1,170
	Hardware for inward casement windows		Set	¥ 702
	Hardware for tilt turn window		Set	¥1,098
	Hardware for outward opening window		Set	¥ 306
	Hardware for face to face window		Set	¥1,296
	Hardware for one direction door		Set	¥2,088
	Hardware for double direction door		Set	¥3,258
	Hardware for exalting push-and-pull door		Set	¥4,626
	Door screen, window screen		m ²	¥ 72
	Invisible door screen, window screen		m ²	¥ 360
	Rolling curtain for window and door		m ²	¥4,320
	40 width sand steel veneer frame (regula for sun penetrating window)		m	¥ 420
	12 toughened glass (tempered wired glass for sun penetrating glass)		m ²	¥2,784
	Black marble elbowboard		m	¥1,802
	Ventilator		m	¥1,350
	Bridge-cut aluminum alloy window frame		m ²	¥ 864
Energy saving lawn lamp Φ120~150 23W Embedded indoor suspended ceiling		Set	¥ 494	
Quartz slanting rays lawn lamp Φ80 50W Entry hall, meeting room,corridor, embeded suspended ceiling above wine cabinet		Set	¥ 356	
Energy saving fog-resistant lawn lamp Φ150 23W Embed type installation for entry hall		Set	¥ 512	
Ceiling lamp, balcony		Set	¥ 786	

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Indoor electric project	Ceiling lamp, bedroom, elevator hall, staircase		Set	¥ 854
	Water-resistant electric outlet with security gate (W) 250V 10A		Unit	¥ 150
	Combination electirct outlet (security type) 250V 10A		Unit	¥ 100
	Water-resistant electric outlet for razor (security type) 250V 10A		Unit	¥ 454
	Water-resistant security type electric outlet with switch 250V 10A Toilet, storeroom		Unit	¥ 168
	Single connection single control hidden switch 250V 10A		Unit	¥ 72
	Double connection single control hidden switch 250V 10A		Unit	¥ 88
	Three connection single control hidden switch 250V 10A		Unit	¥ 108
	Toilet exhaust fan 300*300		Unit	¥ 904
	Indoor ventilation outlet port		Unit	¥ 870
	LED waist line lamp		m	¥ 1,150
	Supervision and alarm system	Double bore panel (including module)		Unit
Singel bore panel(including module)			Unit	¥ 108
Button for exiting door of house and doorbell			Unit	¥ 110
Urgent button			Unit	¥ 230
Magnetic door detector, magnetic window detector			Unit	¥ 186
Acousto-optic warning indicator			Unit	¥ 456
Temperature controller for coil pipe of blower fan			Unit	¥ 1,200
Intelligent smoke susceptible and temperature susceptible detector			Unit	¥ 360
Digital color public doorway visual-speaking system			Unit	¥ 15,652

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
	Color hanging handfree indoor visual-speaking system		Unit	¥7,568
Toilet	Bathroom stool	Width:400mm, Depth:400mm, Height:450mm	Unit	¥359
	Washbowl		Group	¥4,560
	Closestool		Set	¥8,130
	Closestool washer		Set	¥2,880
	Shower set		Suit	¥6,248
	Floor drainer	DN50	Unit	¥344
	Mirror glass (Mirror in toilet)		m ²	¥890
	Toilet paper holder		Unit	¥510
	Bath curtain rod (track)		Set	¥1,072
	Towel rack		Set	¥1,090
	Bath towel rack		Set	¥2,066
	Clothes-hook		Set	¥654
	Stainless steel rack in toilet for the disabled		Set	¥5,208
Cabinet for washbowl in toilet		Unit	¥7,826	
	Single bed	Length:2000mm, Width:1000mm, Height:300mm	Unit	¥1,260
	Mattress	Length:2000mm, Width:1000mm, Height:200mm	Unit	¥420
	Lockable nightstand	Length:450mm, Width:430mm, Height:450mm; the door of wardrobe with U- shaped door pull	Unit	¥215
	Two-door wardrobe	Length:700mm, Width:600mm, Height:2000mm;	Unit	¥840

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Bedroom of apartment building	Four-door wardrobe	Length:1403mm, Width:600mm, Height:2000mm;	Unit	¥1,440
	Wall mirror	Length:1600mm, Width:600mm;	Unit	¥239
	Bed extension	Length:400mm, Width:1000mm, Height:500mm; Soft cushion, Thickness:200mm	Unit	¥359
	Bed sheet	2000*2800mm		¥93
	Bed pad	1000*2000mm		¥79
	Quilt	1500*2600mm		¥118
	Quilt cover	1600*2300mm		¥151
	Pillow	450*750mm		¥46
	Pillowcase	550*850mm		¥34
	Bath towel	800*1350mm		¥69
	Face towel	400*700mm		¥18
		Single bed	Length:2000mm, Width:1000mm, Height:300mm	Unit
Mattress		Length:2000mm, Width:1000mm, Height:200mm	Unit	¥420
Beside table with lock		Length:450mm, Width:430mm, Height:450mm; the door of wardrobe with U-shaped door pull	Unit	¥215
Two doors wardrobe		Length:700mm, Width:600mm, Height:2000mm;	Unit	¥840
Wall mirror		Length:1600mm, Width:600mm;	Unit	¥239
Desk		Length:1200mm, Width:650mm, Height:750mm	Piece	¥479
Coffee chair		Width:470mm, Depth:470mm, The height from the ground to the chair plate: 450mm, Chair back height:830mm	Piece	¥299

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Chef's de Mission Bedroom	PVC folding chair	HYZD-YB10,Length:450mm, Width:500mm, Height:830mm	Piece	¥ 130
	TV cabinet	Length:800mm, Width:650mm, Height:H750mm	Unit	¥ 359
	Frige	BC-50ET	Set	¥1,080
	Electric Kettle	SH22-A	Unit	¥ 484
	Bed sheet	2000*2800mm		¥ 93
	Bed pad	1000*2000mm		¥ 79
	Quilt	1500*2600mm		¥ 118
	Quilt cover	1600*2300mm		¥ 151
	Pillow	450*750mm		¥ 46
	Pillowcase	550*850mm		¥ 34
	Bath towel	800*1350mm		¥ 69
	Face towel	400*700mm		¥ 18
Living room	Coffee table	Diameter:600mm, Height:650mm	Piece	¥ 239
	Leisure chair	Width:500mm, Depth:560mm, Height:830mm	Piece	¥ 119
	Clothes dried rack	Length:1000mm, Height:1400mm: folding	Unit	¥ 239
	Long foldable dining table	Length:1800mm, Width:900mm, Height:750mm	Piece	¥ 503
	Square foldable dining table	Length:900mm, Width:900mm, Height:750mm	Piece	¥ 358
	Drinking machine		Unit	¥ 4,800
	Office table with drawer	Length:1400mm, Width:700mm, Height:750mm	Piece	¥ 1,075
	Office chair with soft pad	Length:550mm, Width:500mm, Height:760~880mm	Piece	¥ 358

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Chef's de Mission Office	Square foldable dining table	Length:900mm, Width:900mm, Height:750mm	Piece	¥ 358
	Leisure chair	Width:500mm, Depth:560mm, Height:830mm	Piece	¥ 119
	Safe	FD-600	Unit	¥ 1,536
	Bookcase	Length:900mm, Width:350mm, Height:1800mm	Unit	¥ 946
Team Office	Office table with drawer	Length:1400mm, Width:700mm, Height:750mm	Piece	¥ 1,075
	Office chair with soft pad	Length:550mm, Width:500mm, Height:760 ~880mm	Piece	¥ 358
	Medium-sized folding long table	HYZ-D1607A,Length:1600mm , Width:700mm,	Piece	¥ 792
	PVC folding chair	HYZD-YB10, Length:450mm, Width:500mm, Height:830mm	Piece	¥ 130
	Low filing cabinet	HYG-LT4674, Length:460mm, Width:620mm, Height:740mm	Unit	¥ 742
	High filing cabinet	HYG-LT4614, Length:460mm, Width:600mm, Height:1400mm	Unit	¥ 960
	TV cabinet	Length:800mm,Width:650 mm, Height:H750mm	Unit	¥ 359
	Electric Kettle	SH22-A	Unit	¥ 484
	Small white board	90*150cm	Piece	¥ 336
Meeting Room	Long foldable dining table	Length:1800mm, Width:900mm, Height:750mm	Piece	¥ 503
	PVC folding chair	HYZD-YB10, Length:450mm, Width:500mm, Height:830mm	Piece	¥ 130
	White board (with bracket)	90*150cm	Piece	¥ 1,027
	PVC folding chair	HYZD-YB10,Length:450mm, Width:500mm, Height:830mm	Piece	¥ 130
	Office table with drawer	Length:1400mm, Width:700mm, Height:750mm	Piece	¥ 1,075

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Medical Space	Office chair with soft pad	Length:550mm, Width:500mm, Height:760 ~880mm	Piece	¥ 358
	PVC folding chair	HYZD- YB10,Length:450mm, Width:500mm, Height:830mm	Piece	¥ 130
	Stroage cabinet(large)	Length:900mm, Width:450mm, Height:1800mm	Unit	¥ 1,259
	Movable screen	Width:2000mm, Height:1800mm	Unit	¥ 479
	Frige	BCD-110HB	Set	¥ 1,559
	Pillow	450*750mm		¥ 46
	Pillowcase	550*850mm		¥ 34
	Quilt	1500*2600mm		¥ 118
	Quilt cover	1600*2300mm		¥ 151
	Face towel	400*700mm		¥ 18
	Massage bed	1900*600*700mm		¥ 2,300
	Massage bed	2200*600*700mm		¥ 2,300
	Examination bed	1900*600*700mm		¥ 2,000
	Examination bed	2200*600*700mm		¥ 2,000
	Medicine cabinet	900*400*1800mm		¥ 2,500
	Medical treatment vehicle	800*500*900mm		¥ 2,000
	Other medical material			
	Stair well non-slip tile floor	N	m ²	¥ 2,754
	Elevator room radiation light slot		m ²	¥ 1,242
	Elevator room floor tile		m ²	¥ 3,586

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Public Area of Staircase and Elevator Room	Call box (with indication)		Set	¥7,200
	Press button within the elevator		Unit	¥1,080
	Passageway symbol lamp (E)		Set	¥878
	Evacuation indication lamp		Set	¥844
	Ceiling lamp (bedroom, elevator hall, staircase)		Set	¥860
Outdoor project	LED waistline lamp		m	¥2,300
	Door head all-glass curtain wall		m ²	¥2,492
	Door head all-glass swing door		Pair	¥35,694
	Door head theft-proof door		Pair	¥50,364
	Door head decoration wood fences		m ²	¥2,354
	Small southern yard antiseptis wooden grating / decoration wall		m ²	¥720
	Small southern yard stone material		m ²	¥360
	Small southern yard antiseptis wooden yard gate		m ²	¥1,800
Technical equipment	Info 2008 PC	Kaitian S660A	Set	¥13,000
	Standalone PC	Kaitian M5250	Set	¥10,000
	Medium-speed Copier 35ppm	DP-8035	Set	¥40,000
	Networked Printer	LJ7800N	Set	¥6,800
	Standalone Printer	LJ3500	Set	¥2,400
	FAX	M3220	Set	¥1,900
	Standard handset	CNC 2008/A	Set	¥300

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
	ADSL	1M ADSL	Piece	¥ 200
	CRT-TV-21'	TC-21FOGA	Set	¥1,100
	FLAT-TV-19'		Set	¥1,700
	PLASMA-TV-42'	TH-42PV80C	Set	¥ 10,000
Balcony	Ceiling lamp (balcony)		Set	¥ 820
	Balcony glass fencing board		m	¥2,500
	Balcony railing		m	¥2,100
	Balcony wood and plastic grille Board		m ²	¥2,050
	lawn lamp		Unit	¥10,800
	Gilding on the surface of wrought copper hollow embossment of gate to living quarter		m ²	¥17,334
	Solar lamp		Unit	¥72,000
	Cedar H 5.0-8.0m		Unit	¥19,325
	Chinese Pine H=5.0-5.5		Unit	¥7,770
	White bark pine H=3.0-4.0		Unit	¥16,415
	Armands pine H=3.0-5.0m		Unit	¥18,340
	Korean spruce H 2.5-3.0m		Unit	¥3,446
	Wattle tree chest diameter:φ10-12cm		Unit	¥4,088
	Eucommia ulmoides oliv Chest diameter:φ10-12cm		Unit	¥2,162
	Shantung maple Chest diameter:φ10-12cm		Unit	¥4,858
Red maple Chest diameter:φ10-12cm		Unit	¥78,046	

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
Sight / Virescence	Smoke tree φ10-12cm		Unit	¥3,317
	Salix leucopithecia Chest diameter:φ10-12cm		Unit	¥2,354
	Golden silk willow Chest diameter:φ10-12cm		Unit	¥2,355
	Chinese scholartree Chest diameter:φ10-12cm		Unit	¥3,395
	Fragrant flower Sophora		Unit	¥2,547
	Ash tree Chest diameter:φ10-12cm		Unit	¥6,206
	Small-leave white ash Chest diameter:φ10-12cm		Unit	¥6,206
	Metasequoia Chest diameter:φ10-12cm		Unit	¥3,253
	Crape myrtle H 1.5-2.0m		Unit	¥635
	Flowering Plum H 1.5-2.0m		Unit	¥789
	Purple-leaf Plum H 1.5-2.0m		Unit	¥1,165
	Cherry blossom H 2.5-3.0m		Unit	¥1,315
	Sorbaria sorbifolia H 1.5-2.0m		Unit	¥680
	Amur honeysuckle H 1.5-2.0m		Unit	¥626
	Red-leaf Peach H 1.5-2.0m		Unit	¥1,069
	Hawthorne H 2.5-3.0m		Unit	¥949
	Hibiscus H 2.0-2.5m		Unit	¥728
	Golden bell H 1.5-1.8m		Unit	¥587
	Common Flowering quince H 1.5-1.8m		Unit	¥645
	Shinyleaf Yellowhorn H 1.5-2.0m		Unit	¥792

Paralympic Village Damage List

Category of Material	Material	Specification of Material	Measure Unit	Unit Price
	Forsythia suspensa H 1.5-1.8m		Unit	¥ 626
	Inseminate color belt 1.seeding category: purpleleaf barberry 2. height of seeding: H 0.8-1.0m		m ²	¥ 160
	Inseminate color belt 1.seeding category: weigela floridaCV.Red Prince 2. height of seeding: H 1.0-1.5m		m ³	¥ 198
	Chinese rose		Unit	¥ 28
	Hosta		Unit	¥ 32
	Canna		Unit	¥ 12
	Fleur-de-lis		Unit	¥ 11
	Flagleaf		Unit	¥ 33
	Hairy-bamboo		Unit	¥ 336
	Soding: 1.sod category: cold grass		m ²	¥ 72
	Purple-leaf Plum H 2.0-2.5m		Unit	¥ 1,010
	Golden leaf Ligustrum		m ²	¥ 167
	Soding: 1.sod category: June grass		m ²	¥ 72
	Purple-leaf Plum H 1.5-2.0m		Unit	¥ 1,165
	Kerria H 0.5m, 5 branches		Unit	¥ 245
	Chinese Box H 0.9m		Unit	¥ 66
	Chinese Box H 0.5m		Unit	¥ 45
	Golden leaf Ligustrum H 0.5m		Unit	¥ 152
	Spanish bayonet 0.5m		Unit	¥ 247

Paralympic Village Damage List(Continued)

Code	Article	Unit	Specification	Packaging	Weight (gram)	Texture	Unit price
2007VIK-J015	Curtain	Piece	1.06mX2.80m	Carton	890	Polyester cotton + coating layer	¥ 336
2007VIK-J016	Curtain	Piece	1.48mX2.80m	Carton	1240	Polyester cotton + coating layer	¥ 450
2007VIK-J017	Curtain	Piece	1.70mX2.80m	Carton	1430	Polyester cotton + coating layer	¥ 504
2007VIK-J018	Curtain	Piece	1.92mX2.80m	Carton	1610	Polyester cotton + coating layer	¥ 558
2007VIK-J019	Curtain	Piece	2.13mX2.80m	Carton	1790	Polyester cotton + coating layer	¥ 612
2007VIK-J020	Curtain	Piece	2.34mX2.80m	Carton	1965	Polyester cotton + coating layer	¥ 667
2007VIK-J021	Curtain	Piece	2.55mX2.80m	Carton	2140	Polyester cotton + coating layer	¥ 720
2007VIK-J022	Curtain	Piece	2.77mX2.80m	Carton	2325	Polyester cotton + coating layer	¥ 774
2007VIK-J023	Curtain	Piece	2.98mX2.80m	Carton	2500	Polyester cotton + coating layer	¥ 828
2007VIK-J024	Curtain	Piece	3.20mX2.80m	Carton	2680	Polyester cotton + coating layer	¥ 884
2007VIK-J025	Curtain	Piece	3.40mX2.80m	Carton	2850	Polyester cotton + coating layer	¥ 946
2007VIK-J026	Curtain	Piece	3.62mX2.80m	Carton	3040	Polyester cotton + coating layer	¥ 1,001
2007VIK-J027	Curtain	Piece	3.83mX2.80m	Carton	3220	Polyester cotton + coating layer	¥ 1,054
2007VIK-J028	Curtain	Piece	4.04mX2.80m	Carton	3390	Polyester cotton + coating layer	¥ 1,110
2007VIK-J029	Curtain	Piece	4.25mX2.80m	Carton	3570	Polyester cotton + coating layer	¥ 1,164
2007VIK-J030	Curtain	Piece	4.47mX2.80m	Carton	3755	Polyester cotton + coating layer	¥ 1,212
2007VIK-J031	Curtain	Piece	4.68mX2.80m	Carton	3930	Polyester cotton + coating layer	¥ 1,272
2007VIK-J032	Curtain	Piece	4.90mX2.80m	Carton	4115	Polyester cotton + coating layer	¥ 1,320



25.4 Beijing 2008 Paralympic Games Competition Schedule

Beijing 2008 Paralympic Games
Competition Schedule Day Schedule by Sport



Activity	Sport	Discipline	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
			Sep-06	Sep-07	Sep-08	Sep-09	Sep-10	Sep-11	Sep-12	Sep-13	Sep-14	Sep-15	Sep-16	Sep-17
			0	1	2	3	4	5	6	7	8	9	10	11
Ceremonies														
Archery						Ranking				F	F	F		
Athletics					F	F	F	F	F	F	F	F	F	F
Boccia						F			F					
Cycling	Road								F	F	F			
	Track		F	F	F	F								
Equestrian				F	F	F	F	F	R					
Football 5-a-Side														F
Football 7-a-Side													F	
Goalball											F			
Judo			F	F	F									
Powerlifting						F	F	F		F	F	F	F	
Rowing								F						
Sailing							R			F				
Shooting			F	F	F	F	F	F	F					
Swimming			F	F	F	F	F	F	F	F	F	F		
Table Tennis							F	F	R			F	F	
Volleyball (Sitting)											F	F		
Wheelchair Basketball												F	F	
Wheelchair Fencing											F	F	F	F
Wheelchair Rugby													F	
Wheelchair Tennis										F	F	F		



25.5 Competition Venues Fact Sheet

Travel Time and Distance from Paralympic Village to Competition Venues

No.	Venue Name	Sport	Distance (km)	Travel Time (minutes)
1	National Stadium	Athletics	3.1	14
2	National Aquatics Center	Swimming	1.7	11
3	National Indoor Stadium	Wheelchair basketball (Final)	2	11
4	Fencing Hall of National Convention Center	Wheelchair Fencing, Boccia	2	12
5	Beijing Olympic Green Archery Field	Archery	4	15
6	Beijing Olympic Green Tennis Center	Wheelchair Tennis	4	15
7	Beijing Olympic Green Hockey Stadium	Football 5-a-side, Football 7-a-side	4	10
8	Beijing Shooting Range Hall	Shooting	25	30
9	Road Cycling Course	Cycling (Road)	37	70
10	Laoshan Velodrome	Cycling (Track)	27	38
11	Shunyi Olympic Rowing-Canoeing Park	Rowing	45	60
12	Beijing University of Aeronautics & Astronautics Gymnasium	Powerlifting	7	20
13	Peking University Gymnasium	Table Tennis	9	20
14	China Agricultural University Gymnasium	Volleyball Sitting	4	15
15	Beijing Institute of Technology Gymnasium	Goalball	29.3	20
16	Beijing Science and Technology University Gymnasium	Wheelchair Rugby, Wheelchair Basketball (Preliminary)	4	15
17	Beijing Workers' Gymnasium	Judo	13	30






Note: Speed Limit: 60km/h. Travel in the Paralympic Lanes and the travel time excludes pick-up/drop-off and travel time inside the venue.

25.6 Competition Venues Master Plan





25.7 Transport Map in Venues

25.8 NPC Relations



NPC Relations & Services Management:

photo	Contact Details
	<p>Mr. Zhao Huimin <u>Position:</u> Director of International Relations Dept. <u>Language:</u> English</p>
	<p>Mr. He Chuan <u>Position:</u> Deputy Director of International Relations Dept. <u>Language:</u> English</p>
	<p>Ms. Yang Yiping <u>Position:</u> Senior Advisor of International Relations <u>Language:</u> English</p>
	<p>Mr. You Liang <u>Position:</u> Chief of NPC Relations & Services <u>Language:</u> English <u>E-mail:</u> youliang@beijing2008.cn</p>
	<p>Mr. Diamil Faye <u>Position:</u> Senior Expert & Program Manager <u>Language:</u> English, French and Spanish <u>E-mail:</u> diamilfaye@beijing2008.cn</p>






AFRICAN TEAM:

Photo	Contact Details
	<p>Ms. Li Bei <u>Position:</u> Regional Manager <u>Language:</u> French & English <u>E-mail:</u> libei01@beijing2008.cn</p>
	<p>Ms. Zhu Xiaojie <u>Position:</u> Regional Coordinator <u>Language:</u> French & English <u>E-mail:</u> zhuxiaojie@beijing2008.cn</p>
	<p>Ms. Song Hui <u>Position:</u> Regional Coordinator <u>Language:</u> French & English <u>E-mail:</u> songhui@beijing2008.cn</p>
	<p>Mr. Lu Yu <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> luyu@beijing2008.cn</p>

AMERICAN TEAM :

Photo	Contact Details
	<p>Ms. Gong Chencong <u>Position:</u> Regional Manager <u>Language:</u> English <u>E-mail:</u> gongchencong@beijing2008.cn</p>
	<p>Ms. Wang Xiao <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> wangxiao01@beijing2008.cn</p>
	<p>Mr. Hu Xining <u>Position:</u> Regional Coordinator <u>Language:</u> Spanish <u>E-mail:</u> huxining@beijing2008.cn</p>
	<p>Ms. Ni Na <u>Position:</u> Regional Coordinator <u>Language:</u> Spanish <u>E-mail:</u> nina@beijing2008.cn</p>

ASIAN TEAM :

Photo	Contact Details
	<p>Mr. Xia Guanzhong (Peter) <u>Position:</u> Regional Manager <u>Language:</u> Russian <u>E-mail:</u> xiaguanzhong@beijing2008.cn</p>
	<p>Mr. Li Mingjia (Thomas) <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> limingjia@beijing2008.cn</p>
	<p>Ms. Xu Ping <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> xuping01@beijing2008.cn</p>
	<p>Ms. Pan Weiwei <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> panweiwei@beijing2008.cn</p>
	<p>Ms. Yang Ting <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> yangting@beijing2008.cn</p>

EUROPEAN TEAM :

Photo	Contact Details
	<p>Mr. Hu Yunfan <u>Position:</u> Regional Manager <u>Language:</u> English <u>E-mail:</u> huyunfan@beijing2008.cn</p>
	<p>Ms. Ning Puyu <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> ningpuyu@beijing2008.cn</p>
	<p>Ms. Yang Yijun <u>Position:</u> Regional Coordinator <u>Language:</u> Russian & English <u>E-mail:</u> yangyijun@beijing2008.cn</p>
	<p>Ms. Li Na <u>Position:</u> Regional Coordinator <u>Language:</u> Russian <u>E-mail:</u> lina01@beijing2008.cn</p>
	<p>Ms. Long Fanghua <u>Position:</u> Regional Coordinator <u>Language:</u> French & English <u>E-mail:</u> longfanghua@beijing2008.cn</p>

OCEANIAN TEAM:



Photo	Contact Details
	<p>Ms. Pei Yuhua <u>Position:</u> Regional Manager <u>Language:</u> English <u>E-mail:</u> peiyuhua@beijing2008.cn</p>
	<p>Mr. Yu Changjiang <u>Position:</u> Regional Coordinator <u>Language:</u> English <u>E-mail:</u> yuchangjiang@beijing2008.cn</p>

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1. Qingdao Accreditation Centre

1.1 General Information

Location:	Qingdao Olympic Sailing Centre
Categories:	All categories of accreditation
Date:	August 28, 2008- September 16, 2008
Time:	8:00-21:00

Qingdao Accreditation Centre will provide validation and issues resolution service to all accreditation categories.

1.2 Accreditation and Validation

No accreditation will be validated before the DRM is completed. Upon completion of the DRM, in Beijing, athletes and officials holding Pre-valid Cards that require no alterations will get their card validated and from that moment, they can move to the Village and enter the venue according to their accreditation privileges.

For registered athletes and officials but without Pre-valid cards or with pre-valid cards that require changes, the new card will be printed and validated if their DRM has been completed to allow them to enter both the Village and the venue according to their accreditation privileges.

Those athletes and officials who are already in possession of a validated Accreditation Card may enter the venue zone corresponding with the access code printed on PIAC after the opening of the venue.

N.B: Sailing team members may also choose to get their cards validated or printed in Beijing upon completion of their DRM.

2. Arrival Procedure for Athletes and Officials

2.1 Arrival at Qingdao International Airport

Operations for NPC delegations will start from August 28, 2008 for NPC officials (up to three) arriving in advance for the pre-opening of the Village. For the rest of the NPC team, airport services will start from August 30 when the village officially opens.

Arrival procedures from immigration to Baggage claim will follow the Beijing International Airport model which is described in section 2.2 of the Beijing part. The only difference from Beijing is that there will be no validation of Pre-Valid card at the airport. All validation must take place at the Qingdao Accreditation Centre located at the Sailing Venue.

The BOCOG help desk located in the Baggage Hall will provide information and assistance to arriving athletes and official as required.

2.2 Transport from the Airport to the Paralympic Village

2.2.1 From the Airport to the Qingdao Accreditation Centre

Transport services (including movement of accompanied personal baggage) will be provided upon each team's arrival between Qingdao International Airport and Qingdao Paralympic Village from August 30, 2008. Upon arrival, BOCOG staff will direct sailing teams to the designated bus loading area from where they will be transported to the Qingdao Accreditation Centre. Upon arrival at the Qingdao Accreditation Centre, provided the DRM has been completed, their Pre- Valid Card will be validated or the new accreditation card printed and validated. Once that process is completed, they can enter the Paralympic Village.

2.2.2 From Qingdao Accreditation Centre to the Paralympic Village

After the validation procedure has been completed in the Qingdao Accreditation Centre, athletes and team officials will go through the Security Check Point and get to the Qingdao Paralympic Village by golf cart. Trolleys will be provided when necessary.

2.3 Baggage Security Screening

After accreditation validation, teams with radio devices shall complete the relevant procedure in the Radio Device Inspection Office located in Qingdao Accreditation Centre. Then, the teams shall undertake the baggage security screening procedure.

3. The Qingdao Paralympic Village

3.1 Pre-Opening

The Pre-Opening of Qingdao Paralympic Village will take place from August 28 to 29, 2008. A maximum of three team officials (Ac and/or Ao/As/Am) of each NPC with sailing team will be granted access to the Village.

3.2 Security in the Paralympic Village

3.2.1 Paralympic Investigations Response Unit

Police personnel will be located in the Paralympic Village on a 24-hour basis and will handle crimes or incidents.

3.3 Entering the Village

No athletes/team officials will be allowed to enter the Qingdao Village if the DRM has not been completed and the accreditation card not validated. Once these two conditions are met, they can move in the Paralympic Village. All DRMs will be organized with Chef de Mission in Beijing.

3.4 Village Check-in Communication Meeting

The Qingdao based NPC Services Staff will arrange a village check-in communication meeting with the NPC officials participating in the pre-opening of the village. During this meeting, the Paralympic Village check-in procedures will be explained and an introduction to NPC assistants organized. Any pending issues will be as well discussed.

3.5 Chefs de Mission Priorities upon Arrival in the Village

3.5.1 Check-in Inspection and Inventory Procedures

After completion of the DRM in Beijing and upon his/her arrival at the Village, the NPC Deputy Chef (upgraded Ac) will have to conduct the entry inventory. The representatives from NPC Services and the Paralympic Village will be present to assist the deputy Chef de Mission with the check-in process, which includes:

- ❖ A brief introduction and tour of the Qingdao Paralympic Village
- ❖ A building inspection of the NPC Guestrooms, Office and Medical space
- ❖ A furniture, fixtures and equipment inventory inspection
- ❖ An inspection of the possible Rate Card Items
- ❖ The signing of the inspection and inventory forms of each Team's allotted space.

3.5.2 Room Card (Key) Distribution

After the completion of the check-in Inspection and Inventory Procedures, all the room cards (keys) of the Teams allotted spaces are given to the Deputy Chef de Mission. With exception of the three NPC officials participating in the pre-opening, all cards will be validated at 08:00 on August 30, the Opening Day of Qingdao Paralympic Village.

Each room will be provided with two cards. The NPC authorized Deputy Chef de Mission shall sign the Room Card Receipt. The cost for each lost or damaged room card is RMB 100.

3.5.3 Introduction to the NPC Assistants

From August 30, the Qingdao based NPC Assistants will greet the Deputy Chef de Mission upon their arrival and assist with the Village check-in procedures. The Deputy Chef de Mission may call in the NPC Assistants for a meeting at an appropriate time to confirm the working schedules.

3.5.4 Collection of Proxy Card

From August 28, the Deputy Chef de Mission may collect the Proxy Card after the Village check-in communication meeting or collect the Proxy Card at the NPC Services Centre at another time. The name of the Proxy card holder will be confirmed during the DRM in Beijing.

- ❖ The Proxy Card shall be used with the accreditation card of the person holding it.
- ❖ In case of loss and/or damage the Deputy Chef de Mission should inform the NPC Services staff in order to arrange a replacement.

3.6 Residential zone

3.6.1 NPC Accommodation

The Qingdao Paralympic Village is a newly constructed building complex located within the Qingdao Olympic Sailing Centre. The Residential Zone consists of two 7-storey buildings. All residential areas are fully air-conditioned.

3.6.2 Free Items List

3.6.2.1 Items in each Guestroom

ROOM	TYPE	ITEM	AMOUNT	REMARKS
Bedroom	Furniture	Bed	2	
		Mattress	2	
		Nightstands	2	
		Wardrobe	1	
		Wall Mirror	1	
		Desk	1	
		Chair	1	
		TV Stand	1	
	Electrical Equipment	Bedside Lamp	2	
		Reading Lamp	1	
		Mini-Bar	1	
		Electric Kettle	1	
	Technical Equipment	Telephone	1	
		TV	1	
		DVD Player	1	
	Linen	Bed Sheet	2	
		Bed Pad	2	
Quilt		2		

ROOM	TYPE	ITEM	AMOUNT	REMARKS
		Quilt Cover	2	
		Pillow	2	
		Pillowcase	2	
		Bath Towel	2	
		Face Towel	2	
		Curtain	1	
	Others	Clothes Hanger	10	
		Waste Basket	1	
		“Do not disturb” Sign	1	
		Sewing Kit	1	
Notepaper and Pen		1		
Bathroom	Furniture	Mirror	1	
		Toilet Paper Hanger	1	
		Towel Rack	1	
		Shower Curtain & Rack	1	
		Bath Towel Rack	1	
	Others	Shower Mat	1	
		Shower Stool	1	
		Soap Holder	1	
		Rubbish Bin	1	
		Soap	1	Refill if necessary
Toilet Paper	2	Refill if necessary		

3.6.2.2 Items in each NPC Office and Medical Space

Each team will be allocated a suite as NPC Office and Medical Space. The living-room of the suite will be equipped with following items.

ROOM	TYPE	ITEM	AMOUNT	REMARKS
NPC Office	Furniture	Desk	1	
		Chair	6	
		Lockable cabinet	1	
		Whiteboard	1	With whiteboard marks and eraser
& Medical Space	Technical Equipment	Telephone	1	5-digit
		Computer	1	
	Medical Equipment	Examination table	1	
		Trolley	1	
		Sharp Disposable Containers	1	
		Examination Lamp	1	
		Portable Screen	1	
	Linen	Pillow	1	
		Pillow cover	2	
		Disposable sheet	2	Refill if necessary
		Quilt	1	
		Quilt cover	1	
		Towel	Several	Dirty to clean
Others	Notepaper and Pencil	1		

ROOM	TYPE	ITEM	AMOUNT	REMARKS
		Disposable Paper Cup	20	Refill if necessary
		Ice container	1	
		Tissue	1	Refill if necessary
		Trash can	2	
		Hand lotion	1	Refill if necessary

3.6.3 Housekeeping

3.6.3.1 Laundry Service

Free of charge laundry services will be provided to all residents. Ironing facilities will be available but no ironing and folding service will be offered.

Dry cleaning service will be provided by the Dry Cleaning Shop in the International Zone on users' pay basis. The Paralympic Village will not be responsible for any damage, shrinkage and discoloration of the free laundry.

3.6.4 Paralympic Village Damage List

3.6.4.1 Damage Description

- ▶ Moderate Damage: Damage to walls and ceilings, where limited to the surface layer of paint (scratches, graffiti, etc.).
- ▶ Serious Damage: Damage to walls and ceilings, where affecting the material beneath the paint (plaster or plasterboard) or affecting a limited surface area (not more than 10%), for example holes or dents of not more than 30 cm x 30 cm.
- ▶ Heavy Damage: Like 'serious damage', but affecting a more extensive surface area (over 10%), for example holes or dents larger than 30 cm x 30 cm.
- ▶ For most categories the text mentions need for 'replacement' rather than 'repair'.

Walls and Ceilings

1. Repair of moderate damage 100 RMB per m²
2. Repair of serious damage 200 RMB per m²
3. Repair of heavy damage 400 RMB per m²

4. Reconstruction of walls 200 RMB per m²
5. Replacement of mineral fiber boards 50 RMB per m²
6. Replacement of metal frames (T-joints, perimeter angles) 100 RMB per m²
7. Replacement of bathroom and toilet ceiling insulation metal strips 100 RMB per m²
8. Replacement of metal frames for ceiling insulation metal strips 100 RMB per m²

Floors and Paneling

1. Replacement of marble slabs 200 RMB per m²
2. Replacement of marble surround 100 RMB per m²
3. Replacement of ceramic tiles 300 RMB per m²
4. Replacement of tile surround 100 RMB per m²
5. Chemical cleaning of floor surfaces 50 RMB per m²

Wooden Frames

1. Replacement of metal door frame 500 RMB per m²
2. Replacement of locks on wooden doors 300 RMB per m²
3. Replacement of hinge brackets 100 RMB per m²
4. Replacement of door-frame rubber seals 50 RMB per m²
5. Replacement of plastic door stops 30 RMB per m²

Exterior Aluminum Frames

1. Replacement of double glazing on glass windows and glass doors 20 RMB per m²
2. Reconstruction of exterior aluminum frame 250 RMB per m²
3. Replacement of aluminum door hinges 100 RMB per pair
4. Reconstruction of aluminum-frame casement glass windows 1200 RMB each
5. Replacement of side-hung or top-hung aluminum-frame casement window handle 300 RMB each
6. Replacement of horizontal aluminum-frame casement window opening mechanism 200 RMB each

7. Reconstruction of side-hung or top-hung aluminum-frame windows 300 RMB each

8. Replacement of rubber brush seals on aluminum frames 50 RMB each

3.6.4.2 Items in Each Guestroom

ROOM	TYPE	ITEM	AMOUNT	COST (RMB)
Bedroom	Furniture	Bed	1	1000
		Mattress	1	1000
		Nightstands	1	200
		Wardrobe	1	200
		Wall Mirror	1	300
		Desk	1	500
		Chair	1	500
		TV Stand	1	400
	Electrical Equipment	Bedside Lamp	1	200
		Reading Lamp	1	150
		Mini-Bar	1	1100
		Electric Kettle	1	200
	Technical Equipment	Telephone	1	400
		TV	1	6000
		DVD Player	1	700
	Linen	Bed Sheet	1	150
		Bed Pad	1	200
		Quilt	1	700
		Quilt Cover	1	500
		Pillow	1	140
		Pillowcase	1	40
		Bath Towel	1	60
		Face Towel	1	20
Others	Curtain	1	2000	
	Clothes Hanger	1	30	
	Waste Basket	1	300	
	“Do not disturb” Sign	1	20	
	Sewing Kit	1	10	
Bathroom	Furniture	Notepaper and Pen	1	30
		Mirror	1	300
		Toilet Paper Hanger	1	200
		Towel Rack	1	300
		Shower Curtain & Rack	1	150
	Others	Bath Towel Rack	1	300
		Shower Mat	1	70
		Shower Stool	1	150
		Soap Holder	1	150
		Rubbish Bin	1	200
		Soap	1	/
Toilet Paper	1	/		

3.6.4.3 Items in each NPC Office and Medical Space

ROOM	TYPE	ITEM	AMOUNT	COST(RMB)
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ROOM	TYPE	ITEM	AMOUNT	COST(RMB)
NPC Office & Medical Space	Furniture	Desk	1	220
		Chair	1	75
		Lockable Cabinet	1	520
		Whiteboard	1	820
	Technical Equipment	Telephone	1	100
		Computer	1	8000
	Medical Equipment	Examination Table	1	700
		Trolley	1	890
		Sharp Disposable Containers	1	3.8
		Examination Lamp	1	220
		Portable Screen	1	550
	Linen	Pillow	1	140
		Pillow Cover	1	40
		Disposable Sheet	1	/
		Quilt	1	700
		Quilt Cover	1	500
		Towel	1	150
	Others	Notepaper and Pencil	1	/
		Disposable Paper Cup	1	/
		Ice Container	1	800
		Tissue	1	/
Rubbish Bin		1	/	
Hand Lotion		1	/	

3.7 Recreation and Entertainment

A variety of recreational and entertainment facilities will be provided in the Residential Zone for the relaxation and enjoyment of Village residents, including a Swimming Pool, a Fitness Centre, an Athletes Club and an Internet Café.

3.8 International Zone

3.8.1 NPC Services Centre

The Qingdao NPC Services Centre has a similar function as the Beijing NPC Services Centre. It is primarily open to the Deputy Chef de Mission or their designees with proxy card.

The NPC Services Centre is located at the International Zone A of the Qingdao Paralympic Village and will be in operation from 08:00 till 18:00 from August 28 to 29, 2008 and from 08:00 till 22:00 from August 30 to September 20, 2008. During the

night, the NPC Services Staff will be offering on-call assistance and services if required.

There are seven help desks in the NPC Services Centre. Major services will include:

3.8.1.1 General Reception Desk

- ▶ Direct NPC representatives to the correct functional service and arrange business services.
- ▶ Make appointments and meetings with their NPC Services Managers.
- ▶ Answer general questions about the Sailing Competition, the Qingdao Paralympic Village and NPC Services.
- ▶ Collect and distribute NPC mails such as letters and parcels, sport information, Team Operational Meeting Minutes, and other official messages in NPC Pigeon Holes
- ▶ Reserve shared meeting rooms which will be open daily from 09:00 till 21:00 from August 30 to September 20, 2008. Shared meeting rooms shall be reserved at least 24 hours in advance to check the availability. Each sailing team will only be permitted to reserve exclusive use of each shared meeting room for no longer than 1 hour. No guarantee will be provided for exclusive use for extended period. Sailing teams will have to inform the General Reception Desk Staff upon the completion of the meeting.
- ▶ Collect sailing teams' request for professional interpretation and coordinate the Language Services Office accordingly.
- ▶ Distribute Paralympic medals boxes and diplomas.
- ▶ Copy and fax services will be available to sailing teams at the Business Centre located on the ground floor of the International Zone A.
- ▶ Questions relating to residents' accommodation will have to be directed to the Front Desk at the ground floor of the village.

3.8.1.2 Catering Desk

Operational Time: 8:30-18:00 (August 28-29, 2008)

8:30-21:00 (August 30- September 20, 2008)

Meal vouchers will be available for sale to NPC Guests or those who do not have a “knife and fork” pictogram on their Accreditation Card.

3.8.1.3 Finance and Rate Card Desk

Operational Time: 8:30-18:00 (August 28-29, 2008)

8:30-21:00 (August 30- September 20, 2008)

The main function of the Rate Card Desk will be:

- ▶ To help teams to collect their ordered Rate Card Items. Only the Deputy Chef de Mission or his/her designees may sign off the required receipt form.
- ▶ To receive Rate Card order during the Sailing Competition and coordinate for the installation of Rate Card Items.
- ▶ Problem solving with Rate Card Items.
- ▶ To answer general questions about Rate Card Services.

3.8.1.4 Technology Help Desk

Operational Time: 8:00-22:00 (August 30- September 20, 2008)

It will handle technical malfunctions or complains related to technology systems provided by BOCOG in Village. The technology helpdesk has no responsibility to provide support for any private IT devices, such as laptops, MP3s, etc.

3.8.1.5 Logistics and Freight Desk

Operational Time: 8:00-18:00 (August 28- 29, 2008)

8:00-21:00 (August 30- September 20, 2008)

This desk will:

- ▶ Collect logistic requirements in the Paralympic Village and Venue.
- ▶ Answer questions about Customs & Freight Services and help with NPC inbound and outbound freight processing.

3.8.1.6 Transport Desk

Operational Time: 8:00-21:00 (August 30- September 20, 2008)

The Transport desk will:

- ▶ Manage the signing of loan agreement on the dedicated vehicles allocation with each sailing team.
- ▶ Manage to solve problems related to NPC Vehicles.
- ▶ Provide bicycle rental service.

3.8.1.7 Arrival and Departure Desk

Operational Time: 8:00-22:00 (August 30- September 20, 2008)

- ▶ The Deputy Chef de Mission shall confirm the arrival and departure information of his/her team at the Arrivals and Departures Desk in order to ensure effective arrival and departure services
- ▶ The desk will not handle bookings, ticket issuing or flight ticket changes. These services will be provided at the Tourist and Air-tickets Information Centre at the International Zone A of the Paralympic Village.

3.8.2 Retail Services

Retail services will be provided in the International Zone of the Qingdao Paralympic Village for the residents and guests. Basic haircut is free of charge, while other services could be paid by cash in RMB or by VISA credit card. Operation hours of the retail services will be 09:00—21:00 from August 30 to September 20.

The following services will be available:

Bank

- ✧ Currency exchange

- ✧ Overseas transfers
- ✧ Travelers cheques and cheque cashing
- ✧ Account and relevant transaction

ATM

- ✧ Cashing (VISA credit cards only)

News Stand

- ✧ Sales of newspapers, magazines and best-seller fiction

Tourist and Air-tickets Information Centre

- ✧ Tourist information services regarding Qingdao and China
- ✧ Tourist reservation services
- ✧ Booking and sales of air-tickets
- ✧ Airline information

Dry Cleaning

- ✧ Providing drop-off and collection services on a user pay basis for high quality dry cleaning
- ✧ Items dropped off can be collected on the following day (expedited service within 5 hours can also be provided for a surcharge)
- ✧ Clothes ironing for the residents for a fee

Hair Salon

- ✧ Basic haircut including wash

Flower Shop

- ✧ Fresh cut flowers
- ✧ Floral arrangement
- ✧ Free-delivery service in the Village within 12 hours

Licensed Merchandise Store

- ✧ Sales of the full range of BOCOG licensed merchandise for the residents and visitors

General Store

- ✧ Sales of a large variety of general store items and hygiene products for the

residents and guests' convenience

Post Office

- ❖ Delivery of incoming domestic and international mail, parcel and courier services to NPC Services Centre
- ❖ Outgoing mail, parcel and courier services to domestic and international destinations
- ❖ Sales of philatelic products
- ❖ Sales of personalised stamps, postcards

Calling Bar

- ❖ Providing 20 terminals (phone-booths) for domestic and international calls on a user-pay basis

Telecommunication Centre

- ❖ Sales of prepaid phone cards for national and international calls
- ❖ Sales of prepaid phone cards and SIM cards
- ❖ Sales of telecommunications products and accessories

Business Centre

- ❖ Providing typing, printing, copying and electrical transmission services. Fax service will be for a charge.

Tea Art Showcase

- ❖ Providing tea art show and free tasting
- ❖ Sales of a variety of teas

3.8.3 Front Desk

The Front Desk will assist the residents in solving the accommodation issues and providing information. All issues regarding a resident's accommodation will have to be forwarded to the Front Desk first, which will then arrange the relevant departments to handle the matter. Residents can use the internal telephone in each room to contact the Front Desk or go directly to the Front Desk. The following services will be provided at the Front Desk.

- ✧ Information on Village services
- ✧ Village maps and guides
- ✧ Lost / Replacement Key Service
- ✧ Lost & Found
- ✧ Baggage Storage
- ✧ Maintenance

3.8.4 Sport Information Desk

The Sports Information Desk at the Qingdao Paralympic Village will be located within the NPC Services Centre. During the Games time, it will coordinate with the Sports Information Desk at the Administration Centre of the competition venue providing sport specific information.

The Sports Information Desk at the Qingdao Paralympic Village will be in operation daily from August 30 to September 16, 2008 from 08:00 to 22:00.

3.9 Other Services

3.9.1 Intercity Arrangement

BOCOG will not provide free transport services between Beijing and Qingdao, or between Qingdao and Hong Kong for athletes and team officials during the Games time.

BOCOG will only provide free air transportation for sailing athletes and officials to attend the opening and closing ceremonies.

3.9.2 NPC Assistants

NPC Assistants will start to offer their services from August 30, 2008 when the Qingdao Paralympic Village is officially open. The NPC Assistants will provide all assistance the NPC sailing teams may need during their stay in Qingdao. Two NPC Assistants will be assigned to each team.

NPC Assistants will speak English and have been trained on all-important BOCOG policies and procedures. They are also able to provide general information about Qingdao City.

NPC Assistants will work under the guidance of the Deputy Chef de Mission in Qingdao who is responsible to compile their shift roster and assign their daily duties.

In the deployment of NPC Assistants, the Deputy Chef de Mission is required to comply with the following:

- ▶ An NPC Assistant's shift should be completed within eight hours either in a morning or afternoon shift. There is no night shift for NPC Assistants.
- ▶ Each NPC Assistant is entitled to one day off every seven days.
- ▶ A meal break is to be allowed for every shift.
- ▶ The job assignments are to be appropriate and relevant to the Paralympic Games.

The management Centre of the NPC Assistant Program is at the NPC Services Centre, which is located in the International Zone A of the Qingdao Paralympic Village.

3.9.3 Team Operational Meeting

The Team Operational Meeting is a forum for the Deputy Chefs de Mission to raise issues and express their concerns and opinions for Games-wide matters. BOCOG and the Qingdao Sailing Sub-Committee will also use this meeting to distribute important information to Deputy Chefs de Mission.

The Team Operational Meetings are planned to take place every second day in the morning, from 09:00 till 09:45, from August 30 to September 16, 2008, at the Meeting Room of the International Zone A of the Qingdao Paralympic Village. The Team Operational Meeting, organized by both the Paralympic Village Management Team and the NPC Services Team. Only Deputy Chefs de Mission and/or team officials holding proxy cards are eligible to attend the meeting.

The Agenda of the Team Operational Meeting will normally cover:

- ▶ Feedback on issues raised at the previous meeting.
- ▶ Important information and announcements from BOCOG and Sailing Sub-Committee.
- ▶ Open discussion on current issues.

The official language of the meeting is English.

3.9.4 Issues Escalation and Resolution

During the Paralympic Sailing Competition, Deputy Chef de Mission and Proxy Card holders are recognized as official authority on behalf of their sailing teams. When issues arise, the following patterns of issues resolution may be applicable:

- ▶ All matters related to the accommodation in the Paralympic Village have to be resolved at the Front Desk which is located on the ground floor of the Village.
- ▶ All matters related to the NPC Services, such as Arrivals and Departures, Rate Card, Technology, Catering, Logistics and Freight, Transport, will have to be resolved in the NPC Services Centre.

3.9.5 Food Services

- ▶ The Main Dining Hall is located in the Residential Zone, the 3rd floor of Paralympic Village.
- ▶ During Pre-opening period of Paralympic Village (from August 28 to August 29), a maximum of three officials of each sailing team will be provided with catering services in the Main Dining Hall.
- ▶ The Main Dining Hall will be open 24 hours a day from August 30 to September 20, and offers a buffet type of service from 06:30 to 02:00 of the next day, and free of charge “a la carte” service from 02:00 to 06:30. Meals will be served as followed.

Breakfast	06:30-10:00
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Lunch	10:30-15:30
Dinner	17:00-22:30
Late snack	23:00-02:00
A la carte	2:00-6:30

Beverages will be available in the Main Dining Hall for free.

- ▶ Persons entering the Dining Hall will be asked to leave their bags at the Bag Check counters located at the entrance. Access control staff will check access entitlements of those entering the Main Dining Hall.
- ▶ NPC guests or those who do not have a “knife and fork” pictogram on their Accreditation Card will have to have meal vouchers purchased at the Catering Desk of NPC Services Centre. The price of meal voucher is the same as Beijing. No food will be allowed into or out of the Main Dining Hall.
- ▶ The Athletes lounge, located on the ground floor of International Zone B of Paralympic Village, will be open to athletes and team officials offering free beverage and snacks from 10:00 till 18:00. Food is also sold on the second floor of the International Zone B of Paralympic Village.
- ▶ Edible and inedible ice will be available to athletes and team officials in the Paralympic Village.
- ▶ Alcohol will not be sold or distributed in the Paralympic Village.

3.9.6 Transport Services

3.9.6.1 NPC Dedicated Vehicles

- ▶ Teams with less than 10 accredited members will be allocated one (1) vehicle. Teams with 11 and more than 11 accredited members will be allocated two (2) vehicles.
- ▶ NPC dedicated vehicles will be allocated to each team in Qingdao whose NPC has completed the DRM in Beijing. The Driver’s name and telephone number will be given to the respective Deputy Chefs de Mission.

3.9.6.2 Drivers

NPC drivers are volunteers who will be under the management of NPC Dedicated Vehicles Office. NPC Dedicated Vehicles may not be driven by team members or NPC Assistants.

NPC Drivers do not work as NPC Assistants.

3.9.6.3 Final Inspection of NPC Dedicated Vehicles and Equipment Return

All teams will have to return the NPC vehicles before 20 September. The Deputy Chef de Mission shall come to the Transport Service Desk of NPC Services Centre to go through the NPC Dedicated Vehicles return procedures.

3.9.6.4 Car Pool Services

A Qingdao map, a transport manual and a vehicle permit will be supplied in each NPC dedicated vehicle. All NPC vehicles will be parked in the dedicated parking area. All expenses of NPC vehicles, including fuel, will be borne by BOCOG.

Between 8:00 and 18:00, Chefs de Mission may contact their drivers directly through the NPC assistants.

Transport services are bookable daily between 18:00 and 08:00 for all the teams, and the booking shall be handed over to the Transport Service Desk of NPC Services Desk before 18:00 via telephone or by filling in the request form. The night shift vehicle shall be only used for Games services.

3.9.6.5 Public Transport

From August 28 to September 20, accredited team members will be entitled to free use of the Public Transport Services which comprises of the public buses in Qingdao. Sailing team members have access to the Public Transport Services free of charge with their Accreditation Card.

Services excluded from the Public Transport system (and thus are not available free of charge to accredited persons) are:

- ✧ Bus services to and from the Airport and city periphery county area
- ✧ Tourist buses

3.9.6.6 Taxis

Public taxis will operate walking distance from the Main Entry of the Qingdao Olympic Sailing Centre between 8:00-22:00. All taxis do not have access to the venue.

3.9.7 Technology Services

3.9.7.1 INFO 2008 Games Intranet

During the Paralympic Games, INFO 2008 is available 7 days a week, 24 hours a day. INFO 2008 terminals are distributed in the VIP waiting area, NPC Services Centre and the Internet café.

3.9.7.2 The Printed Reports Distribution (PRD) Service

The Printed Reports Distribution (PRD) Service is designated to distribute official overall racing results (C74a) on hard copy for athletes and coaches. The service time is around 21:00 during the Games. The PRD room is located in the NPC Services Centre. Chefs de Mission or Proxy Card Holders can pick up only one copy from the Sports Information Desk every day. In general, extra-copies would not be provided except the participating teams submit the change requires in advance. The participating teams can submit the change requires in the Technology Help Desk in NPC Services Centre.

3.9.7.3 Wireless Internet Connections

During the Paralympic Games, wireless internet access will cover the bottom three floors of Qingdao Paralympic village and will be served for free in the major areas

such as the lobby, Internet café, restaurant and lounges. However, Wireless Internet Accesses will not be available in NPC suites and the guest rooms. During the Paralympic Games, the service is available 7 days a week, 24 hours a day. The bandwidth of wireless internet access is 100M shared.

3.9.7.4 Internet Access through Rate Card Services

To facilitate the application process, Sailing Teams can access the Internet by purchasing the Internet services in the Rate Card Reception Desk which is located in the first floor of village. The regular Rate Card Application process designated by BOCOG is equally valid.

✧ Internet Access- GPRS service

The China Mobile's GPRS network can provide Internet access for Sailing Teams using GSM/GPRS 900/1800 dual frequency bands. The network provides nation-wide coverage to nearly every city and rural area in China's mainland. Sailing Teams can access the Internet wherever there is China Mobile GPRS coverage. The requirements for this service are a mobile phone that supports GPRS and Internet functions or a computer with a GPRS Internet network interface. The GPRS rate card package provides free rental (deposit required) of a GPRS network interface for laptop computers. Please refer to specific rates, fees and charges related to the provisions of the rate card.

✧ Internet Access – PSTN service

The service provides simple and direct access to the Internet with one free email box and unlimited Internet usage within the rental period. A modem is not included. A regular business line or five-digit Olympic Network line with local/national access must be ordered separately. The highest speed is 56Kbps. Please refer to specific rates, fees and charges related to the provisions of the rate card.

✧ Internet Access – ISDN service

The service provides access to the Internet at 64Kbps or 128Kbps. A basic ISDN line should be ordered separately, which will provide two communication channels that can be used separately or simultaneously for voice, data transmission or Internet access. The rental price includes one free email box and unlimited Internet usage within the rental period. An ISDN network interface card is required. Please refer to specific rates, fees and charges related to the provisions of the rate card.

❖ Internet Access-ADSL service

The services will provide unlimited Internet usage and dynamic IP addresses within the rental period. The package includes a subscriber line, an ADSL Modem and two free email boxes and unlimited Internet usage. The available packages provided within China's mainland are:

- ▶ Download speed up to 512Kbps / upload speed up to 512Kbps
- ▶ Download speed up to 1Mbps/ upload speed up to 512Kbps
- ▶ Download speed up to 2Mbps/ upload speed up to 512Kbps

Please refer to specific rates, fees and charges related to the provisions of the rate card.

❖ Internet Access—leased line service

Dedicated Internet access is implemented over various kinds of fixed lines to provide a high-quality service and unlimited Internet usage within rental period. The fixed lines must be ordered separately.

Customer premises access equipment is required with appropriate ports, such as routers, exchange and proxy servers. IP addresses are available and will be assigned upon request and then canceled at the end of the rental period. Please refer to specific rates, fees and charges related to the provisions of the rate card.

3.9.7.5 Five-digit Paralympic Network Line

During the Paralympic Games, five-digit Paralympic Network will connect Qingdao

Paralympic Village and all the competition and non-competition venues in Beijing. Local, national and international phone access is available in the village. Calls made within the Paralympic Network will be free of charge. To facilitate the application process, Sailing Team can purchase the services in the Rate Card Reception Desk which is located in the first floor of village.

3.9.7.6 Regular Business Line

Local, national and international access is available in Qingdao Paralympic Village. However, the outside lines are not available in all guest rooms. To facilitate the application process, Sailing Teams can purchase the services in the Rate Card Reception Desk which is located in the first floor of village.

3.9.7.7 Calling Bar

Local, national and international access is available in the Calling Bar which is located in the first floor of village. Totally 20 sets of telephone are provided and users can purchase phone cards on vending machines nearby. Calls made in the Calling Bar will be charged according to the fee standards set by Qingdao Netcom.

3.9.7.8 CATV network

During the Paralympic Games, dedicated CATV network will cover the whole area of Qingdao Paralympic village and will be served for free in the major areas such as the guest rooms, restaurant, Internet café and lounges. The CATV network will transmit up to 40 multilateral channels from BOB and 14 commercial channels from domestic or oversea broadcasters. The service is available 7 days a week, 24 hours a day in the Games time.

3.9.7.9 Internet Bar

During the Paralympic Games, there are totally 20 sets of computers and 12 sets of INFO 2008 terminals will be provided. The service hour is from 9:00 to 21:00. The

bandwidth of internet is 10M shared. Software without formal authorization will not be allowed to install on the computers in the Internet Bar.

3.9.7.10 Technology Help Desk

The technology helpdesk handles technical malfunctions or complains in Village. The service date is from August 30 to September 20, 2008 and the service hour is from 8:00 to 20:00. The Technology Help Desk will provide support to people who have technical problems by taking phone calls or on-site interview. The technology helpdesk has no obligation to provide supports to any private digital devices, such as personal laptops, MP3s, etc.

3.10 NPC Guest Pass

NPC Guest Passes will be issued at the Guest Pass Centre located at the Main Entrance. Guest Passes are non-rotational and non-transferable, so each pass may only be used once per day.

A specific number of Guest Passes per day to each NPC will be provided based on the number of competing athletes:

Competing Athletes	Number of Guests
1-2	2
3-4	3
5 or above	4

The Guest Pass Centre will operate daily from 09:00 to 21:00. The procedure for the NPC Guest Application is as follows:

- ▶ By 18:00 the previous day, the NPC must submit, to the Guest Pass Centre, a request signed by the Deputy Chef de Mission.
- ▶ The approved NPC guests will exchange valid photo identification (e.g. a valid passport) for a Guest Pass. All NPC Guests must return their Guest

Passes to the Guest Pass Centre no later than 21:00, and claim back their identifications.

- ▶ Late return or misuse of Guest Pass may resort to the cancellation of Guest Pass application.
- ▶ With the NPC Guest Pass, the NPC Guest will be admitted into the International Zone of the Paralympic Village. A NPC Guest may only enter the Residential Zone if accompanied by a Paralympic Village resident.

NPCs are required to inform their guests that:

- ▶ Guest Pass must be worn in a visible place throughout the visit.
- ▶ Guests must respect the rules of the Village.
- ▶ No filming may take place in the Residential Zone.

3.11 Media Passes

Up to 30 Media Passes will be issued at any one time in the Paralympic Village.

The accredited media shall apply for Media Passes 24 hours before of the usage. The approved accredited media will exchange their accredited cards for a Media Pass. After the interview in the Paralympic Village, all media with media passes must return their Media Passes and claim back their identifications.

3.12 Language Services

Venue Language services office is located on the first floor of the Main Operation Centre of the Qingdao Olympic Sailing Centre. English and Chinese consecutive interpretation and translation services are available.

3.12.1 Professional Language Services

- ▶ **Translation:** Paid translation services will be available. NPCs which would

like to use the services will have to submit translation requests at the NPC Services Centre in the village. All translation requests must be paid for in advance.

- ▶ **Interpretation:** English and Chinese consecutive interpretation will be offered in the venue; Teams Operational Meeting language is English, no other interpretation service will be provided.

3.12.2 Multilingual Interpretation Switchboard

Share the Multilingual Interpretation Switchboard with the BOCOG.

3.12.3 Language Service Centre

There will be no Language Service Centre in Qingdao Paralympic Village.

3.12.4 Medical Interpreters

Medical service personnel in the Paralympic Village will have a good command of English and Chinese and will support sailing teams as required.

4. Non-Paralympic Constituents

4.1 Athletes and Officials Residing in Private Accommodation

BOCOG will not provide transport services for athletes and team officials residing in private accommodation.

4.2 Additional Officials

Additional Officials are welcome to reside in the Paralympic Village. However, if they choose to reside outside, 2 hotels will be recommended for their accommodation.

- ▶ Haiqing Hotel is a 4-star hotel, with the distance of 1 kilometer to Qingdao Olympic Sailing Centre. The rate of the hotel ranges from RMB 780 (Standard Room) to RMB 880 (Deluxe Room).

- ▶ HuanHai Gloria Inn Qingdao is a 3-star hotel, with the distance of 2 kilometers to Qingdao Olympic Sailing Centre. Room rate is RMB720 (Standard Room).

4.3 NPC Presidents and Secretaries General

The Shangri-la Qingdao Hotel (5-star), the Paralympic Family Hotel in Qingdao, will be the hotel for visiting NPC Presidents, Secretaries General and Dignitaries. The distance between the Qingdao Olympic Sailing Centre and the hotel is about 3 kilometers. During the games, the room rate of the hotel varies from RMB 1576 (Standard Room) to RMB 3200 (Suite Standard).

BOCOG will set up Information Desks in the hotel for information and language service.



5. Food Services

5.1 Food Services for Athletes and Team Officials

There is no meal provided to athletes and team officials in the Competition Venue as it is adjacent to the Paralympic Village where 24-hour food service is available. However, free beverages will still be provided at the Waiting Area of the Competition venue.



6. Freight and Logistics Support

6.1 NPC Freight

Please refer to *Customs and Freight Manual for 2008 Beijing Olympic/Paralympic Games- Annex 11 Freight Guide for Sailing*

6.2 Inbound/Outbound Freight Procedures

Please refer to *Customs and Freight Manual for 2008 Beijing Paralympic Games*.

6.3 Air Parcel and Express Delivery

Sailing teams expecting to receive air parcel and express delivery before and during the Paralympic Sailing Competition will have to inform the Logistics and Freight Desk at the NPC Services Centre of related information such as consignment location, estimated arrival time, value, flight number, name of the agency and contact details.

Air parcel and express delivery goods should be provided with consignee's address, name, and contact details.

Air parcel and express delivery goods shall comply with the requirement specified by *Customs and Freight Manual for 2008 Beijing Paralympic Games*. Other related supporting documents shall also be submitted if special approvals are needed.

If air parcels and express delivery goods are imported temporarily, confirmation shall be made by respective sailing teams who have to guarantee the goods will be exported on time. Only under this circumstance, will the Committee issue the Bank Guarantee Letter to ensure the customs clearance will take place for the importation. If Air parcel and express delivery goods are not imported temporarily and will not be exported after the Games, respective sailing teams shall pay for the customs duty according to the

customs clearance regulations.

6.4 Logistics Support for NPCs in the Paralympic Village

6.4.1 Delivery of Large Quantities of Sailing Teams' Goods in the Paralympic Village after the Lockdown

Sailing teams shall inform the Logistics and Freight Desk at the NPC Services Centre of related information such as vehicle information, name of the agency and contact details.

Logistic Support Team will coordinate to issue the vehicle permit to the agency to get access to the Perimeter. The agency will finally deliver the goods to respective sailing teams at the Venue Entrance.

After the sailing team signed for the receipt, Logistic Support Team will deliver the goods to the designated area after going through the security check procedures.

6.4.2 Logistics Services

Any request for the logistics services can be raised at the Logistics and Freight Desk at the NPC Services Centre.

Useful links to freight matters:

Customs and Freight Manual for 2008 Beijing Olympic/Paralympic Games:

<http://en.beijing2008.cn/news/official/bulletin/media/n214144391.shtml>

6.5 Competition Venue

Item	Details
Container(40' or 20')	Move-in: August 27-28, 2008 Security-check: August 28-29, 2008

Item	Details
	<p>Move-out: September 14-15, 2008</p> <p>Quantity of Containers: Maximum two containers for each team</p> <p>Container Parking Area outside the Venue. Number of containers allowed to remain the same as specified in the Competition Venue.</p>
<p>Container Trucks, trailers</p>	<p>Free of charge</p>

6.6 Transfer of Container from NOC to NPC

- ▶ Olympic Sailing Teams can transfer freight to their Paralympic counterparts upon completion of the Olympic Sailing Competition. An Olympic Sailing Team may leave a whole container within the venue for use by the Paralympic Sailing Team of the same country.
- ▶ Details of the freight transferred from Olympic Sailing Teams to Paralympic Sailing Teams should be provided to Logistic & Support Desk on the NPC Services Centre by no later than August 15, 2008.
- ▶ Olympic Sailing Teams without providing the transfer details shall move out their containers from the venue by August 26, 2008.



7. Departure Procedures for Athletes and Team Officials

7.1 Departures during the Paralympic Games

During the Paralympic Games, transport from the Qingdao Paralympic Village to Qingdao Liuting International Airport will be available for departing athletes and officials. Deputy Chefs de Mission shall notify the Arrival and Departure Desk in the NPC Services Centre about the departure information at least 24 hours before their departure. The NPC Assistants will help sailing teams with all departure procedures.

7.2 Departure Procedures

For a smoother departure procedure the Deputy Chefs de Mission are requested to:

- ▶ Confirm well in advance with the Arrival and Departure Desk the scheduled time of departures
- ▶ Complete the inventory check of the Village.

Teams are to assemble at the meeting point with their baggage on time and load their baggage in the buses and trucks (when needed) and board. Athletes who reside outside the Paralympic Village may either return to the Paralympic Village so as to depart with the rest of the team, or head directly to the airport.

7.3 Final Inspection

- ▶ At least 48 hours prior to departing from the Paralympic Village, the Deputy Chef de Mission will contact the Paralympic Village Support Operations through the Front Desk, to book a time for the final inspection of the allotted dwellings and the inventory check of the Furniture, Fixtures and Equipment provided by BOCOG.
- ▶ The inspection and inventory check must take place as close as possible to the departure from the Paralympic Village.

- ▶ At the designated time, a Paralympic Village Staff will visit all allotted spaces and confirm their condition. The condition and quantities of inventory items will be checked as well.
- ▶ All differences from the Check-In Inspection and Inventory will be noted on the forms and all costs will be calculated based upon the rates written on the damage list.
- ▶ These costs will be recorded on the Building Inspection and Inventory forms. The Deputy Chef de Mission will be asked to sign these forms.
- ▶ All keys of the team allotment are to be returned to the Village Support Operations staff at the Front Desk.
- ▶ All residents must have vacated their accommodation and office prior to the final inspection.
- ▶ Following the final inspection, the spaces will be locked and access to these areas will not be permitted.
- ▶ If the Deputy Chef de Mission departs without conducting a final Building Inspection and Inventory, the NPC will waive the right to contest any damages to the spaces or any missing or damaged equipment, including loss or damage to Rate Card items. In this case, the Paralympic Village Support Operations staff will make the final inspection with the presence of a NPC Relations and Services staff.

8. Ceremonies

8.1 Athletes and Officials Attending the Opening and Closing Ceremonies in Beijing

For athletes and officials that want to attend the Opening and Closing Ceremony of the Paralympic Games in Beijing, BOCOG will provide air transportation to Beijing and back.

8.1.1 Ticketing

BOCOG will allocate a limited number of tickets for the Opening and Closing Ceremonies and hand them out in advance to NPC Chefs de Mission in Beijing. Members of Sailing teams that want to watch the Ceremonies as spectators must therefore consult with their NPC Chefs de Mission prior to their arrival in Beijing.

8.1.2 Transport

- ▶ Before the Opening Ceremony, BOCOG will reserve a morning flight on September 6 to transport the above sailing team members from Qingdao to Beijing Capital Airport and then to Beijing Paralympic Village (the flight time and detailed arrangements will depend on the number of the participants). The sailing team members will join their NPC delegations in the Beijing Paralympic Village and attend the Opening Ceremony together.
- ▶ After the Opening Ceremony, the sailing team members, together with their NPC delegation, shall return to the Beijing Paralympic Village and stay there for overnight. BOCOG will reserve a flight on the morning of September 7 (the flight time and detailed arrangements will depend on the number of participants), and transport the sailing team members to Qingdao Liuting International Airport and then back to Qingdao Paralympic Village.
- ▶ Before the Closing Ceremony, BOCOG will reserve a morning flight on

September 17 to transport the sailing team members from Qingdao to Beijing Capital Airport and then to Beijing Paralympic Village (the flight time and detailed arrangements will depend on the number of the participants). The sailing team members will join their NPC delegation in Beijing Paralympic Village and attend the Closing Ceremony together.

- ▶ After the Closing Ceremony, the sailing team members, together with their NPC delegation, shall return to Beijing Paralympic Village and stay in the village until the closing of the Village. BOCOG does not recommend the sailing teams come back to Qingdao.

8.2 Commemorative Medals and Diplomas

The commemorative medals and diplomas for the accredited sailing athletes and officials will be handed over to their NPC Chef de Mission, who will be solely responsible for the internal distribution.

9. Medical Services and Public Health

9.1 Paralympic Designated Hospitals

The Qingdao Municipal Hospital and the Affiliated Hospital of Medical College Qingdao are the designated hospitals in Qingdao. As the Qingdao Municipal Hospital is only half kilometer away from the Village and the venue, it serves at the same time as a complex clinic for Qingdao Paralympic Village. The designated hospitals will provide standard medical services as described by the BOCOG Medical Services Guide.

9.2 Public Health

9.2.1 Public Health and Hygiene Issues

A comprehensive and integrated public health program will be operational for the duration of the Paralympic Games at all venues. Qingdao Municipal Health Bureau and other public health officials will be accredited to enter venues to perform public health inspections. Services will include:

- ▶ Monitoring all in-venues food handling and hygiene through access to food preparation, storage and delivery facilities and collection of food samples for scientific analysis to ensure food hygiene;
- ▶ Monitoring the environment at all venues through appropriate handling of venue sanitation issues (air duct system, water coolers, drinking water, water quality of swimming pool, indoor air quality) and waste issues (clinical waste, storage and disposal of waste) ;
- ▶ The development of a range of good health messages;
- ▶ Readiness to perform epidemiological surveillance to follow up on any issues of public health concern.

10. Security

10.1 Security Perimeter and Policing

Security perimeter encloses the Qingdao Olympic Sailing Centre with two layers of closed fences and infrared alarm system with cameras. Security staff will patrol the perimeter on a 24-hour basis. Four access points are installed on the security perimeter, numbered as 1, 2, 3 and 4 separately. People, vehicles and material entering the perimeter will be checked and screened. After entering the security perimeter, those who intend to enter the Paralympic Village will go through an accreditation check. A further security line is set for the competition venue and those who intend to enter the competition venue will go through an accreditation check.

10.2 Pedestrian Access

Athletes and team officials can enter the Olympic Sailing Centre after accreditation check and security screening at Entrance No. 2 or No. 3. Their accreditation pass will be checked again upon entering the Paralympic Village without further security screening.

10.3 Vehicle Access Control

Vehicles accessing the Olympic Sailing Centre will be checked.

10.4 Access to Venues - Vehicle Security Check

Vehicles with access and parking permits entering the Olympic Sailing Centre will be checked including the underside and internal check of the vehicle.

11. Credit Cards and Payments at the Venue

Sailing Team members need to remember that all payments at the Paralympic Village may only be made via VISA credit cards as well as cash. Bank of China will set up a financial service desk and an ATM machine at the Paralympic Village. Additionally, there will be an ATM machine on the Main Breakwater.





12. Appendices



12.1 Paralympic Village Map

青岛奥运村外部运行设计规划图

Exterior Operational Layout Of QDV





12.2 Beijing 2008 Paralympic Sailing Competition Racing Schedule



Competition Schedule by Event

Sailing

Day 2

Monday:(08/9)

Session SA01 Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Single-Person Keelboat (2.4mR) - Race 1, 2
Two-Person Keelboat (SKUD18) - Race 1, 2
Three-Person Keelboat (Sonar) - Race 1, 2

Day 3

Tuesday:(09/9)

Session SA02 Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Single-Person Keelboat (2.4mR) - Race 3, 4, 5
Two-Person Keelboat (SKUD18) - Race 3, 4, 5
Three-Person Keelboat (Sonar) - Race 3, 4, 5

Day 4

Wednesday:(10/9)

Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Reserve Day

Day 5

Thursday:(11/9)

Session SA03 Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Single-Person Keelboat (2.4mR) - Race 6, 7, 8
Two-Person Keelboat (SKUD18) - Race 6, 7, 8
Three-Person Keelboat (Sonar) - Race 6, 7, 8

Day 6

Friday:(12/9)

Session SA04 Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Single-Person Keelboat (2.4mR) - Race 9, 10
Two-Person Keelboat (SKUD18) - Race 9, 10
Three-Person Keelboat (Sonar) - Race 9, 10

Day 7

Saturday:(13/9)

Session SA05 Start: 13:00 End: 17:00 Qingdao Olympic Sailing Center
Single-Person Keelboat (2.4mR) - Race 11, Medal Ceremony
Two-Person Keelboat (SKUD18) - Race 11, Medal Ceremony
Three-Person Keelboat (Sonar) - Race 11, Medal Ceremony

12.3 Sailing Competition Venue

The 2008 Paralympic Sailing Competition will be held at Qingdao Olympic Sailing Centre, which is located at the Fushan Bay, the city centre of Qingdao, 33km from the airport, 11km from the train station and 11km from the Qingdao Port. The straight distance between Qingdao and Beijing is about 690km. Within the Sailing Centre are the sailing competition venue and the Qingdao Paralympic Village.

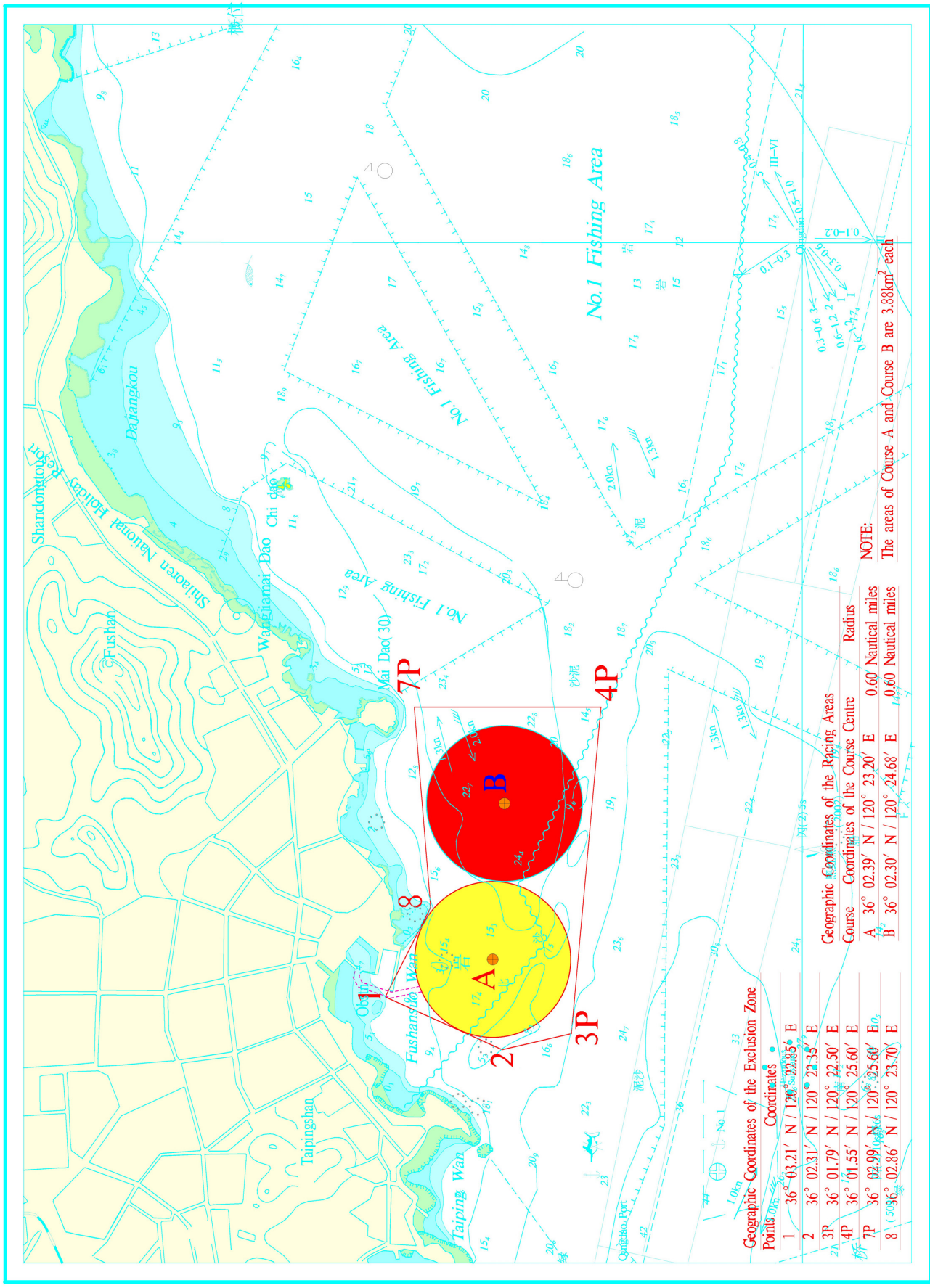
12.4 Facilities at the Competition Venue

The competition venue includes the Administration Centre and Media Centre along with the supporting facilities including athletes' lounge, measurement tent, boat parking, launching ramps and breakwaters.

Field of Play

As shown in the chart attached, the field of play includes two course areas: Area A, Area B. The distance from Area A to Qingdao Olympic Sailing Centre is 0.5 sea miles; while from Area B 2.0 sea miles. The area of Area A and Area B are both 3.88 km².

Field of Play For 2008 Paralympic Sailing Competition



Access to the Field of Play

Athletes get access to the FOP via the Launching Ramp.

Warm-up and Waiting Area

The athletes' lounge, boat park, and the container park within the competition venue will be the warm-up and waiting area for the competitors. FOP is open to athletes before competition for their training and warm up.

Change Rooms

Change rooms for male and female athletes will be adjacent to the boat park, with facilities including showers, accessible toilets, lockers, and changing areas.

Mixed Zone

Athletes must pass through the mixed zone to exit the field of play and they are requested to cooperate and speak with press or broadcasters.

Athletes' and Team Officials' Lounge

The athletes' lounge will be available for athletes and team officials in the International Zone of the Paralympic Village.

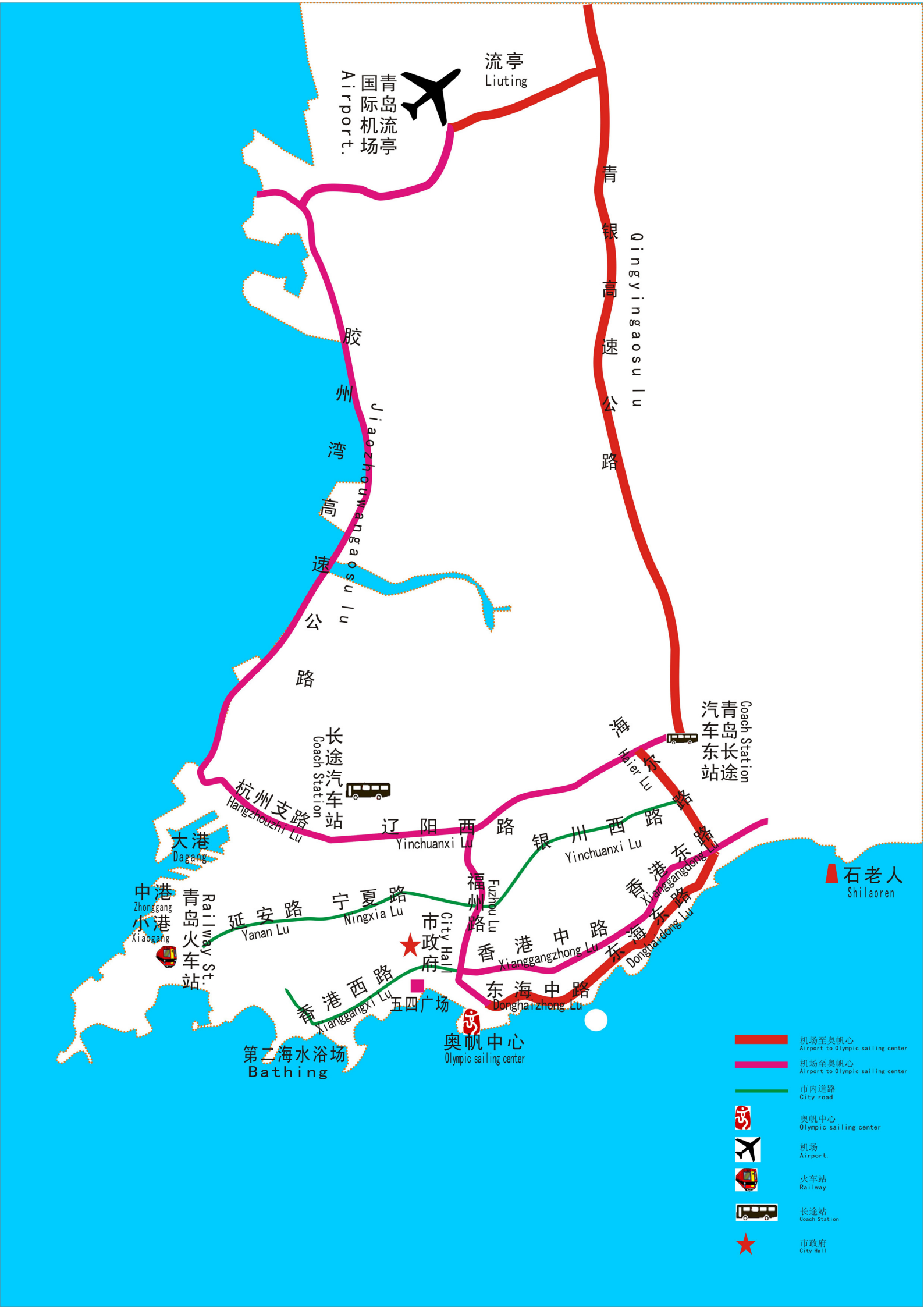
Classification Office

The Classification Office is located on the second floor of Administration Centre.

12.5 Transportation Maps

Qingdao International Airport – Qingdao Olympic Sailing Centre

See attachment.



流亭
Liuting

国青
际岛
机流
场亭
Airport.

青
银
高
速
公
路
Qingyingshaosu Lu

胶
州
湾
高
速
公
路
Jiaozhouwanhaosu Lu

汽青
车岛
东长
站途
Coach Station

长
途
汽
车
站
Coach Station

海
泊
路
Haier Lu

杭
州
支
路
Hangzhouzhi Lu

辽
阳
西
路
Yinchuanxi Lu

银
川
西
路
Yinchuanxi Lu

大
港
Dagang

中
港
小
港
Zhonggang
Xiaogang

青
岛
火
车
站
Railway St.

延
安
路
Yanan Lu

宁
夏
路
Ningxia Lu

福
州
路
Fuzhou Lu

市
政
府
City Hall

香
港
中
路
Xianggangzhong Lu

检
票
东
路
Xianggangdong Lu

石老人
Shilaoren

香
港
西
路
Xianggangxi Lu

五
四
广
场
Wusi Square

东
海
中
路
Donghaizhong Lu

第
二
海
水
浴
场
Bathing

奥
帆
中
心
Olympic sailing center

-  机场至奥帆中心
Airport to Olympic sailing center
-  机场至奥帆中心
Airport to Olympic sailing center
-  市内道路
City road
-  奥帆中心
Olympic sailing center
-  机场
Airport
-  火车站
Railway
-  长途站
Coach Station
-  市政府
City Hall



12.6 Hotels-Master Plan



Shangri-La Hotel

Equatorial Hotel

Crowne Plaza

Haiqing Hotel

**Designated
Hospital-Qingdao
Municipal Hospital**

**Qingdao Olympic
Sailing Center**

Huanhai Gloria Inn

**Post & Telecom
Hotel**

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1. Before Arriving in Hong Kong

1.1 Paralympic Identity and Accreditation Card (PIAC) and Visa

NPC team members holding PIACs are entitled to multiple entries into the Mainland of China and Hong Kong Special Administrative Region (HKSAR) during the period from August 6 to October 16, 2008, upon presentation of the PIAC and a valid passport without requiring a separate visa.

Any team members who enter / leave Hong Kong before the validity period mentioned above, or are not in possession of an accreditation card at the immigration are required to comply with the requirements for visa that are currently in force.

For detailed visa exempted nations list for the Hong Kong Special Administrative Region, please visit the following website:

- ✧ http://www.immd.gov.hk/ehhtml/hkvisas_4.htm

Please note that applicants are required to submit separate visa applications for entry into the Mainland of China and the Hong Kong Special Administrative Region. Visa can be applied through the Chinese Diplomatic and Consular Missions in respective countries. Contacts of the Chinese Diplomatic and Consular Missions:

- ✧ <http://www.immd.gov.hk/ehhtml/embassy.htm>
- ✧ <http://www.chinese-embassy.com/>

1.2 Accompanied Baggage and Freight

Two designated Paralympic channels at the Customs Arrival Halls of the Hong Kong International Airport by the Customs and Excise Department will provide customs clearance services for the NPC members. Nevertheless, NPC members using the

designated channels are not exempted from customs clearance.

1.3 Hong Kong Customs Requirements

Hong Kong is a free port. There is no tariff on general imports. Only four categories of commodities are dutiable: **alcoholic liquors**, **tobacco**, **hydrocarbon oil** and **methyl alcohol**.

Passengers are required to use the “Goods to Declare Channel” (Red Channel) to make a declaration to the Customs Officers if they are carrying any prohibited / controlled items and dutiable goods exceeding their duty-free concessions.

Passengers are required to use the “Nothing to Declare Channel” (Green Channel) if they are not carrying dutiable goods or prohibited / controlled items, or possessing dutiable goods in compliance with duty-free concessions.

Customs Officers may select passengers from the Green Channel for examination.

- ✧ Hong Kong Customs and Excise Department enquiries: 852- 2815 7711
- ✧ Advice to Travelers: http://www.customs.gov.hk/eng/advice_advice_e.html

1.3.1 Prohibited Items

Importation / exportation of dangerous drugs, psychotropic substances, controlled chemicals, antibiotics, arms, ammunition, fireworks, strategic commodities, rough diamonds, textiles, animals, plants, endangered species, telecommunication equipment, game, meat and poultry into or out of Hong Kong is governed by laws. Any import / export of these items must be accompanied by a valid license or permit issued in advance by the relevant authorities, unless otherwise exempted by laws.

If any of these prohibited or controlled items are brought into / out of Hong Kong without a license or permit, the traveler concerned may be liable to prosecution and the item will be seized and confiscated.

1.3.2 Duty-Free Concessions in Hong Kong

NPC delegates may bring in the following types of alcoholic liquor free of duty if the goods are brought in as accompanying baggage:

- ✧ Wine; and
- ✧ Liquor with an alcoholic content of 30% or below by volume measured at a temperature of 20°C.

In addition, any NPC delegate aged 18 or above is allowed to bring into Hong Kong the following dutiable goods free of duty for own use:

- ✧ 1 litre of alcoholic liquor with an alcoholic content above 30% by volume measured at a temperature of 20°C; and
- ✧ 60 cigarettes or 15 cigars or 75 grams of other manufactured tobacco.

1.4 Medical Supplies and Licensing of Health Professionals

Team physicians wishing to practice medicine in the Hong Kong Special Administrative Region are required to apply to the Medical Council of Hong Kong (Medical Council), through BOCOG, for limited registration in accordance with the Medical Registration Ordinance (Cap. 161), Laws of Hong Kong. Details of the application procedures can be found at the Medical Council's website at www.mchk.org.hk and the Equestrian Event website at:

http://www.equestrian2008.org/eng/guideline_e.aspx.

2. Arrival Procedures for Athletes and Team Officials

2.1 Deputy Chef de Mission Presence during Arrival of the Delegation

Deputy Chefs de Mission can meet and greet their delegations at the Airport Arrival Hall, which is a non-restricted area.

2.2 Disembarking at Hong Kong International Airport

Hospitality services at the Hong Kong International Airport will commence on August 28, 2008. Hospitality Desks will be located in prominent positions at the Passenger Terminal (one located in front of the temperature check counter, two at the north and south immigration halls, and one at Arrival Hall A). Airport Assistants or NPC Assistants will meet and greet the teams near the air bridge. They will then assist the delegations / team members on immigration clearance, validation of Pre-Valid Card, baggage claim and customs clearance.

Carrying of PIAC upon Arrival

NPC members are required to carry their Paralympic Identity and Accreditation Card (PIAC) with them so that they may be easily recognized by the Airport Assistants or NPC Assistants.

2.3 Baggage Claim

Upon arrival, NPC delegation members will first go through immigration before proceeding to the Baggage Reclaim Hall. NPCs are responsible for claiming their own baggage and assistance from volunteers will be provided on a need basis. Baggage trolleys are available free of charge.

If any baggage is mishandled and not available for reclaim, NPC Assistants or Airport Assistants will escort the delegation members to the Baggage Enquiry Desk so that the responsible airline can provide appropriate assistance and deliver the baggage, once located, to the Hong Kong Paralympic Village or the Grooms Village.

2.4 Accreditation and Validation Centre at the Airport

Once the DRM is completed in Beijing, athletes and officials may get their Pre-Valid Cards validated at the airport. The Airport Accreditation Centre will also offer printing or corrections of Pre-Valid Cards. For a smooth arrival and entry in the village, athletes and team officials are encouraged to use the airport accreditation and validation centre.

2.5 Transport from Airport to the Hong Kong Paralympic Village

From August 28, 2008, upon validation of the Pre-Valid Card, free shuttle bus services to the Hong Kong Paralympic Village or the Grooms Village will be provided to eligible athletes and officials.

There will be no Transport Service for NPC delegation members who are not staying in the Hong Kong Paralympic Village or other designated hotels. NPCs are required either to make their own transport arrangement in these cases or make use of the dedicated team vehicle.

3. Athletes Accreditation Centre (AAC)

All Athletes (Aa) and Officials (Ac, Ao, Am, As) must validate their Pre-Valid Card after they arrive in Hong Kong. The validation of the Pre-Valid Card can be done at any of the accreditation centres listed below provided the DRM is completed:

3.1 AAC Operations Schedule

▶ **Hong Kong International Airport (before Immigration)**

Location: Southern Arrival Hall before Immigration Clearance counters (airside) of the Hong Kong International Airport

Services: Full accreditation services (Validation, Problem Resolving, Real-time Badging and processing of Guest / Day Passes)

Operation period: August 28 to September 17, 2008

Opening hours: 24 hours

▶ **Hong Kong Paralympic Village**

Location: Royal Park Hotel (Sha Tin)

Services: Full accreditation services (Validation, Problem Resolving, Real-time

Badging and processing of Guest / Day Passes)

Operation period: August 28 to September 14, 2008

Opening hours: 24 hours

▶ **Paralympic Family Hotel**

Location: Kowloon Shangri-La Hotel, Tsimshatsui

Services: Full accreditation services (Validation, Problem Resolving, Real-time Badging and processing of Guest / Day Passes)

Operation period: September 7 to September 13, 2008

Opening hours: 24 hours

▶ Hong Kong Paralympic Equestrian Venue (Sha Tin)

Location: Hong Kong Sports Institute and Penfold Garden

Services: Full accreditation services (Validation, Problem Resolving,

Real-time Badging and processing of Guest / Day Passes)

Operation period: August 28 to September 12, 2008

Opening hours: 24 hours

3.2 Accreditation Processing

The accreditation processing will follow the same model in Beijing with difference being made between Pre-Valid Card holders and non Pre-Valid Cards holders.

4. Hong Kong Paralympic Village Services

4.1 Pre-Opening

Hong Kong Paralympic Village will not provide pre-opening accommodation. NPC representatives who arrive before August 28, 2008 will have to arrange their own accommodation in Hong Kong.

4.2 Entering the Village

Please refer to Section 2.1.10 Beijing Part in this Manual.

4.3 Deputy Chefs de Mission priorities upon arrival in the Village

4.3.1 Check-in Procedures

The Hong Kong Paralympic Village will open on August 28 at 08:00. Teams may arrange Check-in and Inventory Inspection upon arrival.

The Village staff will greet the Deputy Chef de Mission / Team Leader at the Front Desk and lead him/her to the NPC office to assist with the Delegation check-in process, which includes:

- ✧ An inspection of the NPC accommodation and office
- ✧ A furniture, fixtures and equipment inventory inspection
- ✧ An inspection of technological equipment
- ✧ An inspection of the Rate Card Items (if applicable)
- ✧ The signing of the Inspection and Inventory Forms

The inventory forms include the condition and the total number of the furniture, fixtures and equipment per allotted space, provided by BOCOG or from the Rate Card

and Technology ordered by the NPC. Portable items such as mobile phones and laptops are not included in the Inventory forms. They will have to be collected at the NPC Services Centre from the Rate Card Service Desk and / or the Technology Desk.

Each Inventory Form will be signed by a Village staff member and by the Deputy Chef de Mission.

The Deputy Chef de Mission can either choose:

- ▶ To conduct a complete visual verification of all NPC's allotted spaces accompanied by a Village staff member and then sign-off the Inspection and Inventory forms. If there are any changes from the forms regarding the equipment or the condition of the allotted spaces, the Village staff member will write these down and complete any necessary changes within the next 24 hours.
- ▶ To sign-off the Inspection and Inventory forms without completing the verification process in the presence of Village staff member. In this case, if there are any variations from the forms regarding the equipment or the condition of the allotted spaces, the Deputy Chef de Mission will have a maximum of 24 hours to communicate any such variations. If he / she does not communicate anything within 24 hours, this will indicate that he / she accepts the condition of the NPC allotted spaces and equipment as written in the Inspection and Inventory Forms.

After the sign-off of the Inspection and Inventory Forms, Village Staff gives the keys of the allotted spaces to the Deputy Chef de Mission or a designated person.

4.3.2 Key (Room Card) Distribution

After the completion of the check-in Inspection and Inventory Procedures, the keys of the NPCs allotted spaces are given to the Deputy Chef de Mission.

NPC office keys will also be distributed at the completion of the inspection and

inventory process. The number of keys will depend on the size of the NPC:

Delegation Size in Hong Kong	Number of Keys
1-10	2
11-20	3
21 or more	4

Each Deputy Chef de Mission will receive one set of room key for each Athlete and Official accommodated in the Village as well as a set of keys for each room of the NPC Office.

4.3.3 Collection of Portable Technology Items

Following their arrival at the Hong Kong Paralympic Village, NPCs can collect their no-charge portable items by visiting the NPC Services Centre. There, each NPC will be handed over their no-charge items, confirm the types and quantity received and sign off the required receipt form. Terms and conditions of usage, liability and applicable options will be listed on this form along with other relevant information.

Before the NPC check-out, the Deputy Chef de Mission will return the equipment to the Technology Desk at the NPC Services Centre. A receipt for the physical return of the equipment will be issued.

4.3.4 Introduction to NPC Assistants

If the NPC has given a prior 48 hours notice of their arrival in Hong Kong to NPC Services, then the NPC Assistants will greet and meet them at the Airport. In this case, the NPC Services staff will formally introduce the Deputy Chef de Mission to the NPC Assistants upon his arrival at the Hong Kong Paralympic Village.

4.3.5 Collection of Proxy Cards for the Deputy Chef de Mission Designees

During the DRM, the Deputy Chef de Mission has to provide the NPC Services Staff

with the names of the Proxy Card holders. The Proxy Card will then be produced and be collected later at the NPC Services Centre on level 5.

- ▶ The Proxy Card is not transferable and it can only be used if accompanied by the Accreditation Card
- ▶ In case of loss and / or damage, the Deputy Chef de Mission will be required to contact the NPC Services Centre for a replacement

4.3.6 Team Welcome Ceremony

No Team Welcome Ceremony will be held in the Hong Kong Paralympic Village. Instead, an informal Team Welcome Tea Gathering hosted by the Mayor of the Village will be organised.

4.4 Paralympic Village Services

4.4.1 Residential Zone

4.4.1.1 NPC Accommodation

Hong Kong Paralympic Village is a 4-star hotel where Athletes and Team Officials will be accommodated in twin rooms while the Deputy Chef de Mission will be allocated a single room.

All the hotel rooms are fully air-conditioned with a bathroom and the following items will be provided free of charge in each of the bedrooms:

- ✧ One double bed for single rooms and two beds for twin rooms (each with mattress, cotton padded pillow top, bed sheet, bed pad, down duvet, duvet cover, pillow with pillowcases)
- ✧ One desk
- ✧ One chair

- ✧ One sofa
- ✧ One coffee table
- ✧ One standing lamp
- ✧ Two night lamps
- ✧ Two bedside lamps
- ✧ Two reading lamps
- ✧ One wardrobe
- ✧ Six clothes hangers per person
- ✧ One luggage cabinet
- ✧ One small refrigerator
- ✧ One cosmetic mirror
- ✧ One television set with real-time Paralympic Games signal from Beijing
- ✧ Two wastebaskets
- ✧ One digital clock
- ✧ One electric kettle
- ✧ One hair dryer
- ✧ Two bath towels
- ✧ Two hand towels
- ✧ Two face towels
- ✧ Bathroom kits, one set for single room and two sets for twin rooms (each with shampoo, bath foam and hair conditioner, shower cap, tooth brush, cotton stick)
- ✧ One set of note paper and pen
- ✧ One shoe shine kit

Each room is provided with a small safety box in which residents may keep their personal valuables. The Reception at Level 1 also provides safekeeping services for residents for small amount of items.

Basic housekeeping will be provided free of charge.

Local calls within Hong Kong will be free of charge while international calls and in-room internet access are available at regular hotel charges.

4.4.1.2 NPC Offices, Medical Space and Storage Space

4.4.1.2.1 Items Provided at No Cost for NPC Office-Combined-Medical Room

Each Team with 3 athletes or more will be allocated a dedicated room to serve as NPC Office-combined-Medical Space at Level 16 with the following items to be provided free of charge :

- ✧ One desk
- ✧ One office chair
- ✧ Two stacking chairs
- ✧ One television set with real-time Paralympic Games signal from Beijing
- ✧ One reading lamp
- ✧ One standing lamp
- ✧ One set of stationery
- ✧ One waste paper basket
- ✧ One telephone
- ✧ One 5-Digit telephone
- ✧ One computer
- ✧ One multi-function printer with functions of printing, fax and photocopying
- ✧ One massage bed (non-adjustable)
- ✧ One mobile screen
- ✧ One sharp box
- ✧ One ice box with ice
- ✧ One scale

- ✧ One trolley
- ✧ One torch
- ✧ One digital clock
- ✧ One pillow with pillow case
- ✧ One blanket with blanket cover
- ✧ Disposable Bed sheet (refill if necessary)
- ✧ Towels
- ✧ One rubbish bin with lid
- ✧ One bathroom
- ✧ Washing liquid
- ✧ Paper towel with paper towel dispenser
- ✧ Box of tissue
- ✧ One electric kettle
- ✧ One small refrigerator
- ✧ Bottled water
- ✧ Disposable paper cups

4.4.1.2.2 Items Provided at No Cost for NPC Shared Office

One NPC Shared Office per floor, located on Level 10-15 of the Village, will be provided to all teams with 2 equestrian athletes or less for their use on a shared-use and pre-booking basis.

The following items will be provided free of charge at each of the shared office:

- ✧ 4 workstations each equipped with a desk, a computer, a multi-purpose printer, a telephone set, a 5-digit telephone, a wastebasket and a set of stationary
- ✧ Two television sets per shared office
- ✧ One set of sofa per shared office

- ✧ One table with chairs per shared office

4.4.1.2.3 NPC Meeting Room

5 rooms at Level 16 will be used as meeting rooms for team's usage on a shared and pre-booking basis. Each of the meeting room could accommodate 8 persons. The rooms will be provided with meeting table, chairs and basic stationery. Bookings can be made at the reception counter at NPC Service Centre at Level 5.

4.4.1.2.4 Items Provided at No Cost for Shared NPC Physiotherapy Room

10 physiotherapy rooms at Level 5 will also be provided to teams with 2 equestrian athletes or less on a shared and pre-booking basis. The following items will be provided in each of the physiotherapy rooms:

- ✧ One desk
- ✧ One office chair
- ✧ Two stacking chairs
- ✧ One television set
- ✧ One reading lamp
- ✧ One standing lamp
- ✧ One set of stationery
- ✧ One waste paper basket
- ✧ One telephone
- ✧ One massage bed (non-adjustable)
- ✧ One mobile screen
- ✧ One sharp box
- ✧ One ice box with ice
- ✧ One scale
- ✧ One trolley

- ✧ One torch
- ✧ One digital clock
- ✧ One pillow with pillow case
- ✧ One blanket with blanket cover
- ✧ Disposable Bed sheet (refill if necessary)
- ✧ Towels
- ✧ One rubbish bin with lid
- ✧ One bathroom
- ✧ Washing liquid
- ✧ Paper towel with paper towel dispenser
- ✧ Box of tissue
- ✧ One electric kettle
- ✧ One small refrigerator
- ✧ Bottled water
- ✧ Disposable paper cups

4.4.1.2.5 NPC Storage

Due to limited space at the Village, NPC storage space will be provided at the Olympic Equestrian Venue (Sha Tin).

4.4.1.2.6 Medical Centre

The Medical Centre at the Village will offer primary immediate care services to all accredited persons throughout the operation period of the Village. Prior reservation is recommended to reduce waiting time. Two ambulances will also be on stand-by 24 hours at the Village for emergencies. All residents in the Village requiring hospital treatment or hospitalization will be transferred to the Prince of Wales Hospital, which is less than 10 minutes' drive to the Village.

4 rooms at Level 5, (i.e. Room 513, 515, 517, and 519), are used as Medical Centre. The Centre comprises a registration area, a nursing procedure room, a consultation room, a physiotherapy room and a pharmacy. The Medical Centre will operate 24 hours daily during the operation of the Village, except the pharmacy which will operate from 08:00 to 23:00pm daily.

4.4.1.2.7 Housekeeping Services

Basic housekeeping services will be provided free of charge. The services provided daily will include making the beds, cleaning the bathrooms, emptying rubbish bins, dusting and vacuuming all living areas and general tidying up. Linen, pillowcases and quilt covers will be changed every 4 days and towels every other day or upon requests. Extra bed sheets and linen will be available with charge.

The housekeeping guidelines are:

- ✧ Linen exchange will be made according to the linen quantity found in the room. Any missing linen will not be replaced.
- ✧ The Deputy Chef de Mission may request additional housekeeping services for a charge 24 hours prior to the day of the request.
- ✧ In case of a room lock out, respective resident can approach Front Desk at Level 1 to arrange opening of the door. Damaged or lost keys can be replaced with a charge.
- ✧ The Paralympic Village staff will not be liable for loss of valuables. A safety box is available in each room while Front Desk at Level 1 also provides safe deposit box service.

4.4.1.2.8 Serviced Laundry

Free laundry service will be provided to Athletes and Team Officials residing at the Hong Kong Paralympic Village.

Residents will be supplied with two laundry bags; one for white and one for coloured clothes, which will be identified by his / her name, the NPC, the accreditation number and the room number.

In addition, it is recommended that Athletes and Team Officials mark their clothes with their name and accreditation number, for easy identification in the case of a laundry bag opening.

Residents may call housekeeping to collect laundry bags. Policies regarding laundry service are as follows:

- ✧ Same day return for laundry bags collected on / before 10:00 am.
- ✧ Laundry delivered after 10:00 am will be returned to respective room the following day.
- ✧ Washing and drying of the clothes are the only service that will be provided.
- ✧ No folding and / or ironing will be provided.
- ✧ The Village is not responsible for any damages to any clothing.
- ✧ In cases of mixed (coloured and white) laundry bags, they will not be laundered separately.
- ✧ Dry cleaning service is also available with similar procedures with a charge to NPCs.

4.4.1.3 Resident Centres

Hong Kong Paralympic Village will not have a designated location as a Resident Centre. Respective services will be provided in different locations of the Village.

The range of services and facilities are listed in the table below:

Front Desk and Information	A Front Desk is located at Level 1. Issues regarding the residents' accommodation and housekeeping services can be addressed and will be handled accordingly by the Front Desk
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Desk	<p>staff.</p> <p>Information regarding the competition (results, hours, etc.) and services in the Paralympic Village will be available at the Information Desk at Level 1.</p>
Maintenance	<p>All maintenance issues regarding NPC's accommodation are to be directed to Housekeeping at the front desk. Staff will document all requests, facilitate and provide the time frame of the resolution.</p>
Housekeeping	<p>All room issues regarding NPC's accommodation are required to be forwarded to Housekeeping.</p> <p>If additional housekeeping services are required, the Deputy Chef de Mission designee must contact the Front Desk to order the service. The charge for the additional services per room will be determined and agreed upon before the service is rendered.</p> <p>The service will be provided after the Deputy Chef de Mission / Team Leader or his / her designee has accepted the charge by signing the additional housekeeping service form. Payment must be made in advance at the Finance Office in the NPC Services Centre.</p>
Key Services	<p>When residents are locked out of their room due to a lost, misplaced or damaged key, they may seek assistance at the Front Desk. If a new key needs to be ordered or confirmation of the room needs to be obtained, the Deputy Chef de Mission / Team Leader must approve and make the order.</p> <ul style="list-style-type: none"> • If obtaining re-entry more than three times or a key is reported lost: • The service will be provided after the Deputy or his / her designee has accepted the charge by signing the key replacement form. • Payment must be made at the Finance Office in the NPC Services Centre prior to collection of the keys.
Lost and Found	<p>When a piece of property is found in the Village, it can be taken to the Front Desk in the International Zone. Found items received would be kept at the Village Management office.</p> <p>To claim found items, residents can approach the Front Desk. A full description of the item and the resident's accreditation number will have to be provided to collect the item.</p>
Towels' Exchange	<p>Each resident will be provided with one bath towel, one hand towel and one face towel in the room. Housekeeping will replace clean towels according to towel replacement schedule.</p>
INFO 2008	<p>INFO2008 systems will be available at Level 1 of the International Zone and Team Lounge at Level 16 in the Residential Zone. Residents may access the information provided on the system with staff on hand to assist as required.</p>
Language Services	<p>A Language Services Centre is located at level 4 of the Village. Team can approach NPC Assistants for assistance if language assistance is required.</p>
Meeting Rooms	<p>5 meeting rooms each approximately 33sqm in size will be available for teams to reserve for meetings on a shared-used</p>

	<p>and pre-booking basis. The rooms will be in boardroom setting with 8 chairs and basic stationery.</p> <p>Bookings can be made at the Reception Counter of the NPC Services Centre on Level 5 and the Team Lounge Reception on Level 16.</p> <p>When an NPC makes a booking through its Deputy Chef de Mission or a designee at the said reception counter, booking procedure will be:</p> <ul style="list-style-type: none"> • Inform the Deputy Chef de Mission / Team Leader or his/her designee whether a meeting room is available. • Provide a confirmation number for the booking. • Document the booking on the Meeting Room running sheet on the system. • Block Bookings will not be accepted, i.e. NPCs may not book regular meetings in advance
Photocopy Service	NPCs can utilize the photocopier at the Team Lounge at Level 16 for photocopying service. Reception staff at the Lounge will assist with the photocopying.
Telephones	<p>Telephones are available at each bedroom and also NPC Dedicated / shared offices. Calls within Hong Kong will be free while international calls will be charged.</p> <p>Payphones via VISA card payment will also be available at Level 2 of International Zone.</p>
Ironing	Irons and ironing boards can be provided to residents by calling Housekeeping.
Beverages	Free water and soft drinks will be available in room, at Lenovo i-Lounge in Level 1, dining hall at Level 3, and Team Lounge at Level 16.
Ice Provision	Ice for medical use will be available in Medical Centre, shared physiotherapy rooms and NPC Office-cum-Medical Space. Refill of ice can be arranged by calling Housekeeping.
CATV	All TVs in common areas in both International Zone and Residential Zone; bedrooms and NPC offices will have CATV with real-time Paralympic Games signal from Beijing. The service will be provided without charge.

4.4.1.4 Sports Information Centre (SIC)

Due to limited space, Hong Kong Paralympic Village will not have a Sports Information Centre (SIC). The Sports Information Centre will be located at the Olympic Equestrian Venue (Sha Tin).

4.4.1.5 NPC Services Centre

The NPC Services Centre is located on Level 5 of the Hong Kong Paralympic Village. The Centre serves as the primary liaison between NPCs and the various functional areas. It is a hub for providing general information, assistance and problem resolution to the NPCs. The Reception Counter of the Centre is located at the lift lobby of Level 5 to provide general enquiry and directional services.

In addition, the Centre coordinates a booking system for use of the shared Physiotherapy Rooms, Shared Meeting Rooms and NPC Shared Offices.

The Centre operates between August 28, 2008 and September 14, 2008 from 07:00 to 23:00. On-call services will be provided after operating hours.

Represented Offices of various functional areas located on Level 5 include:

- ▶ NPC Relations Office – the management office of the NPC Services Team to coordinate the services of all functional areas for NPCs, organize Team Operational Meeting and manage the NPC Assistants Programme.
- ▶ Technology Office – to provide IT and technical support to NPCs.
- ▶ Finance and Rate Card Office – to handle NPCs' payment and financial issues within the Village and ordering of Rate Card items and selling of meal vouchers.
- ▶ Logistics Office – to provide logistics assistance for deliveries to and out of the Hong Kong Paralympic Village, customs and freight assistance for NPC freight and horse transportation as well as quarantine matters.
- ▶ Catering Office – to handle the ordering of Halal and Kosher meals and making of general enquiries about the food services in the Village.
- ▶ Transportation Office – to allocate the dedicated vehicles to NPCs and handle problems related to their vehicles. Also, the management of the NPC Drivers will take place at this location.

- ▶ Protocol Office – to attend the matters relating to protocol.
- ▶ Arrivals and Departures Office – to assist in tracking the incoming and outgoing schedule of delegation members and assist with airport matters.
- ▶ Medical Centre – to provide 24-hour medical consultation and physiotherapy services.
- ▶ Doping Control Rooms

4.4.1.6 NPC Assistants

The NPC Assistants allocated to each NPC delegation will be under the full responsibility of the Deputy Chef de Mission. NPC Assistants provide assistance to the Teams in the Hong Kong Paralympic Village and at the competition venues.

The table below shows the allocation of NPC Assistants relative to the Team size.

NPC Team Size in Hong Kong	Number of NPC Assistants
1-5	1
6-10	2
11 or more	3

NPC Assistants will start to offer their services from August 28, 2008 when the Hong Kong Paralympic Village is officially open.

The Deputy Chef de Mission who is responsible to compile the shift rosters of the NPC Assistants and assign their daily duties is required to comply with the following:

- ✧ The shift of each NPC Assistant should be completed within eight hours.
- ✧ Each NPC Assistant should have one day off every week.
- ✧ A meal break should be provided for every shift.
- ✧ The job assignments should be appropriate and relevant to the Paralympic Games.

The management centre of the NPC Assistant Programme, NPC Relations Office, is located on Level 5 of the Hong Kong Paralympic Village.

4.4.1.7 Team Operational Meetings

The Team Operational Meeting is a forum for the Deputy Chef de Mission to raise issues and express their concerns and opinions for games-wide matters. In addition, BOCOG and IPC may disseminate important information to the NPCs at the meeting.

The Team Operational Meeting will be coordinated by the NPC Services Team. Participants of the Team Operational Meeting include Deputy Chefs de Mission of all NPCs, IPC representatives, the Management of the Hong Kong Paralympic Village and authorised representatives from various functional areas.

The Team Operational Meeting will be held at the Competition Briefing Room located at the Hong Kong Olympic Equestrian Venue (Sha Tin). The meeting is expected to last for around 1 hour. Please refer to appendix for meeting schedule.

The Agenda of the Team Operational Meeting will normally cover:

- ✧ Feedback on issues raised at previous meeting.
- ✧ Important information and announcements from BOCOG and the IPC.
- ✧ Open discussion on current issues.

The meeting will be conducted in English and interpretation services in French, Chinese, Spanish and German will be provided on request. 24-hour advance booking is required for interpretation services.

4.4.1.8 Food Services

4.4.1.8.1 Team Dining Hall

- ▶ The Team Dining Hall is located at Level 3, Residential Zone, with about 200 seats and will operate 24-hour daily from August 28 to September 14, 2008.
- ▶ Free catering services will be provided 24-hour a day to Athletes and Team Officials with “Knife and Fork” pictogram on their Accreditation Cards.

- ▶ All menus are on 7-day rotation offering full international buffet during main meal times, i.e. breakfast, lunch and dinner. Other times, semi-buffet will be provided with snacks / dim sum available for residents to choose from. Hot food will be available at all times.
- ▶ Halal and Kosher meals will be provided on a pre-ordered basis.
- ▶ All food and ingredients will be indicated in English and Chinese.
- ▶ No meal box ordering service is available for the dining hall as refreshments and set meals will be provided at the competition venue during competition sections.
- ▶ Waiters will be available to provide assistance and clearance of tables in the Team Dining Hall.
- ▶ Access control staff will check access entitlements of those entering the Team Dining Hall. In the event that there is no “knife and fork” pictogram on their Games Accreditation Cards, a meal voucher must be presented to gain entry.
- ▶ Meal vouchers are available for purchase in advance at the Finance Office in the NPC Services Centre located on Level 5. The price of the meal voucher is RMB135 each (Payment in HK Dollar) and provides one single entry to the Team Dining Hall.

Apart from the Team Dining Hall, the following two other locations will be providing Refreshments and Snacks.

Lenovo i-Lounge

- ▶ Located at Level 1.
- ▶ The Lenovo i-Lounge at Level 1 provides free snacks, and hot and cold beverages for all who can access to International Zone of the Hong Kong Paralympic Village. The service will be available from 09:00 to 21:00 daily from August 28 to September 14, 2008.

Team Lounge

- ▶ Located on Level 16.
- ▶ Snacks and hot and cold beverages will be available free of charge for teams.
- ▶ Open from August 28 to September 14, 2008 from 07:00 to 23:00

4.4.1.8.2 Menu Information

The menus of Team Dining Hall have been designed in international style with varieties of Chinese or Asian cuisines also available for selection. Nutritional elements of dishes will be displayed next to the food at buffet counters.

For any specific comments on items of the menu, NPCs may visit the Catering Office in the NPC Services Centre. Alcohol will not be sold or distributed in the Village.

4.4.1.9 Sports Facilities

Located on Level 3, the Health Club of Hong Kong Paralympic Village offers sports facilities including a semi-outdoor swimming pool, a gymnasium, a stretching area and a sauna.

The Health Club operates from 06:30 to 21:00 daily during the operation of the Village.

4.4.1.10 Transport Services

4.4.1.10.1 NPC Dedicated Vehicles

Between August 28 and September 14, 2008, dedicated vehicles, with drivers, will be provided to each NPC (one 7-seater for teams with 10 persons or less and two 7-seater for teams with 11 persons or more). Service will start after the delegation has checked in at the Hong Kong Paralympic Village.

After checking in at the Hong Kong Paralympic Village, Deputy Chefs de Mission can pick up the keys at the Transport Office in the NPC Services Centre where they will

also be introduced to their drivers and get their contact details. Before they can enjoy the service, Chefs de Mission will be requested to sign a loan agreement.

It must be noted that NPC vehicles cannot enter directly into the competition venue as they are not ‘clean’ vehicles. ‘Clean’ shuttles will be provided between the Hong Kong Paralympic Village and the competition venue.

4.4.1.10.2 NPC Drivers

Dedicated drivers will be allocated to NPCs. The drivers will report to the Deputy Chef de Mission and will be entitled to a day off every seven days. During a shift, drivers will work no longer than 12-hours. NPCs must send back to the vehicle depot for redeployment for other duties any driver that NPCs will not use during a shift.

Deputy Chefs de Mission must ensure that drivers have a one-hour meal break within each duty shift.

Drivers are only permitted to drive team vehicles on official NPC team business as authorized by the Deputy Chef de Mission.

Final Inspection of NPC Dedicated Vehicles and Equipment Return

At least 48 hours prior to departing the Hong Kong Paralympic Village, the Deputy Chef de Mission must book a time for a final inspection of their dedicated vehicles at the Transport Office in the NPC Services Centre.

4.4.1.11 Recreation Services

Hong Kong Paralympic Village residents will be offered recreational activities during their stay. All services provided are free of charge, and will be available from August 28 to September 14.

Service	Time	Location
Games	07:00- 23:00	Level 5, Level 8 and Level 9, Residential

Service	Time	Location
<ul style="list-style-type: none"> ✧ Five different rooms will house: ✧ Electronic games, and ✧ 4 other games e.g. air hockey ✧ During peak hours, each user is required to limit the usage to 30 minutes, to avoid queues ✧ Games are used on a first come, first served basis ✧ Betting of any kind is prohibited ✧ Athletes will have priority on the usage of all of the above Games 		Zone
<p>i-Lounge</p> <ul style="list-style-type: none"> ✧ 30 computers with internet access will be available for teams ✧ Users can surf the Web, play computer games, receive and send e-mail, download material, etc. ✧ During peak hours, each user is required to limit the use to 30 minutes ✧ Pornography and gambling are prohibited 	09:00- 21:00	Level 1, International Zone
<p>Internet Access</p> <ul style="list-style-type: none"> ✧ 3 computers with internet access will be available for free to residents ✧ During peak hours, each user is required to limit the use to 30 minutes 	24 hours	Lift lobby at Level 6-15, Residential Zone

4.4.1.12 Meditation Rooms

Five meditation rooms on sharing basis will be provided on Level 5 for meditation purposes for different religions

Although no formal religious service will be provided in the Village, information and time tables of religious services in town will be provided in the Meditation Rooms and at the Reception Desk on Level 5.

4.4.1.13 NPC Guest Pass

- ▶ NPC Guest Passes will be issued at the Accreditation Centre located at the main lobby area of the Hong Kong Paralympic Village operating from August 28 to September 14, 2008.
- ▶ NPC guest passes grant access to the Residential Zone and International zone (when escorted) of the Paralympic Village.
- ▶ Guests will need to leave a valid photo identification (e.g. passport) at the Guest Pass Centre in exchange for their Guest Passes.
- ▶ By 18:00 hours the evening prior to the NPC Guests' arrival, the Deputy Chef de Mission must submit the request form in person or by fax to the accreditation centre located at the main entry area of the Paralympic Village. NPC Guest Passes will be issued from 09:00 hours the next morning at the accreditation centre located at the main lobby area of the Paralympic Village. The NPC guest will exchange a valid photo identification (e.g. valid passport) for a Guest Pass to enter the Paralympic Village.
- ▶ The maximum of daily guests per NPC is calculated upon the number of athletes competing in Equestrian as follows:

Competing Athletes	Number of Guests
1 – 5	1
6 – 11	2
11 or more	3

4.4.1.14 Paralympic Village Protocol

Protocol Office

The Protocol Office is located at Room 532 on Level 5 of the Hong Kong Paralympic Village. It handles all protocol matters and oversees the venue protocol operation in the Village. The office will be operating from August 28 to September 14, 2008 and

the office hours are from 07:00 to 23:00 daily.

Protocol Centre

The Protocol Centre is a dedicated resting area for Paralympic Family Members, International/Domestic Dignitaries and their guests when they visit the Village. It is a private room situated at the back of the Lenovo i-lounge at Level One with the seating capacity of about 20 persons. Drinks and refreshments will be served to visiting guests. The centre will be operating from August 28 to September 14, 2008 from 07:00 to 23:00 daily.

4.4.1.15 Technology

The Technology Office on Level 5 is a self-sufficient Helpdesk and delivers technology support services to all users in the venue.

Individual users, including NPC members, can report technology problems and issues through a telephone support line or by appearing in person at the helpdesk location.

The Helpdesk will support all Information and Communication Technology deployed by BOCOG. Helpdesk also logs and manages calls for all technology (Telecommunications, IT, etc. and their respective support teams) issues within BOCOG's scope of services.

4.4.1.16 Security in Hong Kong Paralympic Village

The Hong Kong Paralympic Village will be a highly secured site. Only persons with appropriate accreditation will be allowed passage into the Paralympic Village. Security screening is required for all persons entering the site.

4.4.1.17 Language Services

The official languages of the Beijing 2008 Paralympic Games are English and

Chinese.

The Language Services Centre provides the following services to the Paralympic Family and all functional areas.

4.4.1.17.1 Language Services Centre in Hong Kong Paralympic Village

The centre will operate daily between 07:00 and 23:00 and, on call emergency interpretation services will be offered between 23:00 and 07:00.

The Centre will provide consecutive interpretation (French, English, Spanish, German and Chinese). Requests for service are required to be made at least 24 hours in advance. Ad hoc requests are required to be made 30 minutes in advance and are subject to availability. Interpretation for languages other than the above-listed ones will be subject to the availability of appropriate Language Specialists.

It will also operate hotline for French, English, Spanish, German and Chinese interpretation over the phone. Interpretation for languages other than the above-listed ones will be subject to the availability of appropriate Language Specialists.

As for written translation services in English and Chinese, the service will operate daily between 09:00 and 18:00. Request for service can be made via NPC Services. Completion time for each assignment will need to be worked out with the Language Services Manager.

4.4.1.17.2 Language Services Centre at HK Olympic Equestrian Venue (Sha Tin)

This centre operates on Competition days 2 hours before competition until one hour after competition. It will provide consecutive interpretation (French, English, Spanish, German and Chinese). Requests for service are required to be made at least 24 hours in advance. Interpretation for languages other than the above-listed ones will be subject to the availability of appropriate Language Specialists.

Simultaneous or consecutive interpretation is provided for all medalists' press conference held in the press conference room in the competition venue in Sha Tin in English, Putonghua and Chinese. If the medalist's language is not available, a member of his / her NPC delegation shall interpret his/her language to English.

4.4.1.18 Paralympic Village Damage List

The Paralympic Village Damage List will be provided to the Deputy Chef de Mission arrival.

4.4.2 International Zone

4.4.2.1 International Zone Transport Desk and Car Pool Services

A Transport Desk will be available at Level 1 of the International Zone operating 24 hours daily. This desk will provide information in relation to shuttle schedules and services to other designated hotels and competition venue, Car pool booking and services (T3), vehicle bookings and handle other transport related enquiries.

4.4.2.2 INFO 2008

INFO2008 stations are located at Level 1 of the International Zone and Team Lounge at Level 16 providing teams with the opportunity to access to information regarding the 2008 Paralympic Games from August 28 to September 14, 2008.

INFO2008 comprises all kinds of information concerning the 2008 Paralympic Games such as results per day and sports, start lists, entries lists, news, press releases, medals per day and sports as well as medal statistics, competition and training schedules, information on the transport of Media, Athletes and Officials and meteorological information such as weather data and forecasts competition and non-competition venue.

4.4.2.3 Media Guest Passes

Two interview rooms are available in the International Zone of the Paralympic Village, and will be open from 09:00 to 21:00. Interview requests from the media will be approved by the Media Services Manager, and passed to the NPC for confirmation.

In order to enter the Village, Media are required to exchange their Cards for Guest Passes at the Help Desk on arrival for the interview, and to change them back afterwards.

4.4.2.4 Retail Services

Located on Level 2 of International Zone is the retail services area that is open for both Village residents and visitors. All products and services will be provided for a fee unless stated otherwise. Only cash or VISA credit card will be accepted. Payment is to be made in HK Dollars.

All retail facilities will operate from 09:00 to 21:00 from August 28 to September 14, 2008 except the Post Office which will run from 09:00 to 17:00 daily.

The retail services include:

- ✧ Post Office
- ✧ Courier Service
- ✧ Mini-Bank
- ✧ Telecommunications Services
- ✧ Photo Shop
- ✧ Travel Services
- ✧ Merchandising Store
- ✧ Florist (to be operated by Front Desk of the Village at Level 1)

4.4.3 Issues Escalation and Resolution

BOCOG recognizes the Deputy Chef de Mission as the authority on behalf of the NPC delegation in Hong Kong. When issues arise, the following patterns of issue resolution may be applicable:

- ▶ All matters relating to accommodation in the Hong Kong Paralympic Village, maintenance, housekeeping or movements of goods in the Hong Kong Paralympic Village are to be resolved in the Village. The Village staff as well as the NPC Assistants / NPC Services staff has received training on customer services and issue resolution. All matters will be registered and the required solution to be followed up.
- ▶ In case there is no solution provided in the Hong Kong Paralympic Village, the Deputy Chef de Mission / Team Leader, the NPC Assistant / NPC Services staff may escalate the issue.
- ▶ NPC Services staff will be involved after such issue escalation and will work with the relevant function of the Paralympic Village management for providing a satisfactory solution for the NPCs.
- ▶ NPC Services is committed to providing a 24-hour availability for the Deputy Chef de Mission to attend all matters without delay and to work together for the smooth operation of each NPC delegation.

5. Grooms Village Services

5.1 General Information

The Grooms Village located at Level 2 inside the Hong Kong Olympic Equestrian Venue (Sha Tin) will be in operation from August 27, 2008 to September 14, 2008

The accommodation will consist of mainly twin rooms with some provided with ensuite bathroom. All rooms in the Grooms Village are air-conditioned.

Grooms of different genders will stay in different rooms while grooms of different teams with the same gender may be accommodated together in the same room.

The room rate will be RMB700 per night. The allocation of accommodation will be confirmed once the Hong Kong Equestrian Company has received the teams' information on the number as well as the gender of grooms. NPCs should confirm the Accommodation Arrangement Agreement which will be sent out by BOCOG and settle the payment by end of July. Meals are not included in the room rate. Meal Coupons are available for sale at the dedicated Grooms Dining area which is located at Level 1 of the venue. The dining area is a 5-minute walk from the Grooms Village Reception Area where set meal will be served at the price of:

- ❖ RMB30 for breakfast
- ❖ RMB45 for lunch
- ❖ RMB45 for dinner

The Reception Area of the Grooms Village in the Hong Kong Olympic Equestrian Venue (Sha Tin) is located at the entrance of Level 2. Grooms and other guests with the necessary access right bearing the special acronym on their Accreditation Card can enter the Grooms Village.

The Reception will provide usual check-in and check-out service upon arrival and

departure, information relating to enquiries of the Village, and answer any general enquiries. The Reception will operate on a 24-hour basis.

Recreation Areas are located on level 2 and 3 of the Grooms Village and are available for grooms' relaxation and entertainment. The services include CATV, computers for internet access, electronic games terminals, and pay phones for local and international calls.

Laundry services will be provided in the grooms' accommodation at a charge. All grooms shall be supplied with two laundry bags; one for white and the other for coloured clothes, which shall be identified by the residents' name, country code, his / her accreditation number and accommodation information. Grooms may drop off their individual laundry bags at the reception counter and collect them when the laundry is ready.

All the laundries for cleaning shall be collected at reception counter and be returned on the same day for items collected on or before 10:00 or on the next day for items collected after 10:00. Dry cleaning service shall be available with similar procedure with a charge.

Rooms will be cleaned on a daily basis. Bed linen, pillowcases and quilt covers will be changed every four days. Bath towels will be changed every second day based on a "dirty for clean" policy.

5.2 Food Services

Self-paid set meals (RMB30 for breakfast, RMB45 for lunch or dinner) will be provided to Grooms at the Team Dining Area at Level 1 of the Hong Kong Olympic Equestrian Venue (Sha Tin). Meal vouchers need to be purchased at the designated counter in the Dining Area. The Team Dining Area will be operated from 05:00 to 21:00 daily from August 27 to September 14, with extension of operating hours

during competition days.

5.3 Transport Services

From the Grooms village, Grooms can access the stables directly on foot. To access the other designated hotels, they can use the shuttle service of the venue.

6. Non Paralympic Village Constituents

6.1 Additional Team Officials

Additional Team Officials in Hong Kong will accommodate in the Hong Kong Paralympic Village (Royal Park Hotel) provided that their NPC have paid the amount of 25,000 RMB for their accommodation and food. The payment should be made in Beijing and, like the primary officials they will be accommodated in Hong Kong from August 28, 2008 until September 14, 2008.

6.2 Grooms

Please refer to section 5 above relating to Grooms Villages and Services for Grooms

6.3 Horse Owners

Kowloon Shangri-La Hotel will accommodate Horse Owners provided that they have made prior reservation at their own cost. Kowloon Shangri-La Hotel is about 15 kilometers from the Hong Kong Paralympic Village and the Hong Kong Olympic Equestrian Venue (Sha Tin).

Contact Details for Kowloon Shangri-La Hotel

64 Mody Road, Kowloon, Hong Kong

<http://www.shangri-la.com>

Key Services provided:

- ▶ Information Desk
 - ✧ Located on Lobby Floor
 - ✧ Answer enquiries on competition and general information
- ▶ Transportation Help Desk

- ✧ Located on Lobby Floor
- ✧ Handle enquiry about transportation arrangement for the Games
- ✧ Coordinate shuttle service between Hong Kong Paralympic Family Hotel and the competition venue

6.4 NPC Presidents and Secretaries General visiting Hong Kong

The Horizon Floors of the Kowloon Shangri-La Hotel, a 5-star hotel, will be used as the Hong Kong Paralympic Family Hotel where the NPC Presidents and Secretaries General will mainly be accommodated when visiting Hong Kong and at their own expenses.

The hotel will also accommodate IPC Members as well as IF Presidents and Secretaries General.

Contact Details for Kowloon Shangri-La Hotel

64 Mody Road, Kowloon, Hong Kong

<http://www.shangri-la.com>

Key Services provided at the hotel include an accreditation centre, an information desk, a transport desk as well as medical services and a protocol desk.

All rooms of the Horizon Floors and Exclusive Lounge will be connected with real-time Paralympic Games TV signals from Beijing

7. Public Transport

7.1 Buses and Rail service

Free MTR (rail service) day passes will be distributed to Deputy Chef de Mission when he / she collects the Team Vehicle.

NPCs will need to pay for other public transport listed below:

- ✧ Bus services
- ✧ Tram services
- ✧ Light rail services
- ✧ Ferry services
- ✧ Tourist and other private buses
- ✧ Transport Information will be available on the internet at http://www.td.gov.hk/contact_us/index.htm

7.2 Taxis

- ▶ Taxis can be booked in advance at the Hong Kong Paralympic Village, or alternatively, residents may go to a taxi rank and wait for a taxi.
- ▶ NPC Guests cannot access the Main Entry of the Hong Kong Paralympic Village by taxi. Taxi rank is located within 5 minutes walk from the Paralympic Village.



8. Food Services at the Competition Venues

8.1 Food Services for Athletes and Team Officials

Apart from the free meals served in the Team Dining Area of the Hong Kong Olympic Equestrian Venue (Sha Tin), athletes and team officials can also eat at the venue during competition days using free meal vouchers. Grooms and Horse Owners may buy meal vouchers (RMB30 for breakfast, RMB45 for lunch or dinner) at the designated counter at the Team Dining Area, or buy hot and cold foods and beverages at the Food Retail Outlet located at Level 1. Free refreshments or drinks will be provided at the Dining Area, drink / refreshment stations near Training Arenas and Field of Play.



9. Freight and Logistics Support

9.1 NPC Freight

Generally, each NPC is allotted one tack room either inside or outside of the stable block for storage for every 4 horses at the Hong Kong Olympic Equestrian Venue (Sha Tin). An additional storage area has been created for NPCs wishing to bring in their own shipping containers for storage of their feed / bedding / hay.

Due to the limited space in the venue, there is only space available for 20ft shipping containers. NPCs wishing to store sea freight containers on the Sha Tin venue are required to submit the Container Space Request Form to both the Venue Logistics Manager and the Hong Kong Equestrian Freight Team before June 6, 2008 in order to reserve space. The form can be downloaded from the Equestrian Events website http://www.equestrian2008.org/eng/teams_guideline.aspx

All freight entering the Hong Kong Olympic Equestrian Venue (Sha Tin) and (Beas River) after July 23 will be searched by security at the Vehicle Screening Area. This may involve the opening and unloading of shipping containers. An authorized and accredited person from the shipping agent or a member of the NPC is required to be present to witness the inspection of their freight if required.

9.2 NPC Freight – Accompanying the Horses

DB Schenker is the partner of PEDEN Bloodstocks, official Freight Forwarding for all equipment accompanying the horses, and as such is ready and willing to assist all NPCs with their freight requirements to and from Hong Kong for the Paralympic Games.

9.3 Inbound / Outbound Freight Procedures

9.3.1 Customs Duties on Import / Export

Hong Kong Special Administrative Region (HKSAR) is a duty free port and does not levy any customs tariff on imports or exports. There is also no tariff quota or surcharge and no value added or general services taxes. There is no requirement of a deposit on customs duties and thus no need to apply for the BOCOG Letter of Guarantee when shipping Paralympic goods to HK SAR.

Excise duties are levied on four types of dutiable commodities only; alcoholic liquor, tobacco, hydrocarbon oil and methyl alcohol. NPC members entering Hong Kong with dutiable goods in their possession are subject to duty-free concession and excise control.

NPC members are required to use the *HKSAR 2008 Invoice / Packing List* in order to enjoy the benefits provided to Paralympic Family Members when importing Paralympic related equipment and supplies to HKSAR. For details, you are recommended to refer to Section 2 of the *HKSAR Customs and Freight Guide for the 2008 Paralympic Equestrian Event*. http://www.equestrian2008.org/eng/teams_guideline.aspx

9.3.2 Clearance of Unaccompanied Goods

If any unaccompanied goods of NPCs are selected by customs for examination, the importer or NPC's representative can approach DB Schenker or an independent Customs Clearance Agent in Hong Kong for advice on Customs clearance procedures. All NPCs are kindly requested to contact the Hong Kong Equestrian Freight Team prior to the dispatch of the goods so that it may be decided at which Control Point clearance will take place. For further information regarding customs clearance and

freight forwarding procedures, all NPCs could address their queries to their freight forwarding agent.

The documents required for customs clearance are:

- ✧ Manifests
- ✧ Copy of detention notice (if any)
- ✧ Bill of lading, air waybill or other similar document
- ✧ HKSAR 2008 Invoice and Packing list
- ✧ Other documents, such as import license, and removal permit, etc.

9.3.3 Customs Declaration Submission

Every person who imports / exports any article, other than an exempted article, is required to lodge with the Commissioner of Customs and Excise an accurate and complete import / export declaration within 14 days after the importation / exportation of the article.

Customs Declaration must be submitted under the name of the owner or recipient of the goods (the natural or legal person appearing on the bill of lading; the warrant of the captain, the Agent, or the Freight Forwarder).

HKSAR agrees to grant a concession whereby import and export declaration charges payable on lodgement of declarations for articles imported or exported by eligible participants of the Hong Kong Paralympic Equestrian Event for the purpose of or in connection with the Event may be remitted. Any Import / Export Declaration to which the remission applies are to be lodged and certified by the Equestrian Company on behalf of the NPCs. All shipping documents, which clearly indicate that the articles are imported or exported for the purpose or in connection with the Hong Kong Paralympic Equestrian Event are required to be provided to the Equestrian Company within 5 days after the shipment effects.

9.3.4 Importation of Pharmaceuticals, Drugs and Food Supplements

Medicines

Drugs must be registered first before importation. Hence, the entry of medications shall comply with the respective import regulations in HKSAR. To assist the NPC delegations with customs clearance, NPCs had been required to provide a full inventory of all medications they intended to import into HKSAR for the Paralympic Games, typed in English, and returned to the Equestrian Company by June 30, 2008.

NPC delegations are strongly encouraged to import and export the drugs as personal items in their accompanying baggage. Importation other than personal effect in the accompanying baggage will require the NPC to sign Commitment Letter if the Equestrian Company will be requested to act as the importer of the relevant Drugs on their behalf. The signed letter agreeing to the terms as stipulated in the letter together with the inventory lists are required to be sent to the Equestrian Company (Hong Kong Equestrian Freight Team).

Food Supplements

If NPCs intend to import or bring food supplements like frozen/chilled game, meat, poultry or poultry eggs, milk, cream, milk beverage and frozen confection into Hong Kong, according to the legal framework of food safety control, NPCs will be required to provide the food description by completing the application forms to the Food and Environmental Hygiene Department of HKSAR. NPCs are strongly recommended to review the guidelines that have been issued and details of the procedures are available at the Equestrian Event website:

http://www.equestrian2008.org/eng/teams_guideline.aspx

The application forms (both Annex A and Annex B) could be downloaded from the Equestrian Event website as well. NPCs are to submit the applications to the respective department directly stated in the guidelines.

9.3.5 Importation of Irradiating Apparatus / Radioactive Substances

Likewise for the importation procedure of medicines, NPCs are required to complete a list detailing what will be imported to Hong Kong and submit it to the Equestrian Company by June 30, 2008. For detailed information on license application and procedures for importation of IA / RS, please refer to the Paralympic Equestrian Event website at

http://www.equestrian2008.org/eng/teams_guideline.aspx

9.4 Logistics Support for NPCs

9.4.1 Logistics Support in the Competition Venue (Sha Tin)

The Venue Logistics Team will be responsible for providing necessary logistic services at the Paralympic Equestrian Venue (Sha Tin) and to move NPC freight to the designated storage area. On completion of the Games, reverse logistics of repacking and loading of NPC freight onto the NPC freight forwarders' truck for transport can be provided. NPC will need to give notice to Venue Logistics at least 24 hours in advance.

9.4.2 Movement of Goods between Hong Kong Paralympic Village and Competition Venues

Due to space constraint of the Hong Kong Paralympic Village, delivery and storage of large quantities of NPC goods at the Paralympic Village cannot be supported. Nevertheless, NPC members can contact the Logistics Office to provide assistance for deliveries between the Paralympic Village and competition venues if such cannot be handled as accompanying items riding on the passenger transportation vehicle.

9.5 Useful Links to Freight Matters

- ▶ Customs and Freight Guide for the 2008 Paralympic Games, Equestrian Event in HKSAR http://www.equestrian2008.org/eng/teams_guideline.aspx
- ▶ Guidelines on Importation and Exportation of Drugs for the 2008 Paralympic Equestrian Event in Hong Kong
http://www.equestrian2008.org/eng/teams_guideline.aspx
- ▶ Guidelines on Importation of Irradiating Apparatus (IA) / Radioactive Substances (RS) for the 2008 Paralympic Equestrian Event in Hong Kong
http://www.equestrian2008.org/eng/teams_guideline.aspx
- ▶ HK Customs Clearance Information, HK Customs and Excise Department
http://sc.info.gov.hk/gb/www.customs.gov.hk/eng/major_import_clearance_e.html#dutiabale
- ▶ Information on the 2008 Paralympic Equestrian Event, Agriculture Fisheries and Conversation Department
http://www.afcd.gov.hk/english/equestrian/inform/inform_check.html

9.6 Freight Logistics Support Contacts

Equestrian Company Logistics

Email: freightservice@equestrian2008.org

The Equestrian Company

6th and 7th Floor

98 Caroline Hill Road

Causeway Bay

HONG KONG

Contact: Ms. Betty Ho

Phone: +852 2915 0542

Mobile: +852 6856 9956

Fax: +852 2915 0131

Contact: Mr. SF Tse / Mr. Karl Au

Phone: +852 2915 0185

Mobile: +852 6067 8326 / 6067 8327

Fax: +852 2915 0131

10. Departure Procedures for Athletes and Team Officials

10.1 Departure during the Games

To facilitate the booking of free shuttle buses to the airport, NPCs are required to update and confirm their departure schedules at the Transport Office located in the NPC Services Centre Village 48 hours beforehand. When they arrive at the airport, Airport Assistants or NPC Assistants will escort them to:

- ✧ The airline counters to check in; and
- ✧ Special immigration channels designated for participants.

10.2 Check-out Procedures

For a smoother departure procedure, Deputy Chefs de Mission are required to:

- ▶ Confirm well in advance to Arrival and Departure Office the scheduled time of departure of their delegation to the airport.
- ▶ Agree the meeting time for team and baggage gathering at the lobby of the Hong Kong Paralympic Village (Arrival and Departure Office / NPC Relations Office will advise the departure time from the Paralympic Village).
- ▶ Complete the inventory check.

The teams are required to assemble at the meeting point with their luggage on time, load their luggage onto the buses and depart for the airport. Village staff will assist during the loading of the luggage.



11. Intercity Travel Policy

Details of the intercity travel policy are presented on Section 20 in Beijing Part of this Manual. For more information, including participation of Hong Kong athletes and officials in the Opening and Closing Ceremonies in Beijing, please refer to that section.



12. Ceremonies and Medals

12.1 Welcome Reception and Farewell Party in Hong Kong

Hong Kong will not stage any Opening Ceremony or Closing Ceremony.

However, in order to extend a warm welcome to all participating Athletes and Officials who are not able to join the Beijing Opening Ceremony due to tight competition schedules, a Welcome Reception will be organized for Equestrian athletes, Team Officials and other NPC and Games officials on September 6, 2008 at the Sha Tin Racecourse Parade Ring. The Reception will feature live telecast of the 2008 Beijing Paralympic Games Opening Ceremony on the same night.

12.2 Farewell party

To celebrate the successful conclusion of the Paralympic Equestrian Event in Hong Kong, a farewell party will be held at the end of the competition on September 12, 2008.

For the welcome and farewell receptions, bubble to bubble transport will be arranged.

Cocktail buffet style food service will be provided at the Welcome Reception at the Sha Tin Racecourse Parade Ring on September 6, 2008. For the Farewell Party on September 12, 2008, a lunch party will be held and the venue is to be decided.

12.3 Commemorative Medals and Diplomas

The commemorative medals and diplomas for the accredited Equestrian Athletes and Officials will be handed over to their NPC Chef de Mission, in Beijing, who will be solely responsible for the internal distribution.



13. Insurance

13.1 Health Insurance

HKSAR Medical Services is responsible for the provision of free-of-charge hospital care to certain categories of Paralympic Family members.

The benefits of this coverage include:

- ✧ Free transportation from the Paralympic venues to a designated hospital.
- ✧ Free treatment in a hospital that is part of the designated Paralympic Hospital Network, equivalent to that of a public patient in a public hospital.
- ✧ Free emergency and outpatient services in a hospital that is part of the designated Paralympic Hospital Network, equivalent to that of a public patient in a public hospital.
- ✧ Free medication during the hospital stay, equivalent to that of a public patient in a public hospital.

This coverage is for acute illnesses and injuries and emergencies occurring during their stay in Hong Kong for the Games.

The period of coverage for the accredited members of the Paralympic Family begins on August 28, 2008 and ends on September 14, 2008. Outside of this period, it is advisable that all members of the Paralympic Family carry private health insurance to cover potential health care expenditures, including ambulance transport and hospitalization.

Furthermore, private health care provision and private consultations outside the aforementioned arrangements are at the expense of the individual, or the NPCs.

13.2 Property Insurance

The Equestrian Company has purchased property insurance for its own or rented property or materials, but not including luggage, property (including horses) and equipment of the NPC or NPC delegation members while:

- ✧ In transit to Hong Kong.
- ✧ In transit to a venue or the Hong Kong Paralympic Village.
- ✧ In use during training and competition.
- ✧ Being used or stored at a venue, hotel or at the Hong Kong Paralympic Village.

NPCs should ensure that they have adequate insurance to cover any loss or damage to luggage, property (including horses) and equipment either while in transit to Hong Kong or while in use or in storage.

- ✧ Transit insurance covering all property (including horses) and equipment transported to Hong Kong for the Paralympic Games.
- ✧ Insurance for loss or damage to any property (including horses) owned by the NPC or NPC delegation member whilst in use, in storage or in transit for the Paralympic Games.
- ✧ Insurance for loss or damage to any Rate Card goods used by the NPC.

13.3 Public Liability Insurance

BOCOG has purchased public liability insurance to cover all third parties, including NPCs. This insurance offers financial protection against any lawsuits brought against BOCOG or the Equestrian Company, which may result from persons being injured or their property being damaged through the negligent acts of BOCOG or the Equestrian Company.

The Equestrian Company recommends that NPCs purchase General or Public

Liability Insurance including Sport Participants Liability coverage to protect their organization, employees/volunteer staff and Athletes / Team Officials against law suits which may occur from their actions while visiting Hong Kong.

NPCs which have their own medical professionals treating their own Athletes and other NPC Athletes (provided that the NPC has obtained the consent to do so from the other NPCs) are required to consider purchasing Professional Indemnity / Medical Malpractice Insurance. If medical professionals hold their own medical malpractice insurance, they are required to ensure that it covers treatment in Hong Kong.

The Equestrian Company does not provide medical and practice insurance for NPC health professionals.

13.4 Motor Vehicle Insurance

All vehicles provided by the Equestrian Company are insured under a comprehensive insurance policy. Any other car that is not provided by the Equestrian Company car fleet will not be insured by the Equestrian Company. Third Party Liability insurance is arranged by the Equestrian Company.

For NPC rented or own vehicles, the NPC has to ensure that relevant Motor Vehicle Material Damage and Liability Insurance coverage has been taken out.



14. Medical Services

14.1 Paralympic Hospitals in Hong Kong

All persons participating in the Games have access to one of the venue Medical Stations. Those accredited to the Residential Zone of the Hong Kong Paralympic Village can also receive care in the Medical Centre. Anyone requiring hospitalization will be taken to the most clinically appropriate Paralympic Hospital.

The dedicated Paralympic Hospitals for athletes is Prince of Wales Hospital. The Paralympic Family Hospital is Queen Elizabeth Hospital. The Paralympic Hospital Network is also supported by 15 hospitals under the management of the Hospital Authority of Hong Kong.

HKSAR Medical Services also undertake the transfer of ill or injured persons from all official Paralympic sites by Fire Services Department ambulances, Auxiliary Medical Services and St. John's Ambulances in Hong Kong for the Paralympic Equestrian Event. Ambulance crews and ambulances will be presented at all competition venues, Training Venues and the majority of non-competition venues.



15. Doping Control

Please refer to Section 12 in Beijing Part of this Manual.

16. Security

16.1 Access to Venues-Vehicle Security Check

The Hong Kong Police Force is responsible for the security at the competition venue. Contracted Security Guards will be deployed to perform non-core security duties and some core security duties. Volunteers and Civil Aid Service personnel will also be deployed at the competition venue.

In order to provide a safe and secure environment for Paralympic competition, perimeter fence, CCTV and spot lights have been installed around each competition venue. No person(s) will be allowed into the secure perimeter without possessing a valid ticket (spectators) or appropriate accreditation (officials, staff, etc).

Access Control

Access control points, located along the secure perimeter, are the first point of entry to a Paralympic venue or complex. Before entering a Paralympic venue or complex, persons will be liable to a security inspection (metal detector, bag search, hand-held metal detector, physical inspection etc). Persons refusing to undergo security procedures will not be allowed to enter the venue/complex.

Accredited persons will also have their accreditation checked at access control points. Persons without the appropriate accreditation will be refused access. Those who have forgotten their accreditation cards will be directed to an accreditation help desk.

Vehicles

Vehicles checkpoints will be located at key positions around Paralympic Venues, usually along the secure perimeter. Vehicles entering Paralympic Venues must display an appropriate permit for inspection. Vehicles without the appropriate permit will be refused entrance. In addition, vehicles may also be subject to a security search before being granted access.

16.2 Restricted and Prohibited Items

▶ Applicability

House Rules shall apply at the Olympic Equestrian Venue (Sha Tin), Paralympic Family Hotel, Hong Kong Paralympic Village and Media Hotel (Herein after called venues.)

▶ Security Control

- ✧ Security staff at venues may intercept or interdict persons who constitute a threat to public safety and good order for any reason, including those apparently under the influence of alcohol or drugs and those in possession of dangerous items or substances. Such person may be barred from entry or ejected from the venue;
- ✧ Security staff is authorized to invite people present in or entering the venues to submit to security screening, and search of body, clothing and bags. Persons who refuse to submit to security screening or search without good reason may be refused entry and removed from the venues.

▶ Prohibited Items

Persons entering venues are prohibited from bringing into the venue any of the followings items:

- ✧ Discriminatory or political propaganda materials.
- ✧ Any kind of article, object or substance which could be used as a weapon or which may be harmful to health, such as compressed gas or liquid spray

containers, acidic, flammable, combustible or colouring substances.

- ✧ Fireworks, star shells, smoke powder, smoke bombs or other pyrotechnic objects of any kind, including firing devices.
- ✧ Contrary to House Rule.
- ✧ Persons, who deliberately act contrary to house rules, may be removed from the venues and if their acts are contrary to the Laws of Hong Kong they may be arrested by the Police.



17. Athletes Elections

Hong Kong Paralympic Village will have voting booths for Equestrian Athletes to vote. The booths are to be located on Level 3 outside the Team Dining Hall and will operate from September 5 to 8, from 13:00 to 21:00. Questions regarding the IPC Athletes' election can be addressed to the helpdesk next to the voting booths, where representatives from the IPC Athletes' Commission will present.



18. Credit Cards and Payments at the Venues

NPCs need to remember that all payments at the official Paralympic sites (Competition Venue, Paralympic Village, Media Hotel and Paralympic Family Hotel) may only be made via VISA credit cards or cash (in Hong Kong Dollars). Renminbi (RMB) is not accepted for payment. Visa, as the official payment system for the Beijing 2008 Paralympic Games, will work with its partner, Bank of China to install Automatic Teller Machines at the spectator forecourt (near the spectator entrance) in Hong Kong Equestrian Competition Venue (Sha Tin)-

Furthermore, Bank of China will set up a mini bank and foreign exchange service counter at the following sites:

- ❖ Level 1 of Hong Kong Competition Venue (Sha Tin) – foreign exchange service counter
- ❖ Paralympic Village International Zone – mini bank



19. Training Sites

Training Sites Warm-up arenas will be open to competitors 2 hours before each competition.

Training Venue:

Hong Kong Olympic Equestrian Venue (Sha Tin)

Training Site Category	Competition Venue with training facilities
Operation Dates	from August 28 to September 14, 2008
Operational Hours	06:00-10:00 & 16:30 – 20:30/22:00 (with floodlight)
Distance from Hong Kong Paralympic Village	4.9km

Supporting Facilities

Core Venue in Sha Tin

A1	Main Competition Arena	Sand	100m x 80m
A2	Warm-up Arena	Sand	90m x 45m
ID	Indoor Arena	Sand (air-conditioned with PA system)	75m x 35m
S1	General Training Arena	Sand	100m x 50m
S2	Dressage Training Arena	Sand	60m x 20m
S3	Jumping Training Arena	Sand	90m x 40m
G	General Training Arena	Turf	100m x 50m
HT	River-side Hacking Track	Turf	800m

Training Dress and Saddlery Regulations

FEI Rules for dress code and saddlery will apply in training periods.

Horses must always wear their bridle numbers on their bridle or head collar whilst outside the stables.



20. Appendices

20.1 Competition Venue Fact Sheet

Competition Venue

The Hong Kong Olympic Equestrian Venue (Sha Tin) with a seating capacity of approximately 8,000 will host the Beijing Paralympic Equestrian Competition.

Hong Kong Olympic Equestrian Venue (Sha Tin) is located at 25 Yuen Wo Road, Sha Tin, New Territories, Hong Kong.

Facilities at the Competition Venue

Field of Play

The footing of the Main Competition Arena in the Hong Kong Olympic Equestrian Venue (Sha Tin) is all-weather sand.

Stables

There will be air-conditioned indoor stables. 2 stable blocks consisting of a total of 112 boxes with a size of 3.6m x 3.6m each will be used. They will be under security on a 24-hour basis.

Grooms' Accommodation - Hong Kong Grooms Village

All grooms for the Paralympics will be accommodated at the competition venue in Sha Tin.

✧ Accommodation

The Hong Kong Grooms Village can accommodate 78 grooms in twin shared rooms. All rooms are air-conditioned. Rooms on Level 2 are equipped with in-room bathroom and shower. Rooms on Level 3 will share separate communal

bathrooms and showers for men and women.

✧ **Reception Area**

Services at the Reception include check-in & check-out, general information about accommodation and facilities. The Reception will offer 24-hour assistance to all the residents.

✧ **Housekeeping**

All the rooms are cleaned daily. Linen is changed every four days and towels every second day.

✧ **Catering Service**

Set meals will be available for Athletes, Team Officials, Grooms, Additional Officials and Horse Owners who carry meal vouchers.

Free meal vouchers for competition sessions will be given to Athletes and Team Officials (with “knife and fork” pictogram) to redeem set meals at the Team Dining Area. At all other times, the above mentioned groups need to buy meal vouchers (RMB30 for breakfast, RMB45 for lunch or dinner) at the designated counter at the Dining Area. Alternatively, hot and cold foods and beverages will also be available at the Food Retail Outlet located at Level 1.

Free refreshments will be provided during competition and training periods.

Location: Team Dining Area, Level 1

Date: August 27 – September 14, 2008

Time: 05:00 – 21:00 daily, with extension of operating hours during competition sessions

Access Restriction: Aa / Ab / Ac / Ao / Am / As / P / NPC

✧ **Laundry Area**

Laundry service will be provided with a charge.

Feed and Bedding Distribution Centre

Feed and Bedding Distribution Office is located behind stable block 01. Kentucky Equine Research Inc is the official supplier. All orders placed with Kentucky Equine Research Inc. will be dealt with, directly from the Feed & Bedding Distribution Office.

Horse Services

A fully equipped farrier services compound and a saddle and equipment repair compound will be located in the stable area, to provide services on a daily basis.

Veterinary Facilities

A dedicated veterinary clinic is located immediately adjacent to the stables compound, which is stocked with a range of modern diagnostic equipment, a pharmacy and essential treatment facilities. The Hong Kong Jockey Club Equine Hospital, located 3 km from the venue, will be available for any cases that may require surgery. A team of event treating veterinarians will provide veterinary clinical support for the event and team vets will be welcome to use the clinical facilities. Isolation stables will be available off the competition venue.

The Veterinary Commission will have an office adjacent to the Equine Clinic.

Mixed Zone

The mixed zone is an area where accredited media will be allowed to conduct short interviews immediately after each athlete has competed. Athletes must pass through the mixed zone to exit the field of play and they are requested to cooperate and to speak with the press or broadcasters.

Wheelchair, Prosthetic and Orthotic Repairs

A Repair Station is located in front of the Athlete Medical Station at the Sha Tin Competition Venue, supported by technical personnel. These personnel offer basic repairs and spare parts when necessary to facilitate competition. Repairs are provided free of charge to athletes, team officials, technical officials and members of the Paralympic Family.

20.2 Competition Schedule

Day 1				
September 7 (Sunday)				
Session EQ01	Start: 07:30	End: 11:00	Hong Kong Olympic Equestrian Venue (Sha Tin)	
07:30-11:00	Team Test (Grades III & II) - Day 1			
Session EQ02	Start: 19:15	End: 23:00	Hong Kong Olympic Equestrian Venue (Sha Tin)	
19:15-23:00	Team Test (Grades Ib, Ia & IV) - Day 1			
Day 2				
September 8 (Monday)				
Session EQ03	Start: 07:30	End: 10:45	Hong Kong Olympic Equestrian Venue (Sha Tin)	
07:30-09:55	Individual Championship Test (Grade II) - Day 2			
10:45-11:00	Individual Championship Test (Grade II) Victory Ceremony			
Session EQ04	Start: 19:15	End: 22:45	Hong Kong Olympic Equestrian Venue (Sha Tin)	
19:15-22:45	Individual Championship Test (Grade IV) - Day 2			
22:45-23:00	Individual Championship Test (Grade IV) Victory Ceremony			
Day 3				
September 9 (Tuesday)				
Session EQ05	Start: 17:00	End: 23:00	Hong Kong Olympic Equestrian Venue (Sha Tin)	
17:00-23:00	Individual Championship Test (Grade Ia, III & Ib) - Day 3			
23:00-24:00	Individual Championship Test (Grade Ia, III, Ib & Team) Victory Ceremony			
Day 4				
September 10 (Wednesday)				
Session EQ06	Start: 07:30	End: 11:00	Hong Kong Olympic Equestrian Venue (Sha Tin)	
07:30-11:00	Individual Freestyle Test (Grades IV & II) - Day 4			
Session EQ07	Start: 19:15	End: 22:30	Hong Kong Olympic Equestrian Venue (Sha Tin)	
19:15-22:30	Individual Freestyle Test (Grades II & IV) - Day 4			
22:30-23:00	Individual Freestyle Test (Grades II & IV) Victory Ceremony			
Day 5				
September 11 (Wednesday)				
Session EQ08	Start: 07:30	End: 11:00	Hong Kong Olympic Equestrian Venue (Sha Tin)	
07:30-11:00	Individual Freestyle Test (Grades III, Ia & Ib) - Final			
Session EQ09	Start: 19:15	End: 22:30	Hong Kong Olympic Equestrian Venue (Sha Tin)	
19:15-22:30	Individual Freestyle Test (Grades Ia, Ib & III) - Final			
22:30-23:15	Individual Freestyle Test (Grades Ia, Ib & III) Victory Ceremony			

20.3 Team Operational Meeting Schedule

Team Operational Meeting – Paralympic Equestrian Event

Meeting Venue:

Competition Briefing Room at Hong Kong Paralympic Equestrian Venue (Sha Tin)

Meeting Schedule: (To be finalized)

Meeting Date	Meeting Time
August 29, 2008	11:45 to 12:45 (see note 1)
August 31, 2008	08:30 to 09:30
September 2, 2008	08:30 to 09:30
September 4, 2008	08:30 to 09:30
September 6, 2008	08:30 to 09:30 (see note 2)
September 8, 2008	12:00 to 13:00 (see note 3)
September 10, 2008	13:15 to 14:15 (see note 1)
September 12, 2008	08:30 to 09:30

Notes:

1. Meetings on August 29, 2008 and September 10, 2008 are scheduled 15 minutes after the Chef d'Equipe Meeting has been finished.
2. The meeting on September 6, 2008 will be held in the morning, as Welcome Reception will be held in the evening.
3. The meeting on September 8, 2008 will be held at 12:00, as competition and victory ceremony will finish at around 11:00.
4. Meeting will be cancelled if there are no issues or agenda items to be discussed and Deputy Chef de Mission /Team Leaders will be informed accordingly.