

## ADMINISTRATIVE ARRANGEMENTS

### I. THE EVENT

#### A. The 7<sup>th</sup> TAFISA World Sport for All Games

The Association For International Sport For All (TAFISA) is the leading international Sport for All organisation, which manages and develops the “Sport for All Movement” around the world.

TAFISA’s largest event, held every four years, is the TAFISA World Sport for All Games, or TAFISA Games.

TAFISA Games aims to:

- Preserve and promote traditional sports and games which become the identity and cultural legacy of a nation.
- Encourage cooperation between countries.
- Provide opportunities to exchange experience.
- Feel the joy.

Portugal welcomes all delegates to the 7<sup>th</sup> TAFISA World Sport for All Games. The appointment of Lisbon as host city was done during TAFISA Congress in Budapest, Hungary in November 2015. The first edition of this unique event was held in Bonn, Germany in 1992, followed with Bangkok (Thailand) in 1996, Hannover (Germany) in 2000, Busan (South Korea) in 2008, Siauliai (Lithuania) in 2012, and Jakarta (Indonesia) 2016.

#### B. Venues

The 7<sup>th</sup> TAFISA World Sport for All Games Main Events (including Opening Ceremony) will be held at the Belém area of the city of Lisbon.

Please refer to the Program of Activities for further details about venue activities.

#### C. Schedule

The 7<sup>th</sup> TAFISA World Sport for All Games 2020 in Lisbon will be held starting from October 1<sup>st</sup> until October 7<sup>th</sup>. The Opening Ceremony is scheduled to take place on Friday, October 2<sup>nd</sup>.

Please refer to the Program of Activities for further details. Day-to-day Program of Activities will be circulated prior to the events day.

#### D. Dress Code

##### a. Opening Ceremony

Delegates are expected to wear uniform or national costume during the Opening Ceremony.

##### b. Formal Occasions

Delegates are required to wear lounge suit during formal occasions (e.g. Welcoming Dinner).

##### c. Exhibition Sessions

Delegates are allowed to wear smart casual attire during exhibition sessions.

##### d. Sport/Demonstration Events

Further information regarding dress code and attire for attending sport/demonstration events can be found in the Program of Activities.

## II. HOW TO PARTICIPATE?

#### A. Invited Delegations and Registration Process

During the 7<sup>th</sup> TAFISA World Sport for All Games, there shall be 2 categories of participation namely Sports, Games and Festivals; Global Forum, Conference and Fair.

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### A.1. Games and Festivals

Up to **10 (ten)** persons of invited delegations are entitled to enjoy **facilitation (free participation)** provided by the Organizing Committee. Delegations coming with more than 10 participants must pay the registration fee for all additional delegates.

### A.2. Conference

International Conference will be an event for discussion and sharing ideas about subjects from the world of sport. This conference will take place on Monday, October 5<sup>th</sup>.

Please refer to the Program of Activities for further details.

### A.3. Registration Process

All participants of the abovementioned categories will need to register themselves through the following process:

1. Each participating delegation is advised to appoint 1 (one) Delegation Contact Point to administer the registration process, and to act on behalf of the delegation to establish communication with the Organizing Committee.
2. Each delegation is required to fill the Registration Form **Stage 1** (attached to these Administrative Arrangements), and send it to [registration@tafalisboa.com](mailto:registration@tafalisboa.com), until the end of March, or submit it online at the website [www.tafalisboa.com](http://www.tafalisboa.com), available from March 1<sup>st</sup>. The inscriptions will be confirmed with the payment of a first instalment of 20% of the Participation Fee (applicable to delegations coming with more than 10 participants. The first 10 participants are covered by the Organizing Committee). **Stage 2 must** be completed with the submission of the official nominal list of each delegation member with their respective copy of valid passports, online at the website of the games,

[www.tafalisboa.com](http://www.tafalisboa.com), no later than June 15<sup>th</sup>, and will be confirmed with the total payment (if applicable).

3. Amendments to the submitted official list should be communicated also in writing to the Organizing Committee.
4. Each person participating shall pay a **Participation Fee** with the following arrangements:

	<u>Double/Triple</u>	<u>Single</u>
<input type="checkbox"/> <u>Level Others*</u>	(€ 350)	(€ 500)
<input type="checkbox"/> <u>Level 2*</u>	(€ 500)	(€ 700)
<input type="checkbox"/> <u>Level 4/3*</u>	(€ 650)	(€ 950)

The abovementioned Participation Fee consists of:

- 7 days, 6 nights accommodation, at the appointed at level others\*/3\*/4\* hotels. Level Others\* can be in 2\* hotel, or Others like Youth hostel or similar facilities in Twin, Triple, or rooms for 4, 6 or 10 persons, according with the availability and agreement between the delegation and the Organizing commission.
- City tax not included, €2 per night, per person, payable locally.
- Accreditation.
- Access to venues.
- Breakfast at the hotel.
- 7 days meals (Lunch and Dinner)
- Airport return transfer upon arrival and departure or airport reception and escort by a liaison officer on public transport to the hotel and return.
- Public Transportation free pack in all Lisbon city area.
- Souvenir for each participant (hat, t-shirt, water container, backpack).
- Hospitality desk at the airport and in the main event area.

Proof of payment of Participation Fee along with other details (payment on behalf, etc.) shall be submitted via e-mail to [registration@tafalisboa.com](mailto:registration@tafalisboa.com)

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Payment of the 1<sup>st</sup> instalment of the Participation Fee shall be made upon Stage 1 registration, and the total payment shall be made before June 30<sup>th</sup> to the following account:

**Account No.: 0004 7502 6558**  
**Account Name: CONFEDERAÇÃO DO DESPORTO DE PORTUGAL**  
**IBAN No.: PT50 0007 0000 0047 5026 5582 3**  
**Bank Name: NOVO BANCO, SA**  
**SWIFT Code: BESCPTPL**

### A.4. World Walking Day Lisbon 2020

World Walking Day (WWD) Lisbon 2020 will be held for a 5 to 6 km route, located in Lisbon area, on October 4<sup>th</sup>.

### A.5. Visit Old Lisbon

#### *Why Lisbon?*

If you're dreaming about your next trip to Europe, come and discover Lisbon, a historical city full of stories to tell, where the sun shines 290 days a year and the temperature rarely drops below 15°C. A city where you feel safe wandering around day or night, where the cuisine is dedicated to creating over a thousand ways to cook the beloved bacalhau (salted cod), and where you'll find hotels and restaurants to suit every taste, budget and requirement. Discover Lisbon, a city full of authenticity where old customs and ancient history intermix with cultural entertainment and hi-tech innovation. Lisbon is ageless, but it loves company, as you'll find out if you meet someone and ask them to explain, with lots of gestures and repetition, where the best place is to listen to Fado. After all, Lisbon is famous for its hospitality and the family-like way it welcomes visitors.

<https://www.visitlisboa.com/en/p/why-lisbon>

### B. Accreditation

Only registered delegations having submitted their proof of payment (when applicable) will receive the accreditation to participate in the events.

Registered delegation may collect the ID Badges by presenting copy of Registration Form, valid identity card or passport, and signing the receipt form at the Registration Counter/Desk.

Accreditation Counter/Desk will be set up at the venue of the Games in Belém, Lisbon, starting from October 1<sup>th</sup>, until October 7<sup>th</sup>, from 09:00 AM - 06:00 PM.

ID Badges must be worn at all times in venues. Access to certain area (e.g. changing/dressing room, backstage) will be denied to non-accredited individuals and those who make improper use of their ID Badges.

Loss of ID Badge should be reported immediately to the Organizing Committee Secretariat. Once the identity of the participant is verified, re-issuance of the ID Badge will be made and the previous ID Badge will no longer be valid.

### C. Liaison Officer (LO)

The Organizing Committee will assign Liaison Officers (LOs) and Ushers, with the following arrangements:

- Each participating delegation will be assigned with 1 (one) Liaison Officer (1 LO for 1 delegation). The LO will assist the needs of the delegation, and to communicate with the Organizing Committee.

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### D. Cancellation

#### D.1. Cancellation of participation by Delegations

In case a delegation cancels its participation in the TAFISA Games, the following rules apply:

- Cancellation before 31/07/2020: 70% of the Participation fees will be refunded
- Cancellation after 31/07/2020: 0% of the Participation fees will be refunded

#### D.2. Force Majeure

In the event that the TAFISA Games have to be cancelled due to any case of Force Majeure outside of TAFISA's and the Organizing Committee's control, TAFISA and the Organizing Committee shall not be liable or responsible to reimburse the Participation Fees and expenses that have already been accrued by delegations until the official cancellation date.

## III. WELCOME TO LISBON, PORTUGAL

### A. Visa and Travel Documents

(<https://www.vistos.mne.pt/en/>)

1. All participating delegates are required to possess a passport that is valid for at least 6 (six) months from the date of entry into the territory of Portugal.
2. Passport must contain at least two blank visa pages. The 'amendment' and 'endorsement' pages at the back of the passport do not count as blank page and cannot be used for visa and stamp for entry permit purposes.
3. Visa applications should be submitted in advance to ensure time for competent

authorities to make a decision. The deadline to decide on a temporary stay visa application is 30 days.

4. Visa applications will be processed by Portuguese Embassies and Consulates once all required documents are completed.
5. Please note that the letter of invitation to the 7<sup>th</sup> TAFISA World Sport for All Games **does not automatically guarantee** the issuance of visa for entry into the Portuguese territory.
6. The Organizing Committee shall not be held liable in the case when delegations are denied visas to enter Portugal. It is recommended to apply for visas as early as possible to ensure their delivery before the Games and potential refund of the Participation Fees according to the above schedule.
7. Participants from particular countries are not required to obtain visa prior to arrive in Portuguese territory, in accordance with Portuguese and European regulations.
8. The Visa Programs and rulements of the Government  
Types of Visas -  
<https://www.vistos.mne.pt/en/short-stay-visas-schengen/general-information/type-of-visas>

### B. Hospitalities

#### ARRIVALS, AIRPORT PICK-UP AND LOCAL TRANSPORTATION

Participants are requested to make their own bookings and travel arrangements to and from Lisbon.

Lisbon is serviced by *Humberto Delgado International Airport (LIS)*, situated in the city of Lisbon.



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Travelers to Portugal are not allowed to bring in unauthorized items such as: Firearms, illicit narcotics and drugs and all the usual official restrictions for the European Union.

Airport return transfer will be provided upon arrival and departure, or airport reception and escort by liaison officer on public transport to the hotel and return.  
 Public Transportation free pack in all Lisbon city area.

### PERSONAL ARRANGEMENT/TAXI

Taxis are available 24/7 from the Hotels recommended by the Organizing Committee. Ask the Front Office to call for a taxi. Digital platforms as UBER are available in Lisbon.

### EXTRA LUGGAGE/EQUIPMENTS

Participating delegation might want to bring their own sports and games equipment, and they might come in uncommon / large size.

Delegations that wish to send uncommon/large equipment for the performances but cannot accompany the delegation by air, can send the equipment to the 7<sup>th</sup> TAFISA World Sport for All Games Organizing Committee Secretariat (see address page 7).

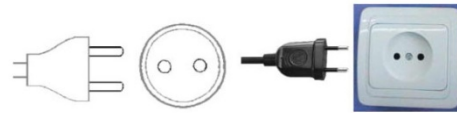
### MEALS

Various restaurants and food stalls will be available, inside or nearby the venues, during the event.

The Organizing Committee will try its best to meet international tastes, dietary restrictions and religious demands as far as possible.

### ELECTRICITY

Electric power supply is 220 volts in all regions of Portugal. Electrical sockets only fit with two pins rounded-tip plugs (technically known as Type C, E, and F) or use adaptors.



### KIDS AREA AND NURSERY ROOM

To encourage participation of delegations at all levels, and to accommodate participants coming with family e.g. little children, the Organizing Committee will provide an area within the venue for kids' activities.

### MEDICAL SERVICES

Professional medical facility for participants will be provided at the venue for minor injuries and first aid.

Any major treatment will be carried out at the local hospital, where a 24-hour medical service will be available and a general practitioner will be working on duty throughout the day.

The Organizing Committee will not cover costs of appropriate medical treatment for injuries and/or illness, whether it is related or not related by the sports/activities of 7<sup>th</sup> TAFISA World Sport for All Games.

Every participant shall obtain a personal travel health insurance prior arrival to Portugal and sign a liability form beforehand.

### INTERNET FACILITIES

Wireless internet facilities are available in the venues, meeting rooms and media center. office equipment and cabled internet facilities can be found at the business center at the recommended hotels. Delegations are responsible for all costs they incur at the business center.

Alternatively, wireless internet is common in public areas throughout the city such as café, restaurants and shopping malls. Login

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credentials might be required to access the internet.

### NATIONAL CURRENCY AND PAYMENT

The national currency is *the Euro* (€).

Money change is possible at the airports, banks, money changer, and most of the hotels.

Major credit cards (MasterCard, Visa, etc.) are widely accepted at majority of shops, restaurants, and hotels. Credit card payment will be carried out in *Euro*.

Standard banking hours are from 8:30 AM to 3 PM, Monday to Friday. Several banks open their branches in shopping malls longer than office hour, a few are open on Saturdays.

### COMMUNICATIONS

The country code for Portugal is +351

Local SIM card can be purchased from various telecommunication shops. For short-term usage by non-residents, only pre-paid SIM card can be purchased.

**IMPORTANT & USEFUL TELEPHONE NUMBER**  
**Emergency: 112**

### CLIMATE AND WEATHER

In Lisbon, during the autumn there are usually sunny days with mild temperatures.

### LOCAL TIME

Between October 1<sup>st</sup> and October 7<sup>th</sup>, the official time in Lisbon is Universal Time Coordinated (UTC).

### SIGHTSEEING PROGRAM

To make your journey to Lisbon and Portugal as unforgettable as possible, sightseeing programs for the delegations are planned to take place during the course of the event. The

delegations will have the opportunity to visit some historic sites and iconic monuments in Lisbon.

Further info regarding sightseeing program will be circulated prior to the event.

### SUSTANABILITY

Lisbon is the European Green Capital 2020. This event will be managed as a sustainable event reducing the ecological footprint and its environmental impact.

We seek to encourage the use of public transport, not using disposable and non-recyclable plastics.

A tree will be planted for each registered participant.

During the games there will be an activity of planting these trees, in places to be identified by the Municipality of Lisbon.

### GENERAL PROGRAM





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### ORGANIZING COMMITTEE

Website: [www.tafisalisboa.com](http://www.tafisalisboa.com)

E-mail: [tafalislisboa@tafalislisboa.com](mailto:tafalislisboa@tafalislisboa.com)

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Complexo de Piscinas,  
Av. Pierre Coubertin,  
Centro Desportivo Nacional do Jamor  
1495-751 Cruz-Quebrada, Portugal

Phone:  
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**We look forward to meeting you at  
The 7<sup>th</sup> TAFISA World Sport for All  
Games 2020 in Lisbon, Portugal!**