



BIDDING ARTISTIC SKATING WORLD CHAMPIONSHIPS 2023



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TIMELINE

- **STEP 1 : SUBMISSION OF THE BIDDING APPLICATION**
DECEMBER 2021
- **STEP 2: SUBMISSION OF THE HOST CANDIDATURE:**
Within 60 days after STEP 1
- **STEP 3: SUBMISSION OF THE PROJECT**
By mid-MARCH 2022
- **STEP 4: AWARDING OF THE WORLD CHAMPIONSHIPS 2023**
30 days after STEP 3
- **STEP 5: CONTRACT**
1 month after the awarding

INTRODUCTION

MISSION AND VISION

World Skate is the sole governing body, recognized by the IOC, for all sports performed on skating wheels. Its main role includes recognizing, assisting and representing over 135 Member Federations in the five Continents in the development and promotion of all disciplines, as well as promoting the development and the spreading of such disciplines in non-member countries. World Skate aims to promote the visibility and the development of all its disciplines through international events, including (but not limited) the World Championships.

The Artistic Skating World Championships (hereinafter referred to as “Championships”) are held annually, except in the year of the World Skate Games, which encompass them.

CONCEPT

The concept, as well as the way in which the event is prepared and operated, shall be taken into consideration by the potential Host Cities through the following elements:

- Sense of unity among the athletes from different countries.
- Promotion of the Host City and its Tourism Industry.
- Harmony with nature and other environmental considerations.
- Compliance with World Skate Statutes and By Laws, with IOC Anti-Doping Rules, the WADA Code and World Skate Anti-Doping Rules, as well as the Rules of the Artistic Skating Technical Commission, and compliance with the obligations under the contract of the Championships signed with World Skate.

BENEFITS

The Championships will be a high-level sports festival, marking every year the participation of over 30 nations, and a crowd of supporters and aficionados attending the event for about 11 days.

The enhancement of the infrastructures, the renovation of existing sports facilities or the building of new ones will entail huge benefits for the Host City not only for this event, but also for many other events in the future.

The organization of such an event shall trigger a strong economic impact, generating huge revenues, *inter alia*, coming from:

- sponsors
- ticketing
- sales commissions from food services
- restaurants and hotels concessions
- rental of stands
- sale of merchandising and souvenirs
- tourism in the following years
- creation of new partnerships
- advertising and launch of new products, not necessarily sports-related.

ORGANIZATION FEE

The Host City shall pay World Skate a Championships organization fee of at least 45,000 USD. Any higher offer will be an added value for obtaining the awarding of the Championships.

Payment methods shall be detailed in the “Candidature Submission”.

In case after the awarding the Championships and before signing the contract the Host City/Country withdraws, World Skate reserves the right to award the Championships to another candidate.

Section 2

RESPONSIBILITIES

World Skate is entitled to organize the Championships and owns all commercial, media and intellectual property rights.

World Skate grants the right to stage, promote and organize the event in accordance with the specific terms and conditions provided for in the Contract.

World Skate President is the only legal representative of World Skate and is entitled to sign the contract with the Host City

World Skate Vice-Presidents shall have the duty to promote and develop the Championships in their Continental Area through all communication media, advertising etc.

World Skate Chairman of the Artistic Technical Commission is in charge of the technical program.

WORLD SKATE KEY RESPONSIBILITIES

- Identify potential organizers, coordinate and follow up candidatures, manage documentation and information, lead inspections, organizational, coordination and technical visits of Candidate Cities.
- Drawn up the program for both the general event and competitions
- Communicate the technical details regarding competitions, sports equipment and regulations.
- Supervise for approval the activities carried out by the Host City.
- Track and help to resolve any issue or obstacles that may come up during the organization of the event.
- Approve the general event’s concepts, themes and publications.
- Establish accreditation guidelines.
- Ensure that the milestones set out in this bidding application and ratified in the subsequent contract thereof are met, and approve the Master and Business Plan submitted by the Host City/Country.
- Promote the event all over the world through World Skate Communication and International Media.
- Coordinate smooth overall event operations.
- Provide format for competitions and criteria concerning athletes and qualification system.
- Ensure the participation of top athletes.
- Provide the sports registrations through the online World Skate platform.

HOST CITY KEY RESPONSIBILITIES

- Establish a Local Organising Committee (LOC) as following:
 - President of the LOC.
 - Project Manager
 - Communication Manager.
 - Transportation Manager.
 - Accommodation Manager.
 - Venue Manager.
 - Protocol Manager.
 - Marketing Manager
 - Person/s in charge of Staff, Guides and Volunteers.
 - Person/s in charge of medical care and emergencies.
 - Person/s in charge of Anti-Doping Control.
 - Person in charge of Accreditation.
 - Any other staff deemed necessary.
- Ensure that the Championships are of a world class standard.
- Promote the event, the competitions and the World Skate Program both domestically and internationally.
- Propose a national and international marketing, communication and promotional plan to be approved by World Skate.
- Manage all necessary press releases dealing with matters including but not limited to dates, deadlines, announcements and marketing issues that shall always be subject to the prior approval of World Skate; the Host City shall use its best endeavours to ensure that the Championships are widely publicized, ensuring that the dedicated Website contains daily updates on both competitions and results. Press releases of sports or technical nature shall be approved in advance by World Skate.
- Design a logo and related images for the promotion of the event, which will be also used for the “Look & Feel” during the event.
- Collaborate with World Skate to establish the general event program, and World Skate Programs (Gala, Doping-Free Sport, institutional meetings, press conferences, etc.).
- Prepare a financial plan, including the drafting of an event budget.
- Communicate every three months to World Skate the various steps regarding the organization of the event getting in touch with the different Departments that may support the Host in overcoming the problems that may arise from time to time. Naturally, the closer the event date, the more frequent such updates will be.
- Provide and set up infrastructures and venues, equipment, technologies and facilities for the success of competitions.
- Manage the organization, coordination and implementation of on-site technical visit and inspections.
- Organize the logistics for all accredited families
- Manage and facilitate the accreditation operations of all the attendees, including national and international media representatives, arrange the look and content of the accreditation cards, the accreditation zones and access controls following the guidelines provided by World Skate.
- Provide assistance to all participants in obtaining visas, including information on required vaccinations (if necessary).

- Provide all the volunteers with uniforms, whose design shall be approved in advance by World Skate.
- Organize Top Opening, Closing and Award Ceremonies in compliance with the requirements set out by World Skate
- Establish and manage the infrastructures and services to enable the anti-doping sample collection and laboratory analyses.
- Organize medical services to all the people attending the Championships, arranging First Aid and medical care at the training and competition venues.
- **Provide** Transfer of Knowledge (ToK), as “know how” data, information, working processes, operational strategies, etc. to World Skate within one month after the end of the event, and a “Facts and Figures” document concerning all possible figures and percentages related to any aspect of the event (logistics, communication, press, media, etc.) within 10 days after the end of the event.

HOST CITY'S RIGHTS

The Host City shall retain full rights from for revenues derived from:

- Ticketing.
- Local and/or national administrative funding.
- Sponsors (advertising spaces on event’s program and billboards within the venues) except for a possible Title Sponsor, whose rights and revenues belong to World Skate.
- Commissions, if any, from restoration and accommodation services, including but not limited to restaurants and hotels.
- Rental of stands .
- Sale of Championships’ clothing, including merchandising and other souvenirs.
- National TV Rights subject to a written agreement with World Skate

Section 3

EVENT

The Artistic Skating Championships are an international event, staged every year, that celebrates the excellence in the following disciplines:

- Free
- Dance
- Solo Dance
- Pairs
- Inline
- Quartets
- Show Groups
- Precision Groups

The Technical Commission reserves the right to include other competitions, or to replace any competition with other ones.

These events also entail the possibility to organize (in addition to competitions) also meetings and seminars for coaches, delegates and judges, official events, press conferences, gala events, etc.

All the competitions shall be promoted through national and international broadcasting, social networks and media.

A Doping Free Sport program shall be an integral part of the Championships. World Skate, in connection with the Host City, shall be responsible for all the information concerning the controls before, during and after the competitions, ensuring that these controls are conducted in accordance with WADA CODE and its international standards.

The Championships will be scheduled over 11 days, between September and December of the calendar year.

World Skate is responsible for establishing the official sports program of the Championships. All participating athletes shall belong to World Skate Member Federations, shall comply with World Skate Regulations and World Anti-Doping Code and shall agree to doping controls as deemed necessary.

The general competition format is established by the Artistic Technical Commission in accordance with World Skate Artistic Skating Technical Regulations and checked for consistency by World Skate certified International Technical Specialists, Judges, Data Operators and Event Managers.

Each and every athlete participating in the Championships will be given the opportunity to have a practice period within the Championships venue prior to the beginning of competitions.

Section 4

VENUES

During the candidature process, World Skate shall evaluate the appropriateness of the infrastructures in terms of quality, safety, location, capacity etc. to provide a smooth running of all competitions.

The rink (FOP) shall be approved by World Skate and shall meet all World Skate technical requirements in relation to surface (wood, light blue colour), size (25*50m), adherence (not slippery) etc... and all safety and health-related requirements for all participants (buffer zones). It shall be free from any marks whatsoever; only the World Skate Logo in the middle, and any advertisements, previously approved by World Skate, shall be permitted.

The venue shall have 3000 to 5000 seats for spectators: reserved and diversified seats on the stands for authorities, VIP guests, World Skate members, judges, press, media, officers, photographers, athletes and delegates. In case an additional venue is necessary, a minimum of 1K seats is required.

TECHNICAL REQUIREMENTS

The Host City shall also ensure the following requirements for the entire period of the Championships:

- Adequate lighting and audio/video system.
- Dedicated internet connections (WiFi and Cable connection).
- Equipment for streaming, broadcasting and video shots.

- A zone with a width of at least 1.20 m free from the public and from the hindrances in addition to the fencing.
- A warm-up rink, min. 10*30, close to the main track shall be considered as an added value.
- A judges' area located in one of the two long sides of the rink, adjacent to the fencing (balustrade) easily reachable by Officials and staff.
- In case of "Groups Show and Synchro" the Judges' area shall be arranged with a position raised and set back in the central part of the grandstand accommodating spectators.
- Adequate number of laptops according to the IT requirements.
- Scoreboard: Size depending on the size of the rink, led screen. Minimum 4mx3m.
- Microphone system and headphones, 4 positions.
- Fixed tele camera at table judges for slow-motion connected computer (software available) + 1 person of the organization to manage it.
- Analyzing videos (2 cameras: High Beauty Shot and 1 handheld + tripod with operator).
- Air conditioned.

GENERAL REQUIREMENTS

- Accessibility of all participant-groups, sufficient spectator capacity and access for people with disabilities.
- Different equipped areas for athletes, judges, media, press, accreditation, medical service, anti-doping, volunteers, World Skate Management.
- Offices for judges, media, press, accreditation and World Skate Management shall be available two days prior to the beginning of the Championships until the evening of the last day. They shall be equipped with stationery, printers, photocopiers, WIFI connections, tables, chairs and a corner for coffee, tea, food, soft drinks, fruits, snacks etc.
- Permanent Security service.
- Permanent Cleaning service.
- Adequate number of toilets for spectators.
- Adequate number of toilets for all the people involved in the Championships.
- Dressing rooms adequate to the number of countries attending the event.
- Anti-doping control rooms/areas.
- "KISS AND CRY" corner equipped with min. 4 chairs or a sofa, well lighted with one scoreboard of min. 2x2mt.
- VIP Lounge
- Adequate no. of tensile structures/booths for temporary shops and exhibitions, upon agreement with the Host, near the entrance or, in any case, easily accessible by spectators.
- Area devoted to Medical and First Aid services, Ambulances.
- Reserved and monitored area for all the communications to be given to delegations.
- Area/booth for the official photographers.
- Area/booth for the official DVD's sale.

More detailed technical guidelines will be available to all those who submit their applications.

INSPECTIONS

During the bidding period World Skate shall appoint 2/3 persons to inspect the venues and verify that all promotional, technical, logistics and communication aspects comply with requirements of the bidding application.

Once the Championships are awarded, World Skate shall schedule min. 3-4 inspections/technical visits to supervise the selected venues and to support and advise the Host in the organization of the event.

The Host City shall incur the traveling, board and lodging, and transportation expenses for World Skate Managers that perform the inspections, whose number will be set from time to time by World Skate.

Section 5

LOGISTICS

The Host City is responsible to manage and facilitate the logistics of the World Skate Artistic Championships as regards all participants/accredited families:

- World Skate Family
- National Federations
- Media

TRAVEL AND ACCOMODATION

The Host City shall incur the traveling, board and lodging expenses for the whole World Skate Family (approximately 45 people) including:

- President
- Artistic Technical Commission
- Technical Officials (Judges, International Technical Specialists, Data Operators and Event Managers.)
- World Skate Manager and Staff
- Communication Manager and Staff
- Anti-doping Manager
- Official photographer
- Streaming crew (if necessary)

The Host City shall provide round-trip flights (if possible direct flights) in economy class and shall try to meet at best the needs of the members of the World Skate Family.

Tickets shall be sent directly by the Host in due time to the people of the World Skate Family. An invitation letter shall also be sent, if necessary, for obtaining the visa, whose period of validity shall be consistent with the accommodation dates.

The Host will take on the responsibility for accommodation, full board and lodging in 4* or 5* International Hotels and all related expenses for all the members of the World Skate Family, mentioned above. Hotels shall be close to the venue, walking distance is preferable.

The hotel reserved for the World Skate Family shall be considered as their Headquarters, and no National Federations shall be lodged in the same hotel.

The abovementioned accommodation plan shall be provided according to the following scheme:

WORLD SKATE FAMILY	NR.	Arrival days before the event	Arrival before the Opening Ceremony	Departure after the event	Accom.	Hotel
PRESIDENT & HIS GUEST	2		Max 4 min.2	1 day	dus	4/5 stars
ARTISTIC TECHNICAL COMMISSIONS	5	Max.5 min.3		1 day	dus	4/5 stars
TECHNICAL OFFICIALS (judges, International Technical Specialists, Data Operators and Event Managers)	26	2 days		1 day	twin	4/5 stars
WORLD SKATE MANAGERS AND STAFF	6/7	Max.5 min.3		1 day	dus	4/5 stars
COMMUNICATION STAFF	3	Max.5 min.3		1 day	dus	4/5 stars
ANTIDOPING MANAGER	1	2 days		1 day	dus	4/5 stars
OFFICIAL PHOTOGRAPHER	1	1 day		1day	Dus	4/5 stars

Mealtimes shall be flexible, and meals shall be had either at the hotel or at the venue, according to the competition format.

Snacks, coffee, water and soft drinks shall be available at all times both at the venue or at the hotel.

The Host City shall provide to athletes and delegates of the National Federations a selection and availability of international standard hotels (between 3 and 5 stars) at a fair price.

The Host City shall enclose to the bidding application a complete list of all the official hotels and related price lists at the date of the event: hotels shall be close to the venue, max 20 minutes of walking distance. The rates shall include breakfast and fees in USD, and shall be as cheap as possible.

Athletes and delegates shall not be lodged at the hotel where World Skate's headquarters are established.

Breakfast shall be available at the hotel, while lunch and/or dinner may require catering at the competition venues with ample and flexible schedules. Food shall satisfy all cultural and religious needs.

Athletes and Delegates shall not be constrained to be accommodated in a specific hotel or to avail themselves of specific menus, nutrition programs or diets as a precondition to join the event.

The Host City shall provide to the representatives of national and international Media a selection and availability of international standard hotels (between 3 and 5 stars) at a fair price. Hotels shall be close to the venue, max 20 minutes of walking distance. The rates shall include breakfast and fees in USD and must be as cheap as possible.

TRANSPORTATION

The Host City shall provide the World Skate Family with a shuttle service from and to the airport; an adequate number of cars and minivans with drivers shall be available to the World Skate Family 24/7 between the hotel and the venues.

Cars shall be available for World Skate President, World Skate Anti-Doping Manager, World Skate Sports Director, World Skate Project Manager, World Skate Communication Manager, World Skate Protocol Manager and World Skate Accreditation Manager.

Vans shall be available for the Technical Commission, Technical officials, Communication Staff and Streaming crew (if necessary).

The Host City shall also arrange transfers very early in the morning and very late in the evening.

All the National Teams, single athletes and media representatives, lodged in official hotels, shall be provided with shuttle services from/to the airport and between the official hotels and the competition and training venues throughout the day and during all the competition and official training days, for the Opening and Closing Ceremonies and for all other official activities or events.

Accurate transportation scheduling is of the utmost importance for the success of the Championships.

The transportation service shall start from the first day of training up to the last day of competitions.

Drop-on and drop-off of all athletes in front of the main entrance of the venues shall be granted to all the athletes attending the event, including athletes lodged in non-official hotels.

Section 6

OPERATION & SERVICE

SPORT REGISTRATION

World Skate shall collect the sport registrations on the Sport Entry Platform (SEP). World Skate will use the SEP of National Federations to register athletes, delegates and media, and will provide such data to the Host City for accreditation purposes in due time.

ACCREDITATION

The Host City shall arrange the look and content of accreditation cards according to the Event Guidelines and World Skate Guidelines, and shall manage the accreditation zones and access controls. Passes will be provided to athletes, coaches, Officials, Media, LOC, volunteers, and World Skate Family Members.

World Skate shall collect all the registration applications and then check all the international media accreditations with the Host City prior to the final validation and issuance of accreditation cards.

Extra Officials shall pay their accreditation cards to World Skate.

VISAS

The Host City shall notify all applicable Country entry visas, vaccinations, customs regulations and laws while submitting the candidature file. The Host City shall also provide assistance to accredited families and VIP

guests in obtaining appropriate visas (i.e. invitation letter or MoUs with Embassies). All participants are responsible for incurring the costs related to visa obtainment, as well as for transit visas, where required.

PROTOCOL

The Host City is entrusted with the organization of the Opening, Closing and Medal Award Ceremonies, whose plan shall be submitted to World Skate for approval. The Host City is responsible for providing World Skate flags, flags and national anthems of the represented countries, medals and certificates whose final layout shall be sent to World Skate for approval.

The Host City shall provide all the volunteer uniforms complying the final design approved by World Skate. The athletes shall be required to wear their official uniforms during competitions, Opening, Closing and Medal Award ceremonies and official events.

The official languages of the Artistic Skating Championships are both English and the official language of the Host Country. In case the official language of the Host Country is English, the other official language shall be Spanish. On-site signage, event communications and publications, sports commentaries and any other information shall be in English.

ANNOUNCERS / SPEAKERS

An integral part of the competitions is the presence of announcers / speakers (min. 2) that shall be expert in the discipline of Artistic Skating, able to provide the utmost accuracy and professionalism required by the discipline during the competitions, awards, opening and closing ceremonies. All announcements and the reading of scores (when required) shall be in English and in the language of the Host Country.

TECHNOLOGY

The Host City shall take measures to ensure ease of communication by engaging relevant technology measures before, during and after the Championships. This includes test events, information systems, telecommunications and internet. Inside the venue a scoring & results system and one or more scoreboards shall be present, as well as an adequate audio system.

MEDICAL SERVICES

The Host City shall ensure medical services to athletes, spectators, workforce, media and VIP guests according to World Skate standards. The Host City shall coordinate hospital services with Public Health Authorities.

The Host City will also arrange First Aid and medical care at the training, competition venues and any other official event venue. The defibrillator inside the competition venue is mandatory.

Transportation vehicles and ambulances will be present. Logistics for Emergency Medical Services and Hospital facilities in the Host City shall also be arranged.

ANTI-DOPING

The Host City shall plan, establish and manage the infrastructure and the services to enable the anti-doping control sample collection processes and laboratory analyses to be conducted in accordance with World Skate Anti-doping Rules.

The Host City shall also cooperate with World Skate Doping-Free Sports Unit (DFSU) staff in delivering services, education and information.

SECURITY

All matters related to security fall within the Host City's responsibility and shall be coordinated with the competent public security authorities of the Host City. World Skate security provisions shall also be taken in due consideration.

Section 7

PROMOTION & COMMUNICATION

The Host City has the responsibility to promote the event, using TV promotion, social media, public and private partners and national campaigns including a detailed description of the World Skate Games concept, a comprehensive national and international communication and promotion plan, an official event and spectator guide, as well as city and on-site billboards.

World Skate will both indirectly and directly support the Host City and its international communication and promotional activities for the Championships with experts that are well-experienced in marketing and communication.

World Skate will also provide the Host City with marketing and communications guidelines and the Host City shall work in close collaboration with World Skate Marketing and Communication Department.

The Host City has the right to retain the revenues from national partnership agreements and marketing activities not belonging to World Skate. Nevertheless, the Host City agrees to have all partnership agreements approved by World Skate and to support all marketing activities relating to World Skate and its main corporate partners both before, during and after the Championships.

The Host City shall provide detailed Communication and Promotional Plan to World Skate for approval.

LOOK & FEEL

The Host City will use the Corporate Image in the setting up of the venue and of the rink, both inside and outside. The same image shall be used in airports, hotels, event venues if different from the competition venue, in agreement with World Skate.

Inside the venue only World Skate logo and any advertisements previously approved by World Skate shall be permitted. Institutional logos must be agreed with World Skate.

MEDIA

As international and national media, journalists, photographers, newspapers, TV stations, etc. may be interested in covering such event, the Host City is also responsible for producing a press kit subject to World Skate approval and for providing any relevant information.

Adequate Press/Media rooms/areas and interview rooms shall be provided in the competition venues, that shall be equipped with a press tribune. All these areas shall be supplied with electric power, adequate wireless connection and hub for at least 20 cable internet connections.

At least 20 fully equipped media seats-internet, power, desk shall be provided on the tribunes.

The Host City shall provide the staff to carry out general event communications, daily bulletins, press releases, press conferences and interviews, reports and information on the athletes as well as contents for internet and websites.

BROADCASTING

World Skate is the owner of all Television and Digital Media Rights of the Championships. The Host is responsible for ensuring international standard quality TV production and signal. The international signal will be provided in an objective and impartial quality. It shall include slow-motion, replays, basic TV graphics and timing and be delivered with all appropriate editorial supports.

The Broadcasting plan will be arranged by World Skate in order to ensure international broadcasting and thus global promotion of the event. World Skate is responsible for negotiating the international television rights. World Skate may, however, assign, by means of an agreement, in whole or in part, the television rights to the Host City or to a third party.

The Host City shall commit itself to invest in the necessary state-of-the-art technology and expertise to offer the best available services to the relevant target groups (i.e. domestic and international TV, media, etc.) and to provide top quality information.

STREAMING

All the competitions of the Championships will be broadcasted exclusively through World Skate TV.

The Host City shall ensure adequate Internet cable dedicated to the streaming. The characteristics of the connection shall be agreed with World Skate Communication Dpt.

The Host City shall provide at least 2 English speaking commentators for the live streaming.

ARTWORKS AND MEDIA ASSETS

All media assets shall be approved by World Skate: TV graphics (on-site, on-screen), social networks, OOH media, etc. World Skate logo handling and assets execution are subject to World Skate approval.

TV GRAPHICS

The Host City will adhere to TV graphic standards as provided for by World Skate.

LOGO

Once the official nomination is provided in writing, the candidate city shall develop the event logo to be publicly released.

When defining the name or title of the event, the elements that have to be mentioned and that shall appear in the same order are:

- the name of the discipline
- World Championships caption
- the 'Host City' name
- the event year

- if applicable, the 'Title sponsor'

The Host City shall be granted the right to use World Skate logo, which shall be sent to the Host City immediately after the signing of the contract and that will be displayed inside the venue and in all the publications and merchandising.

WEBSITE

The Host City shall develop an Official website of the Championships, whose domain shall be:

www.cityYEAR.org.

The web page shall contain all necessary information about the Championships, the city, the region, the country, official hotels, programs etc... which should be available online.

The layout shall be approved by World Skate.

DESIGN

The Host City shall design a Logo and Coordinated Image for promoting the event. The list of designs shall include logo, emblems, medals, mascots, information icons, visuals, slogans, publications, website and audio-visual productions. All these materials shall be approved by World Skate, and the World Skate Logo shall always be predominant. To this purpose the Host shall follow the World Skate Branding Guidelines.

MARKETING PARTNERS, OFFICIALS SUPPLIERS, TICKETING, LICENSING AND MERCHANDISING

The Host City shall be in charge of negotiating marketing, sponsoring, merchandising and any remaining commercial rights upon World Skate approval.

All revenues accruing from the exploitation of the rights negotiated by the Host City shall be entirely ensured to the Host City. World Skate Logo shall be predominant according to the guidelines specified

Section 8

LEGAL OBLIGATIONS

- The Bidder is solely responsible for any aspects relating to the bid application and for all commitments entered into relating to the organization and the staging of the Championships.
- The Contract outlines all legal, commercial, organizational, financial and reporting obligations as well as all relationships, roles and responsibilities involved in the planning, the staging and the debriefing of the Championships. It also includes a consent by the Host City to comply with World Skate guidelines in terms of event, accreditation, protocol, anti-doping controls, sustainability, volunteers, marketing and communications, media, host broadcaster.
- The Contract for the Artistic Skating Championships shall be signed no later than one month after the awarding of the Bidder by World Skate.
- The Host City and the LOC have joint operational and management duties; they shall be legally and financially responsible for fulfilling the obligations provided for under the Contract. The Host City and the LOC must maintain appropriate management and supervision throughout the entire event.

- The Host City and the LOC are jointly responsible for engaging the necessary insurance policies for the organization of the Event including transportation, liability and cancellation insurance policies.
- The Host City undertakes to protect and promote World Skate’s Brand.
- The Host City commits itself not to host other sports events during the period of the Championships, including one week before the event begins and one week after the event ends.
- The Host City undertakes to accept and comply with all World Skate Rules and Regulations, including the Data Protection Policy.
- The Host City acknowledges and accepts the differences between the Bidding Application and the Contract: the Bidding Application is explanatory, the Contract contains all duties and obligations to be fulfilled.

This bidding application ends upon signing the contract, which shall be equipped with a Handbook and any related documents.

MILESTONES

Setting up of the LOC	1 month after the signing of the contract
Competition program (drafted by the TC Chairman)	1 month after the signing of the contract
Promotion Communication and Broadcasting plan: look&feel - media- broadcasting-streaming-logo-website-official photographer-design	9 months before the World Championships
Venues Information	1 year before the World Championships
Operation and Service Information	1 year before the World Championships
TOK	1 month after the end of the Championships
“Facts and Figures”	10 days after the end of the World Championships