

First information



WORLD TEAM TROPHY 2015 **in Figure Skating**

Tokyo/JAPAN April 16-19, 2015

City Overview: TOKYO

INTRODUCTION

Tokyo is the capital of Japan, and the place where about 13,350,000 (as of April, 2014) people live, making it one of the most populous cities in the world.

Tokyo is not only the political and economic center of Japan, it has also emerged as a center of the world economy and culture. There are a number of attractions in Tokyo that should not be missed which are large-scale downtown areas, the sleepless SHINJUKU where the world's busiest train station in terms of passenger throughput with an average of 3.5 million passing through its doors every day is located. Also you will find a wealth of attractions including palaces, shrines, landmarks and amusement parks in Tokyo. And it might be surprised to learn that more than one-third of the larger metro area has actually been designated as natural parkland, under the protection of Japan's government.

JAPAN Skating Federation now would like to bid you a warm welcome to Tokyo, JAPAN.

TIME ZONE

Time zone for Japan is 9 hours ahead of Greenwich Mean Time(GMT +9:00).

ELECTRICITY

100V plug type A

THE CLIMATE(April in Tokyo)

Day time Average 18.0 °C(64 F)

Night time Average 11.0 °C(52F)

April is often considered the best time to visit Japan

because the cherry blossoms are in full bloom in most regions of the country and the weather is pleasantly mild.

Domestic travel activity is increased in early April due to spring school holidays, in late April due to the start of the Golden Week and during most of the rest of the month due the cherry blossom season.



The Venue

Travel Information

Airport Transportation

Accreditation

Schedule of Accreditation

Reissuing Accreditation

Visa Application

Hotels

Official Hotel

Media Hotel

Useful information

Event Schedule

Summary of Deadlines

The Venue

Yoyogi National Gymnasium

2-1-1, Jinnan, Shibuya-ku
150-0041, Japan
Tel: +81 3 3468 1171
FAX: +81 3 3468 1942

Japan Skating Federation will host the ISU World Team Trophy in Figure Skating 2015 at the “Yoyogi National 1st Gymnasium”.

The 1st Gymnasium was built for the 1964 to house swimming and diving events in the 1964 Tokyo Olympic Games. Since then the 1st Gymnasium was used to other big sporting events following.

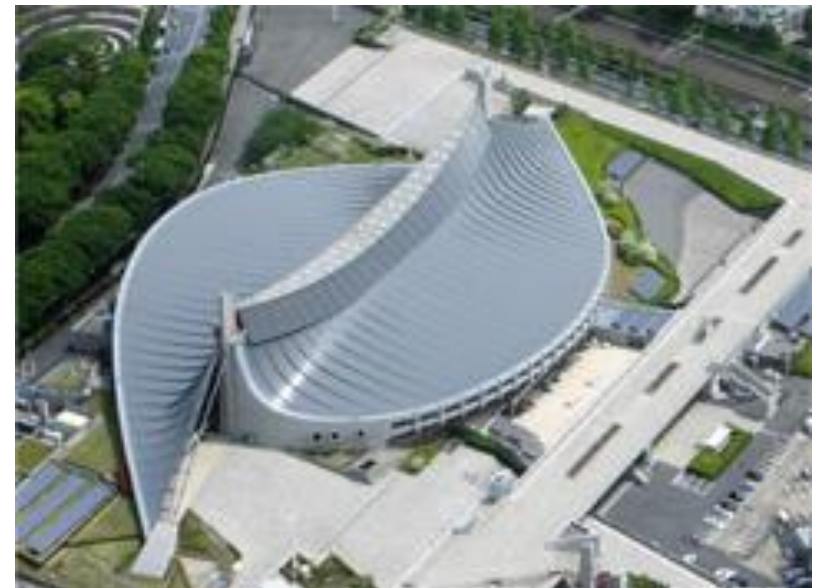
October 1977 NHL Ice Hockey World Championships
November 1977 FIVB Volleyball World Cup
Jun 1979 FIG Artistic Gymnastics World Cup
August 1979 FINA Swimming World Cup
December 2005 ISU Grand Prix of Figure Skating Final 2005/2006
September 2010 World Judo Championships
November 2013 ISU Grand Prix of Figure Skating 2013/2014

Facility outline

Building area: 14,426m²
Total area: 28,754m²
Arena area: 4,000m²
Capacity: 13,243 seats(including arena seats)



2013 ISU World Team Trophy in Figure Skating



Travel Information

AIRPORT TRANSPORTATION

OC Shuttle: All ISU officials, judges and confirmed team delegation are picked up at two official airports according to the submitted arrival schedule, and necessary ground transportation will be organized to the official hotel, Keio Plaza Hotel free of charge. In case coaches, team doctors, chaperones, etc. are arriving with their teams, they also can take the same transportation by free. In case the non-confirmed person arrives alone, the transportation must be paid at their own cost, which is mentioned above.

Narita International Airport and **Tokyo International Airport (Haneda)** are the official airports of the event. Transport facilities and access time from each airport to the official hotel, Keio Plaza hotel are as follows;

<Narita International Airport>

Bus: Take Airport Limousine Bus bound for Keio Plaza Hotel (approx.95~130 minutes/JPY3,100)

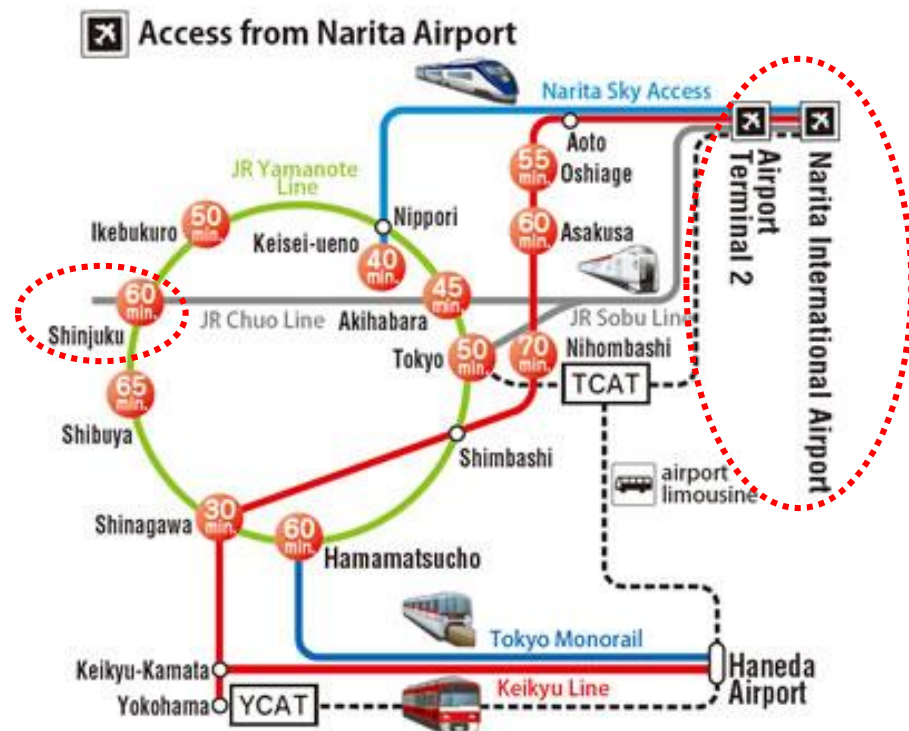
Train: Take Narita Express train (NEX) bound for Shinjuku Station (approx.80 minutes/JPY3,190). Get off at Shinjuku Station. It takes about a 5 minute walk from the west exit of Shinjuku Station to the hotel.
For more details, please see the train map.



Airport Limousine Bus



NEX



Travel Information

AIRPORT TRANSPORTATION

<Tokyo International Airport/Haneda>

Bus: Take Airport Limousine Bus bound for Keio Plaza Hotel (approx.45~75 minutes/JPY1,230)

Train: Take the Keikyu Line to Shinagawa Station and change trains to the JR Yamanote Line that goes in the direction of Shibuya. Get off at Shinjuku Station. It takes about a 5 minute walk from the west exit of Shinjuku Station to the hotel. For more details, please see the train.



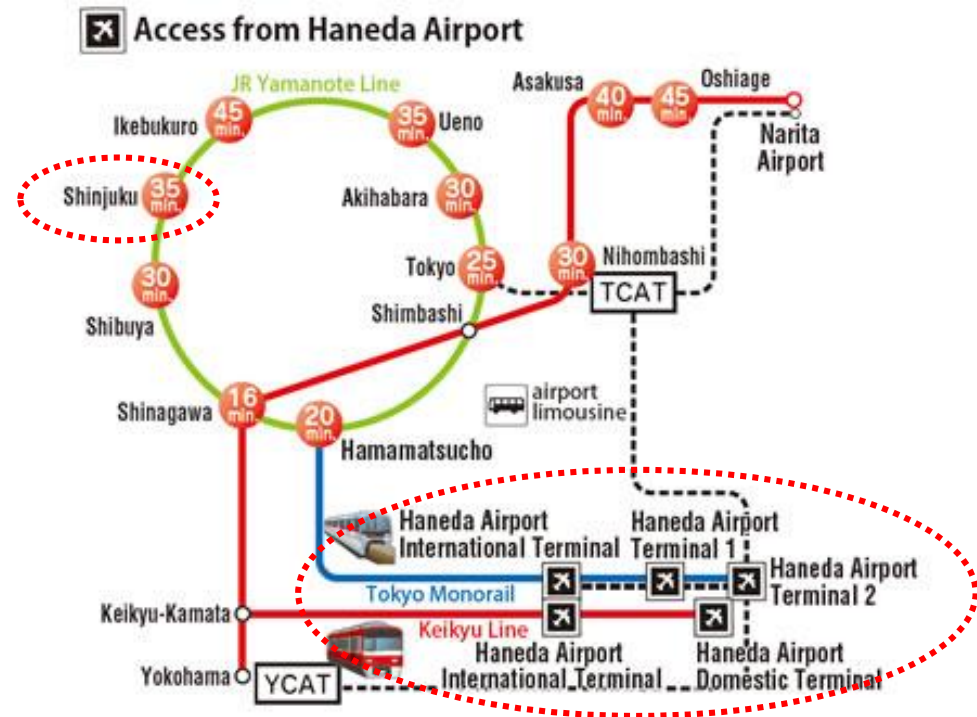
Airport Limousine Bus



Keikyu Line



Yamanote Line





Accreditation and Visa application

SCHEDULE of ACCREDITATION

Accreditation is necessary for all participating team members, judges, technical officials and ISU office holders; and the accreditation room will be open from 13:00 on Apr. 14 at the official hotel “Keio Plaza Hotel” through midnight.

REISSUING ACCREDITATION

All accredited persons are requested to present their accreditation card when entering the main arena and the practice arena. In case the accreditation card is lost, you need to ask the OC office in the venue to reissue it as soon as possible, and the organizing committee will charge you 10,000Yen as its commission.

VISA APPLICATION

Check the following URL to find out if you need to obtain a visa to enter Japan.

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

The procedure is shown in the following page to apply for a visa.

http://www.mofa.go.jp/j_info/visit/visa/index.html

After submitting your entry forms, our agent will contact you directly and ask you to for some application questions e.g. name on passport, passport number, passport validity date, applying city, and they will send you the necessary package “official invitation letter” to your mentioned address by FedEx or EMS as soon as possible. After receiving the package, applicants need to submit the passport with the necessary forms to the Consulate with the jurisdiction at a Japanese Embassy or Consulate General which is mentioned in your paper. It will take at least one week for the visa to be issued, so it is highly recommended to consider the timing for the application.

Hotel Information

<Keio Plaza Hotel Tokyo>

OFFICIAL HOTEL for ISU/Judge/Team/OC

2-2-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo

160-8330 Japan

Tel: +81-3-3344-0111

Fax: +81-3-3345-8269

URL: <http://www.keioplaza.com/index.html>



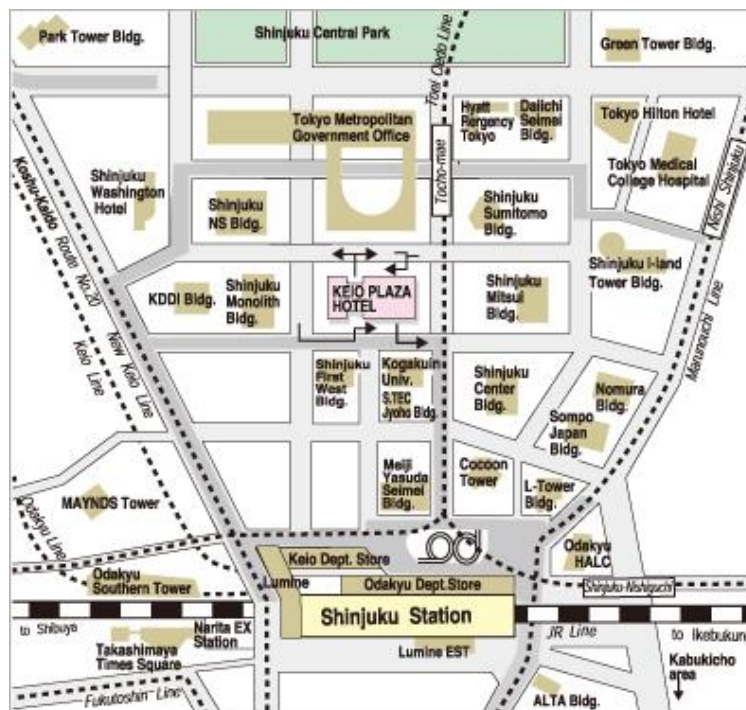
The Keio Plaza Hotel is the ideal location to explore the delights of the city of Tokyo. Only minutes away from the most popular shopping and entertainment spots, This luxury hotel provides stunning views over central Tokyo.

Located in Shinjuku, in the very heart of the Tokyo metropolis, the Keio Plaza Hotel Tokyo extends top rated services and facilities, features that guests come to expect of a world class hotel.

Access

Just stone's throw away from Tokyo's most accessible transport hub, Shinjuku Station, Keio Plaza Hotel is ideally located for both business and leisure travelers.

Shinjuku Station -5 minutes walk
Subway Station -2 minutes walk
Tokyo Station -15 minutes by train
Roppongi-11 minutes by Subway
Shiodome-19 minutes by Subway



Hotel Information

<Keio Plaza Hotel Tokyo>

The Keio Plaza Hotel offers a wide variety of home-away-from-home hospitality, with 1,436 guest rooms to choose from to accommodate your every need.

The accommodation and meal expense ISU officials, Judges invited, Skaters/Couples, and 2 persons per team as support personnel will be covered by OC.

(Specific details: See Announcement P.7)

Any members other than above such as Extra Team officials, Coaches, and Chaperones are requested to pay the following fee at the information desk located at the Hotel lobby.

(※Refer to the Announcement for details)

Room Charge

Standard room

(22,000Yen / per day(including Breakfast & Tax))

Cancellation Policy

After 07 Apr. 2015, 100 % of the cancellation fee will be charged.

If cancellations after the entry deadline by name for rooms paid by the OC occur, any cancellation fee the OC had to pay to the hotel will be invoiced to the respective member.



Room Equipment

Refrigerator / Digital TV / Hair Dryer / Kettle / Soap / Shampoo / Conditioner / Body soap / Shower cap / Toothbrush / Hair Brush / Bath Towel / Face Towel / Shaver / Slippers / Telephone

*Telephone

Room to room: 8+ Room No.

International call: 0+010+Country code + Number

Internet

Complimentary Wi-Fi in all guest rooms is available.

Hotel Information

<Keio Plaza Hotel Tokyo>

OC will offer meals at designated hotel restaurant for ISU officials, Judges, Skaters/Couples, and its opening hours will be (subject to change):

Breakfast Apr.15-20 / 06:00 -10:00 (included)

Lunch Apr.15-19 / 11:30 -15:00 (3,000Yen)

Dinner Apr.14-15 / 18:00 -22:00 (5,000Yen)

Dinner Apr.16-17 & 19 / 19:00 -24:00 (5,000Yen)

*on Apr. 18 dinner will be Prize giving ceremony & Closing banquet.

Convenience store(South Tower 2F)

Quality Store SEIKATSU SAIKA

Open from 5:00 to 2:30

Laundry Service

Dry-cleaning and laundry services are available seven days a week.

Laundry bags and price list are located in the guest room closet.

Picked up by 10:00 and done until 18:00 on the same day.

Picked up from 10:00 to 15:00 and done on the next day at the noon.

The hotel also provide 3-hours service between 10:00 and 15:00

upon your request.

Currency Exchange

At the hotel reception (8:00-24:00)

US\$, €, CAN\$, GB£, CHF are available

Safety box

Available at the hotel reception

Fitness room(Main Tower 7F)

Open from 5:00 to 22:00

(Available free of charge
for staying guests)

■PRECOR Treadmill

■PRECOR Bike

■PRECOR Cross Trainer

■PRECOR Leg Extension

■Panasonic JOBA

*Please note that we do not offer rental shoes or other wear.

**Children 12 and under are prohibited from using this facility.



Business Center (Main Tower Lobby)

Business Hours: Mon-Fri: 8:00 to 22:00

Sunday & Sat. Sun. Holidays: 9:00 to 17:00

Services: PC with Microsoft Office, Internet access, Printers,
Photo copies, Faxes

Admission Fee for Our Staying Guests: JPY 2,000



Hotel Information

<Shinjuku Washington Hotel>

OFFICIAL HOTEL for Media

3-2-9 Nishi-Shinjuku,
Shinjuku-ku, Tokyo,
160-8336 Japan

Tel: +81 3 3343-3111

Fax: +81 3 3342-2575

URL: <http://shinjuku.washington-hotels.jp>

Shinjuku Washington Hotel is the nearest hotel (3 minutes on foot) from the Keio Plaza Hotel(Official Hotel). You can take a complimentary shuttle bus from the Keio Plaza Hotel (Official Hotel) to the venue.

Access

Narita and Haneda airports are accessible by the Airport Limousine bus that stops at the hotel's entrance.

<Narita International Airport>

About 120 minutes by Airport Limousine Bus (JPY3,100)

<Tokyo International Airport/Haneda>

About 60 minutes by Airport Limousine Bus (JPY1,230)

SHINJUKU WASHINGTON HOTEL is also directly connected to Shinjuku Station by an underground passageway (serviced by JR, Tokyo Metro, Odakyu, Keio and other railway lines) between 06:00 and 22:45 for comfortable access even in bad weather.

8 minutes walk from Shinjuku Station.

Oedo subway Line, Tocho-mae Station (Tokyo Metropolitan Government).

5 minutes walk from Tocho-mae Station.



Room Charge

Standard Single room 13,900yen / per day
(including Breakfast & Tax)

Room Equipment

Refrigerator / Digital TV / Hair Dryer / Electric pot / Soap / Shampoo / Conditioner / Body Soap / Tooth brush / Hair Brush / Bath Towel / Face Towel / Razor / Slippers / Yukata (kimono-like bath robe or pajamas)

Telephone (Room to room)

Main building: if room# is 3 digits 30 + Room number
4 digits 3 + Room number

New building: if room# is 3 digits 80 + Room number
4 digits 8 + Room number

International call : 0 + 010 + Country code + Number

Internet Complimentary Wi-Fi in all guest rooms is available.

Mobile rechargers

Mobile chargers, located on the 3rd floor of the Main Tower, (front of the information counter) and on the 2nd floor of New Wing, (front counter). Charges apply.

Foreign Currency ATMs

Foreign Currency Exchange Machines, located on the 3rd floor of the Main Tower (front of the information counter). Exchange of 7 currencies available including USD, CNY, Euro, KRW.

Hotel Information

<Shinjuku Washington Hotel>

OFFICIAL HOTEL for Media

Coin lockers

Coin lockers, located in front of the information counter on the 3rd floor of the Main Tower, available for up to 12 hours free of charge (A refundable fees of JPY100 required.)

Information Service

Services to make your stay more comfortable and convenient including luggage transfer, bus reservations, and door-to-door service. Details can be inquired from Information Counter at 3rd floor of the Main Tower, and Front Desk on the 2nd floor of the Annex.
Reservation of Airport Limousine Bus
Reservation of Hato Bus/Sightseeing buses
Door-to-door delivery service/Mail service/Laundry
FAX service

Relaxation Room (Open 6:00 to 24:00)

Private Lounge at 2nd floor of Annex (No-smoking zone), can be accessed only with room keys.
Personal Computer & Printer on rent (JPY100/10 minute).
Massage Chair (JPY200/10 minute).
Coin Washer (JPY400 and up);Drying machine (JPY100 and up)

Convenience Store

"Family Mart", opens 24 hours/day, is located on the 1st floor of the Main Tower.

Grill & Dining "MANHATTAN TABLE"

(25th top floor of the Main Building)

A cozy yet stylish dining restaurant where you can enjoy California cuisine as well as the authentic flavors of Japan in a relaxing ambience. A fascinating harmony of the beautiful night view, exotic cuisines and services just as if you're in Manhattan.

Breakfast: From 7:00 to 10:00 (Weekday, Saturday and holidays)

From 6:30 to 10:00 (Sunday)

Dinner: From 17:30 to 23:00 (L.O.22:30)

Café & Bar "Baron" (3rd floor of the Main Building)

There are a variety of dining services from breakfast, lunch to evening tea and dinner in a wide, high-ceiling, elegant ambience at the 3rd floor of the Main Building.

From 6:30 to 23:30 (Last Order.: Foods 22:30/Drink(s) 23:00)

Steak & Shabu-shabu Fujita (1st floor of Annex)

Enjoy the cuisines of Teppanyaki, Shabu-Shabu, and exclusively selected Wagyu (Japanese cattle), in a descent environment, isolated from the rush and noise of the Shinjuku city. We offer special dining menus for dating couples, anniversary parties, business meetings, gatherings or celebration parties. Enjoy a delightful experience with an overview of lighten-up Japanese garden, and watch the chef's process of grilling wagyu with our secret recipes at the Teppanyaki Counter. You can also relish the finest quality meat Shabu Shabu at your table.

Breakfast: From 7:00 to 10:00

Dinner: From 17:00 to 22:30

Others (1st basement to 2nd floor of the Main Building)

The hotel complex also contains a variety of restaurants that serve seafood, ramen noodles, Italian, yakiniku Japanese barbecue and much more.

Hotel Information

<Shinjuku New City Hotel>

OFFICIAL HOTEL for Media

31-1 Nishi-Shinjuku 4-chome, 31-1 Nishi-Shinjuku 4-chome, Shinjuku-ku, Tokyo, 160-0023, Japan

TEL.+81-3-3375-6511

FAX.+81-3-3375-6535

URL: <http://www.newcityhotel.co.jp/en>



Shinjuku New City Hotel is the hotel that offers reasonable price, located in walking distance (8 minutes on foot) from the Keio Plaza Hotel (Official Hotel). You can take a complimentary shuttle bus from the Keio Plaza Hotel (Official Hotel) to the venue. The hotel is conveniently located in the center of Shinjuku, next to the Tokyo Metropolitan Government Buildings and close to shopping and entertainment venues.

Access

The hotel is 5 minutes by complimentary shuttle bus from the West Exit of Shinjuku Station, where Narita airport is easily accessible by Narita Express train.

Please refer to page 3 and 4 for how to get to Shinjuku Station from both of Narita International Airport and Tokyo International Airport/Haneda.

Room Charge

Standard Single room 11,200yen / per day
(including Breakfast & Tax)

Room Equipment

Refrigerator / Digital TV /
Hair Dryer / Electric pot /
Soap / Shampoo /
Conditioner / Body Soap /
Tooth blush / Hair Brush /
Bath Towel / Face Towel /
Razor / Slippers / Yukata
(kimono-like bath robe or
pajamas)



Telephone

Room to room : Room number

International call : 0 + 001 +010 + Country code + Number

Internet

Complimentary Wi-Fi in all guest rooms is available.

Facility

At the vending machine corner, there are ice creams, cup noodles and bread other than drinks.

Coin laundry (no need of cleanser), ice maker and smoking place is also available. Please feel free to use them. (By this, smoking is prohibited at the lobby space of 2nd / 3rd floor and all elevator halls.) Guests may also use the Internet Lounge. (Charges apply.)

Convenience Store

"Family Mart", opens 24 hours/day, is located 30sec. on foot from the hotel.

Also "Seven Eleven", opens 24 hours/day, is located 5min. on foot from the hotel.

At ATM at "Seven Eleven", you can withdraw JPY with your international card.

Useful Information



CURRENCY

Paper bills, we have 10,000Yen, 5,000Yen and 1,000Yen bills and coins, we have 500Yen, 100Yen, 50Yen, 10Yen, 5Yen and 1Yen coins are used. Most stores accept all bills but larger bills (10,000Yen or 5,000Yen) may not be accepted when you take public transportation like buses or subways. There are three kinds of international convertible currency in our planet, US dollars, Euros and Yen. It means, you can convert Yen in your own country if you have extra Yen left in your pocket.

FINANCIAL SERVICES AND BANKING HOURS

Regular banking hours are Monday to Friday from 9:00 to 15:00. All banks are closed on Saturday, Sunday and national holidays.

Also you may withdraw money with major credit cards or international cash card in Japan Post Bank ATMs or ATMs at major convenience stores. ATM marked with a Plus symbol will accept automated banking cards from outside Japan.

Note: for transactions that incur service charges, a fee is charged for the number of transactions.

Major credit cards are accepted in most business establishments. The Japanese Yen has a favorable exchange rate. Most shops and restaurants will accept major international credit cards e.g. Visa, MasterCard, American Express Card, Diners Club, but no Euro Card is accepted in Japan; also traveler's cheques will be accepted in major shops, but it is recommended to visit the nearest major bank to change it to CASH for your convenience.

TAXES

8% sales tax is collected in the entire country for all services and products.

Prices are posted with sometimes tax included and sometimes tax excluded. Vending machines, convenient stores, coffee shops, buses, taxis, etc. are mainly included. Restaurants, fashion boutiques, hotel, etc. are mainly excluded.

GRATUITY

Tipping in restaurants is not necessary. Hotel restaurants or cafe automatically add a service charge to the bill.

LIQUOR LAWS

The minimum legal drinking age in Japan is 20 years. At liquor stores, bars, you may be asked to show your identification.

SMOKING

There is a smoking law in Japan. It is illegal to smoke for people under 20 years old. There are many restricted building, hotels, arena or restaurant, and limited area for smokers.

ELECTRICITY

100V plug type A

Useful Information -Tourism and Culture



1.Tokyo Sky Tree

This is the tallest free standing broadcasting tower in the world. The height above the ground is 634 meters high and the observation deck is 350 meters above ground. You can see Mt. Fuji on a clear day.

2.Asakusa

The area around Asakusa is one of the most popular sightseeing spot in Tokyo, where is called 'Shitamachi' (old town) which retains the mood of the old days and Edo culture.



3.Tsukiji Outer Market

Tsukiji is the heart of the Japanese food culture. Restaurants at Tsukiji Outer Market serve not only seafood dishes like sushi but a variety of meals made with a variety of ingredients. The tuna auction at Tsukiji Market proper, formally the Tokyo Central Wholesale Market, attracts more than a hundred spectators every morning before daybreak, a growing number of them recently foreign visitors.

4.Akihabara

Akihabara is Tokyo's "Electric Town". The area houses thousands of shops selling every technological gadget you can imagine, from computers to gaming consoles and vacuums to DVDs, at reasonable prices. This area is also known as the "Gamer's Mecca" and has in recent times become strongly identified with *anime/manga* (cartoon) subculture, with the legions of *otaku*geeks traipsing down on weekends known as *Akiba-kei*.



Useful Information -Tourism and Culture

5.Shibuya

Shibuya is the popular shopping and entertainment area found around Shibuya Station. In this regard, Shibuya is one of Tokyo's most colorful and busy districts, packed with shopping, dining and nightclubs serving swarms of visitors that come to the district everyday.



6.Harajuku

Harajuku is the center of Japan's most extreme teenage cultures and fashion styles, but also offers shopping for adults and some historic sights.

The focal point of Harajuku's teenage culture is Takeshita Street and its side streets, which are lined by many trendy shops, fashion boutiques, used clothes stores, crepe stands and fast food outlets geared towards the fashion and trend conscious teens.



7.Tokyo Metropolitan Government Building Observatories

The Tokyo Metropolitan Government complex in west Shinjuku features observation decks on the 45th floor that are free of charge. These are among the best tourist spots in Tokyo, with a commanding view of the entire city from 202 meters up, available to everyone. You can also enjoy a fine view of Mt.Fuji from the Observatories.

Open :9:30-23:00 (gate close at 22:30)

Useful Information-Shopping

Shibuya area

“Shibuya PARCO”

“PARCO” is one of the most famous fashion shopping center in Japan. “Shibuya PARCO” consists of about 180 shops, including many of Japan's premier fashion brands such as Onitsuka Tiger, BAO BAO ISSEY MIYAKE, POCKET COMME des GARÇONS and more. Stores are not limited to fashion, and inside you will also find Japanese pop culture shops such as the ONE PIECE MUGIWARA STORE, as well as entertainment facilities such as galleries. The restaurant floor offers food including sashimi, sukiyaki, and yakiniku. About 50 of the stores participate in the tourist tax free program.

Shops (Fashion)

- SAMANTHA THAVASA
- MIU MIU
- SNIDEL
- Y's
- FRED PERRY
- VIVIENNE WESTWOOD READ LABEL

“Marui Shibuya”

“Marui Department Store” is a leading fashion retailer with branch stores in almost all of Tokyo's major districts. Their Shibuya branch stores specialize in men's and women's fashion.

Shops (Fashion)

- BURBERRY BLACK LABEL
- WACOAL
- ANNA SUI
- PAUL SMITH
- LOWRYS FARM
- TAKEO KIKUCHI

Harajuku area

“Omotesando Hills”

“Omotesando Hills” is the complex building with six stories above the ground and six underground stories. It features a commercial section boasting approx. 100 shops and restaurants.

Shops (Fashion)

- ANTEPRIMA
- BOTTEGA VENETA
- DOLCE&GABBANA
- ESCADA SPORTS
- MILLY
- SAINT LAURENT

Other area

“Ginza”

The Ginza features high end department stores, boutiques, art galleries and designer brand stores. Nearly every leading Japanese and international brand name fashion and cosmetics company has a presence here, as well as major electronics brands such as Sony and Apple. The shopping extends into the nearby Yurakucho area with more department stores, boutiques and electronic retailers.

“Nihonbashi”

The Nihonbashi district served the capital as one of the leading centers of trade and commerce during the Edo Period. It is the site of the flagship branch of Mitsukoshi, Japan's first department store and many smaller shops with centuries-long histories. Thanks to tasteful, recent redevelopment that built on the district's history, Nihonbashi will delight shoppers with an interest in traditional products and regional foods.

Useful Information

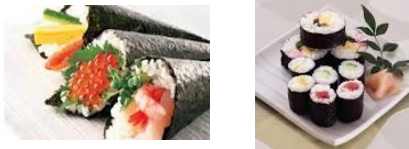
-Food Culture

Variety of Susi

There are many different kinds of sushi. The most common sushi in Japan is **Nigirizushi**. It is that fish is placed on top of a small portion of sushi rice. Sometimes you may find other ingredients on top of rice, such as egg instead of fish.



Makizushi consists of rice rolled around fish and/or vegetables. Sushi is wrapped in a sheet of seaweed called nori.



Chirashizushi is known as scattered sushi and is served on plates or bowls with colorful toppings.



Ramen

Ramen is a Japanese noodle soup dish. It consists of Chinese-style wheat noodles served in a meat- or (occasionally) fish-based broth, often flavored with soy sauce or miso, and uses toppings such as sliced pork, dried seaweed, and green onions. Nearly every region in Japan has its own variation of ramen.



Tempura

Tempura is a Japanese dish of seafood or vegetables that have been battered and deep fried. Various seafood and vegetables are commonly used as the ingredients in traditional tempura.



Shabu-shabu

Shabu-shabu is a Japanese dish featuring thinly sliced beef boiled in water. The term is an onomatopoeia, derived from the sound emitted when the ingredients are stirred in the cooking pot. The dish is related to sukiyaki in style: Both consist of thinly sliced meat and vegetables and served with dipping sauces. However, Shabu-shabu is considered to be more savory and less sweet than *sukiyaki*.



Event Schedule (as of February, 2015) – subject to change

Date	Time	Event	Date	Time	Event
Wednesday, Apr. 15	All day	Official Practice	Thursday, Apr. 16	08:30-	Official Practice
	08:30-	Technical Panel Meeting-Men		14:30-	Opening Ceremony on Ice
	09:45-	Technical Panel Meeting-Ladies		15:15-	Ice Dance-Short Dance
	11:15-	Technical Panel Meeting -Ice Dance		16:35-	Ladies-Short Program
	12:30-	Technical Panel Meeting-Pairs		18:40-	Men-Short Program
	14:00-	Team Leaders Meeting (Hotel)	Friday, Apr. 17	09:30-	Official Practice
	16:00-	Referees and Technical Controllers Meeting (Hotel)		16:00-	Pairs-Short Program
	17:00-	Judges Meeting (Hotel)		17:25-	Ice Dance-Free Dance
	19:30-	Opening Ceremony & Reception (Hotel)		19:00-	Men-Free Skating

Event Schedule (as of February, 2015) – subject to change

Date	Time	Event	Date	Time	Event
Saturday, Apr. 18	07:15-	Technical Panel Review Meeting-Men (Hotel)	Sunday, Apr. 19	08:15-	Technical Panel Review Meeting-Pairs (Hotel)
	08:00-	Round Table Discussion-Men (Hotel)		08:30-	Exhibition Practice
	08:15-	Technical Panel Review Meeting-Ice Dance (Hotel)		09:00-	Round Table Discussion-Pairs (Hotel)
	09:15-	Round Table Discussion -Ice Dance (Hotel)		09:15-	Technical Panel Review Meeting-Ladies (Hotel)
	10:00-	Official Practice		10:15-	Round Table Discussion-Ladies (Hotel)
	15:15-	Pairs-Free Skating		14:00-	Exhibition
	16:50-	Ladies-Free Skating			
	18:50-	Victory Ceremony			
	21:00-	Prize Giving Ceremony & Closing Banquet (Hotel)			



Summary of Deadlines

Form		Deadline Day
01	Composition of Delegation	April 3, 2015
02	Entry Form for Competitors	April 3, 2015
03	Entry Form for Judges	April 3, 2015
04	Hotel Sheet	April 3, 2015
06	Inquiry or Bank Account	April 3, 2015
08	Team Travel Form	April 3, 2015
09	Skater Health Care Form	April 3, 2015
	Visa Request Form	a.s.a.p.