***Introduction***

*This document is part of the documentation required to ask for a FAI/CIA Sanction for an official event.*

*It helps the Organizer with the event planning, provide detail information to CIA Delegates to approve the event at the CIA Plenary, provide information to competitors and officials so they would be interested in attending the event, etc. so it is important that all information is completed.*

*Before starting to fill in the Sanction Application Form, you may wish to read the following documents to clarify any issues:*

* *FAI First Category Event Sanction Procedures or CIA Sporting Event Sanction Procedures*
* *FAI Sporting Code - Section 1*
* *FAI Sporting Code - General Section*
* *Protocol for FAI and CIA Sanctioned Events*
* *CIA Competition Operation Handbook*

*The NAC Letter of Approval needs to be sent together with this application and no later than the Plenary where the Sanction will be granted.*

*Please, take into consideration that not all information is needed for all types of events. So when the information doesn’t concern your event, please write « not apply » in the respective field.*

*Please use the DDMMYYYY format for all dates in the form.*

*When the Sanction Application Form is completed, please send it to the FAI/CIA Event Development Service –EDS to start the Sanction Process.*

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| **Section 1 - Main Information**  *All the information in this section is mandatory and need to be updated before the CIA Plenary where the event will be asking for a FAI/CIA sanction. No changes are allowed after the sanction is granted.* | | | | | | | | |
| Date of initial submission: 27/04/2014 | | Date of last modification: \_\_/\_\_/\_\_\_\_\_ | | | Date of final version: \_\_/\_\_/\_\_\_\_ | | | |
| Event Title & Sub-Title | 2nd FAI WOMEN’S WORLD HOT AIR BALLOON CHAMPIONSHIP | | | | | | | |
| Event Location *(country, region, city)* | Birstonas, Lithuania (N 54º36’22.4“ E 024º01’35.8“ ) | | | | | | | |
| Event Dates *(dd.mm to dd.mm.yyyy)* | 04/07/2016-10/07/2016 | | | | | | | |
| FAI / CIA Sub-class | AX – Hot Air Balloons  BX – Hot Air Airship | | AA – Gas Balloons  AA – WLD - Gordon Bennett | | | | BA – Gas Airships  AM – Rozier Balloons | |
| FAI Type of Event | FAI World Championship  FAI Continental/Regional Championship  CIA Category One International Event | | | CIA Sporting Event  Other: | | | | |
| FAI / CIA Category | General | | Women | | | | Junior | |
| Registration Starts *(date & time)* | 04/07/2016 | | General Briefing *(date & time)* | | | | 05/07/2016 | |
| 1st Competition Flight *(date & time)* | 06/07/2016 | | Last Competition Flight *(date & time)* | | | | 09/07/2016 AM | |
| Extra Flight if needed *(date & time)* | 09/07/2016 PM | | Resting Period *(if some, date & time)* | | | |  | |
| Opening Ceremony *(date & time)* | 05/07/2016 | | Closing Ceremony *(date & time)* | | | | 10/07/2016 | |
| Invitation Process Starts *(date)* | 01/01/2016 | | Entry Closing Date *(1st round)* | | | | 15/03/2016 | |
| Organising National Airsport Control – NAC | **Aero Club of Lithuania** | | | | | | | |
| Organising NAC’s CIA Delegate *(name, email, phone)* | Kazlauskas Zydrunas | | | | | | | |
| Organising Body *(Entity / Club / Company)* | Lithuanian Ballooning Federation, Ballooning club AUDENIS | | | | | | | |
| Main Contact / General Manager *(name, email, phone)* | Kazlauskas Zydrunas | | | | | | | |
| Official Mailing Address  *(postal address, email, fax, phones)* | Zverinciaus str.28, Birstonas 59203, Lithuania, [zydriusk@gmail.com](mailto:zydriusk@gmail.com) | | | | | | | |
| Organiser’s previous event organisation experience  *(list of main events and all FAI events with year, place, number of competitors, number of flights and tasks flown)* | 25 years experience with organisation of balloon events.  2003 – 13th European Hot Air Balloon Championship;  2010 – 1st European Women Hot Air Balloon Championship  2012 -1st. World Juniors Hot Air Balloon Championship | | | | | | | |
| Event with Observers *(The Organizer is invited to present two proposals for the Event to be held with or without Observers)* | Yes  No  Up to the Plenary to decide | | | | | | | |
| GPS Loggers | Type of GPS Logger to be used:  Details: CIA loggers | | | | | | | |
| Event Director *(name, country, email, attach CV)* | Garry Lockyer | | | | | | | |
| Deputy Director *(name, country, email, attach CV)* | Zoltan Palhegyi | | | | | | | |
| Safety Officer *(name, country, email, attach CV)* | Jerzy Czerniawski | | | | | | | |
| PR Officer / Media Officer *(name, email)* |  | | | | | | | |
| Main Common Launch Area  *(CLP coordinates & description)* |  | | | | | | | |
| Entry Fee for Competitors *(amount, currency and what is included)* | € 300  The entry fee includes: morning coffee , 2 sets of competition maps, propane for competition flights, opening and prize giving ceremony for 4 persons per crew, pilots gift kit | | | | | | | |
| Maximum number of entrants | 50+3 medal holders | | | | | | | |
| Number of eligible NACs | All meeting the requirements with the FAI | | Equal number of competitors / NAC | | | | | 2 per country |
| Dates for Invitation process *(dd.mm.yyyy)* | Letter to NACs will be sent on 01/01/2016 | | | | |  | | |
| Deadline for NACs to send nominations | | | | |  | | |
| Individual Invitation to Competitors will be sent on | | | | |  | | |
| 1st round deadline for Competitors application and entry fee | | | | | 15/03/2016 | | |
| 2nd round deadline for Competitors application and entry fee | | | | | 30/04/2016 | | |
| Reserve List and/or Standby List will be used? | | | | |  | | |
| Remarks: | | | | | | | |
| Additional Invitations Procedure | If less than 50 participants in total, then invitations to countries which delegated more than two pilots will be sent (following the Sporting Code Section One) | | | | | | | |
| Eligibility Conditions | Valid licence, FAI sporting licence, 50 hrs as PIC on Hot Air Balloons | | | | | | | |
| Registration Method and Details *(mail, fax, email, online)* | Email, fax | | | | | | | |
| Official Language | English | | Protest Fee *(amount, currency)* | | | 100 Euros | | |
| Proposed Jury members *(at least 6 names for the Plenary at the year of the event)* | 1. Martine Besnainou  2. Risto Jalava | | 3. TBA  4. TBA | | | | | 5. TBA  6. TBA |

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| **Section 2 - Additional Information**  *The information in this section is important for the evaluation of the event in the Sanction Process. Additionally it provides competitors information on how they can plan their participation. Therefore, please fill in all information as complete as possible.*  *Changes are allowed after the Sanction is granted only in order to improve the event.* | | | | | | | | |
| Official Event Website TBA |  | | | | | | | |
| Event President *(name, email)* | Mayor of Birstonas Nijole Dirginciene | | | | | | | |
| FAI Authority shown on | Rules  Logo  Program  Official documents  Other: | | | | | | | |
| Courtesy Invitations sent | FAI President:  Yes  No Date:  CIA President:  Yes  No Date:  Remarks: | | | | | | | |
| Event Prizes Offered and Details | TBA | | | | | | | |
| Opening Ceremony  *(Location & Coordinates)* | Birstonas City Hall | | | | | | | |
| Closing Ceremony / Prize-giving *(Location & Coordinates)* | Birstonas City Hall | | | | | | | |
| CIA and FAI Protocol will be followed? | Yes  No  Remarks: | | | The organisers will respect the FAI Environmental Code of Ethics? | | | | Yes  No  Remarks: |
| Entry Fee Method of Payment and Details | Money order  Cheque  Cash  Credit card  Other:  Details: | | | | | | | |
| Country Admission Conditions *(Visa’s required, etc.)* | EU regulations | | | | | | | |
| Preferred Place of Entry & Closest Major Cities *(Special custom clearance & directions and distances to main cities)* | International Airport of Vilnius (Capital of Lithuania): about 96 km;  Kaunas International Airport: about 60 km | | | | | | | |
| Local language | Lithuanian | | | | | | | |
| Location Description & Characteristics | General Description | | | | | Birstonas is situated in the centre of Lithuania, is well-known as a resort area for it’s mineral waters and healing peloids. | | |
| Geographic Position *(coordinates of competition map center)* | | | | | N54º36’32.8“ E 024º00’50.0“ | | |
| Topography *(mountains, sea, lakes, rivers)* | | | | | Fine area | | |
| Landing Areas *(open fields, wooded area, farming, crops, cattle)* | | | | | Open fields with some woods south of Birstonas | | |
| Main villages around the flying area | | | | | Prienai 7 km, Jieznas 10 km | | |
| Other Description | | | | |  | | |
| Additional Common Launch Areas *(coordinates & description)* |  | | | | | | | |
| Landowner Restrictions |  | | | | | | | |
| Meteorological characteristics *(as expected for the period of the event)* | Weather conditions: good  Prevailing winds (speed / directions): The winds are stable, normally west, south west  Temperatures: 20-25C  Sunrise & Sunset time for the first competition day: | | | | | | | |
| Airspace Structure & Limitations | NOTAM Description | | | | |  | | |
| Flight Limitations | | | | |  | | |
| Number of PZs expected & Descriptions | | | | | Not more than two small ones | | |
| Competition Area Altitude Limitations | | | | | No limitations up to FL95 | | |
| Competition Area Dimensions *(based on CLP, in km – north/south & east/west*) | | | | | north/south: 54º50’/ 54º20’  east/west): 24º23’/24º35’ | | |
| Competition Map Details | DATUM | WGS 84 | | | | | | |
| Scale | 1:50000 | | | | | | |
| Grid lines |  | | | | | | |
| Paper Size |  | | | | | | |
| Electronic Version Available | | No  Yes – expected on date: | | | | | |
| Electronic Version File Format | | JPEG  PNG  Other: | | | | | |
| Remarks |  | | | | | | |
| Driving Particularities *(Right hand, left hand, speed limitations, International Driver’s License required, etc.)* | Right-hand traffic.  Speed limits: High way 130 km/hr  Overland 100 km/hr  Cities 50 km/hr  Special limitations for trailers  High way 100 km/hr  Overland 80 km/hr  Cities 50 km/hr | | | | | | | |
| Road Network and Infrastructure |  | | | | | | | |
| Venue Description, Coordinates & Characteristics | Competition Center *(coordinates & description)* | | | | | Sport arena | | |
| Briefing Facilities *(coodinates & description – tent, hall, etc.)* | | | | | Sport arena | | |
| Media centre *(description)* | | | | | Sport arena | | |
| Internet connection | | | | | Yes | | |
| Social activities | | | | | Yes | | |
| Other information | | | | |  | | |
| Stewards *(name, country, email, attach CV)* | TBA | | | | | | | |
| Chief Scorer *(name, country, email, attach CV)* | TBA | | | | | | | |
| Chief Debriefer *(name, country, email, attach CV)* | TBA | | | | | | | |
| Chief Observer *(name, country, email, attach CV)* | TBA | | | | | | | |
| Technical Support Officer *(name, country, email, attach CV)* | TBA | | | | | | | |
| Scoring Program *(name, developer, email, brief description, last FAI events using the program, link for downloading)* |  | | | | | | | |
| Special Arrangements and Assistance for Competitors *(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)* | Rental of balloon equipment available on request. Aditional crew availabe. Accomodation and other assitance will be provided from Tourism office. € 20 per person accommodations per team 1+3 for a competition period in 3 star hotel could be provided. | | | | | | | |
| Equipment Limitations | No others than stated in the rules | | | | | | | |
| Special Safety Requirements | Quick release mandatory | | | | | | | |
| Insurance Requirements for Competitors and Details | Third party:  Passenger: | | | | | | CSL:  Other: | |
| Insurance Provided & Covered by Organisers | Third Party: | | | |  | | | |
| Air Display Public Liability: | | | |  | | | |
| Organisers & Officials On-ground Risks: | | | |  | | | |
| Observer On-board: | | | |  | | | |
| Other: up to 750 Kg MTOW EUR 1,235.000  more than 750 kg MTOW EUR 2,900.000 | | | |  | | | |
| Travel & accommodation arrangements for officials | Travel Arrangements: | | | | Yes, full reimbursement for key officials | | | |
| Travel Allowance *(amount and currency)*: Yes, currency up to 200 EUR overseas officials and 100 EUR Euro continrntal Europe officials | | | |  | | | |
| Vehicles Provided: yes | | | |  | | | |
| Type of Accommodation: hotel 3 star | | | |  | | | |
| Meals Provided: yes | | | |  | | | |
| Other Information / Remarks: | | | |  | | | |
| Travel & accommodation arrangements for observers | Travel Arrangements: | | | |  | | | |
| Travel Allowance *(amount and currency)*: | | | |  | | | |
| Vehicles Provided: | | | |  | | | |
| Type of Accommodation: | | | |  | | | |
| Meals Provided: | | | |  | | | |
| Other Information / Remarks: | | | |  | | | |

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| **For EDS use only**  *This section if for EDS use only and the Organizer will get an update* ***when*** *change****s******are*** *made.* | | | |
| Document submitted to | EDS Chair | Date 28 April 2014 |  |
| Status / Report on new versions |  | | |
| CIA Technical Delegate *(name, email)* | Lindsay Muir | | |
| NAC Letter of Approval Status | Arrived 14 April 2014 | | |
| Organizer Agreement Status | To be signed | | |
| Event Logo Status |  | | |
| Sanction Fee (CHF) | CHF 2.650 | Performance Bond Fee (CHF) | CHF 8.000 |
| Sanction Fee Status | To be Paid when Sanctioned | | |
| Performance Bond Status | To be paid prior event invitation process starts | | |
| Event Rules Status |  | | |
| Jury approved by Plenary *(names, emails)* | Jury President:  Jury Member:  Jury Member: | | |
| CIA Sanction Status | Approved:  Yes  No Date: | | |
| FAI Sanction “Kit” Status | FAI & CIA Flags:  Medals:  Diplomas:  Remarks: | | |
| Opening and Closing Ceremonies Agenda Reviewed |  | | |