



January 22-27, 2018

Taipei City, Chinese Taipei

FIRST INFORMATION

1. Welcome to Taipei City

The Chinese Taipei Skating Union and Taipei City would like to extend our warmest welcome to all competitors, event officials and guests of the ISU members from all over the world (Americas, Asia, Africa and Oceania) to the ISU Four Continents Figure Skating Championships 2018, which will be held at the Taipei Arena in Taipei City, from January 22nd to January 27th, 2018.



This guide provides important information which will help you to prepare your trip to the host city – Taipei City.

We are already now looking forward to welcome your team in Taipei City!

Your Organizing Committee

Mr. Eddy Wu
Executive Officer

2. Entry Visa Information

According to the regulations of our Bureau of Consular Affairs, Ministry of Foreign Affairs, the following countries are eligible for Visa-Exempt Entry, which permits a duration of stay up to 90 days:

Andorra, Australia, Austria, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Republic of Korea, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, The Netherlands, New Zealand, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, U.K., U.S.A. and Vatican City State.

Also, the following countries are eligible for Visa-Exempt Entry, which permits a duration of stay up to 30 days: Malaysia, Singapore.

For more information about the above visa exemption program, please visit the official website of our Bureau of Consular Affairs, Ministry of Foreign Affairs.

✓ Webpage: <http://www.boca.gov.tw/ct.asp?xItem=1443&ctNode=779&mp=2>

Please note, for countries required to apply for an entry visa, please contact our Organizing Committee for further information and assistance on entry visa matters and please complete the Visa Application Request Form as soon as possible.

✓ Contact at Organizing Committee: **Ms. Betty Chang**
Tel: +886 2 8771 1451 / Fax: +886 2 2778 2778
Email: tpfssstssskating@gmail.com

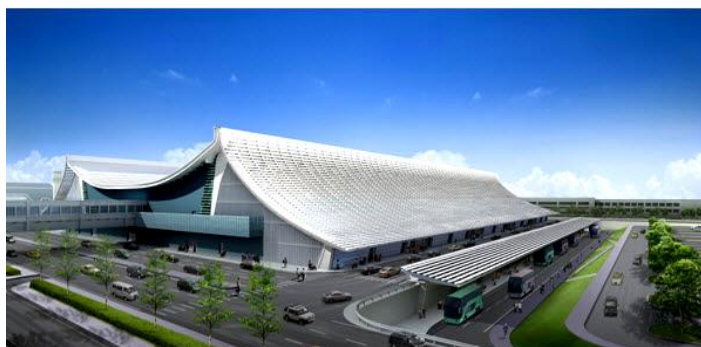
3. Transportation

There are two airports which connect Taipei City with the world:

- ✓ Taiwan Taoyuan International Airport, airport code TPE
- ✓ Taipei Songshan Airport, airport code TSA

We will arrange the airport transportation for all participating teams beginning on Saturday, January 20, 2018. Groups of volunteers will stand by at the airports to greet your teams and direct them to the pick-up place. The OC volunteers will wear event jackets and hold signage boards with the event name and logo of the ISU Four Continents Figure Skating Championships 2018.

Taiwan Taoyuan International Airport (TPE)



There are two terminals at Taiwan Taoyuan International Airport. Please look for our OC volunteers when your team arrives at Taiwan Taoyuan International Airport.

The distance from this airport to the official hotel (Sunworld Dynasty Hotel) is around 40-45 minutes' drive.

✓

✓ For more information about the Taiwan Taoyuan International Airport, please visit:
<http://www.taoyuan-airport.com/english>

Taipei Songshan International Airport (TSA)



Taipei Songshan Airport is a domestic and international airport in Taipei City, and it is located in the center of the city.

The distance from Taipei Songshan Airport to the official hotel (Sunworld Dynasty Hotel) only takes around 10 minutes drive.

- ✓ For more information regarding the Taipei Songshan International Airport, please visit:
<http://www.tsa.gov.tw/tsa/en/home.aspx>

The Organizing Committee will provide transportation each way, free of charge, for each team between Taiwan Taoyuan International Airport as well as Taipei Songshan Airport to the official hotel. However, other team members (e.g. additional chaperone, officials, media, etc) not traveling with their team will be asked to pay the transportation service. Individual pick-up service in such cases will be charged with USD\$ 20 for a one way trip.

For Chaperones or any other team member traveling not with their team:

The Taoyuan Airport MRT will be the fastest and advisable way to reach Taipei City, it takes approximately 35 minutes from both Terminal 1 and Terminal 2 to Taipei Main Station from which passengers can transfer to Taipei MRT to Taipei Arena (MRT Green Line: Station Taipei Arena) or Official Hotels (MRT Green Line: Station Nanjing Fuxing).

- ✓ For further information of Taoyuan Airport MRT, please visit:
http://www.taoyuan-airport.com/english/taoyuan_metro

For passengers arriving at Taipei Songshan International Airport we suggest to take a taxi directly from the Taipei Songshan International Airport to Taipei Arena or Official Hotels (approximately 10 minutes' drive).

Travel Information and Departure Confirmation

- ✓ All detailed arrival and departure information will be collected in the ORS and must be submitted via the ORS not later than **Monday January 1, 2018**.
- ✓ Upon arrival Team Leaders are expected to confirm departure information with OC Office no later than **Thursday, January 25, 2018**.

Event Shuttle

There will be no event shuttle bus services provided by the OC during the competition period, as it is only a 5 minutes walking distance from the venue to the official hotel. The walkway is safe and secured.

4. Registration and Accreditation

Accreditation Center Sunworld Dynasty Hotel (1F, Room 1F16)

Upon arrival all ISU Office Holders, ISU Event Officials, Judges, Competitors and all other Team Delegation members taking part in the Championships are requested to register officially at the accreditation center, which is located at the official hotel – Sunworld Dynasty Hotel, 1F, room 1F16. The detailed operation hours of the accreditation will be adjusted to the arrival schedule.

- ✓ Please note, NO accreditation will be issued without a valid passport.
- ✓ Please be aware, that only accredited people with officially issued accreditation card can enter the Championships Venue.
- ✓ Chaperons will not get an accreditation but a “practice permit” which will allow them to access to the practice rink, main rink and the competition will be provided.

Accreditation Center Taipei Arena (B1 Floor)

Media representatives, TV, OC, volunteers, guests as well as late arriving team delegation members will receive their accreditation card at the accreditation center at the ice rink, close to Team Entrance. The accreditation center at the Taipei Arena operates from **Sunday, January 21, 2018 (starting at 10:00 AM) until Saturday, January 27, 2018.**

5. Venue Information – Taipei Arena & Taipei Annex Arena

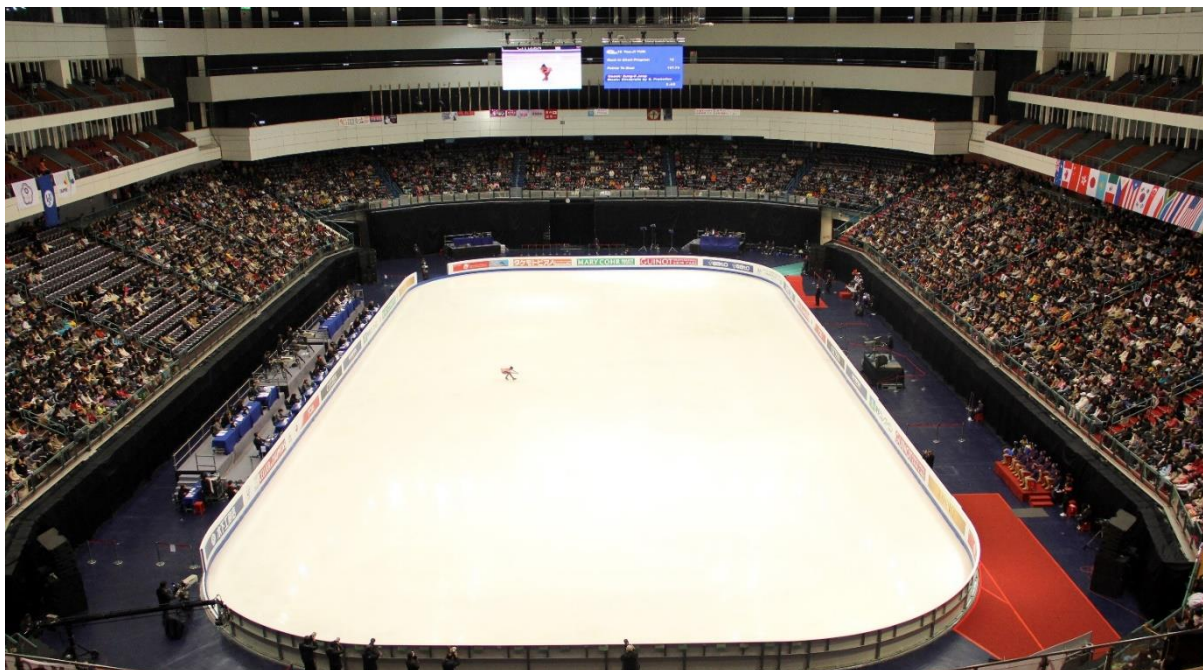
The ISU Four Continents Figure Skating Championships 2018 will be held at the Taipei Multipurpose Arena (competition rink) and some practice sessions at the Taipei Annex Arena (practice rink). The rink surface for both Taipei Arena and Taipei Annex Arena is 30 meters x 60 meters.



Night view of the Taipei Multipurpose Arena and Taipei Annex Arena.

Taipei Multipurpose Arena (Competition Rink)

Taipei Multipurpose Arena was completed at the end of August 2005. It is located at the intersection of Dunhua North Road and Section 4 of Nanjing East Road in Shongshan District. This arena is also the first international standard competition venue with a capacity of 15,000 spectator seats in Taipei City. Taipei Multipurpose Arena is also designed to hold concerts, art performances, exhibitions, conventions, etc.



Competition Venue: Taipei Main Arena. This rink was used for the ISU Four Continents Figure Skating Championships in 2011, 2014, 2016 and ISU World Junior Figure Skating Championships 2017.



Spectators at the Taipei Multipurpose Arena.

Taipei Annex Arena (Practice Rink)

The Taipei Annex Arena is an international standard ice rink (30 meters x 60 meters) with a capacity of 800-1,000 spectator seats. This ice rink is frozen year around and is used for various winter sports activities (e.g. figure skating, short track speed skating, and ice hockey). It has hosted numerous local and international competitions.

6. Sunworld Dynasty Hotel (Official Hotel)

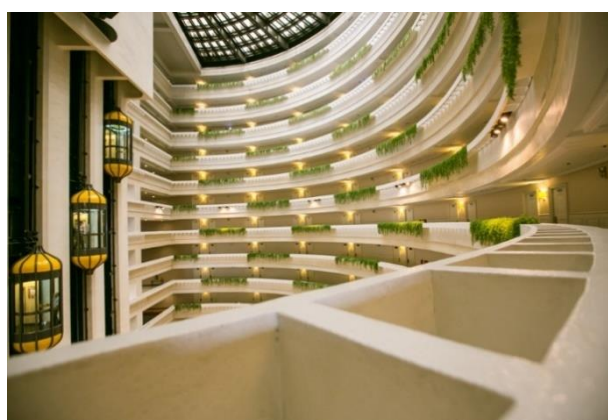
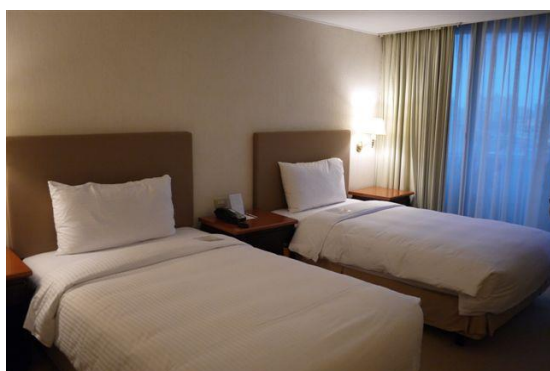
All hotel reservations for each participating team members must be made through the Organizing committee. Individual hotel reservations by a team member at the Sunworld Dynasty Hotel Taipei will not be accepted. The nearest Metro Station to the Sunworld Dynasty Hotel is Taipei Arena Station.

Sunworld Dynasty Hotel

(for all Teams Delegation Members, ISU Event Officials, ISU Guest and other guest of honor)



Sunworld Dynasty Hotel Taipei is located in the center of the financial, banking and shopping district, and it is located near the Breeze Nan Jing Department Store. It is only a 5 minutes walking distance to the event venue – Taipei Arena.



- ✓ Webpage:
<http://www.sunworlddynasty.com.tw/html/2009/Eng/index.html>

Room Rates

- ✓ Single Room – USD\$150 - / per room per day
- ✓ Twin Room – USD\$180 - / per room per day (US\$ 90 per person)
- ✓ Extra Bed – USD\$55 - / per room per day

Room Rates include the following:

- ✓ 5% tax and 10% service charge are inclusive
- ✓ Including daily breakfast
- ✓ Free usage of the Fitness Center (gym, sauna, etc.), Swimming Pool & B3 Car Parking
- ✓ Free Wi-fi

Incidentals

For the rooms of each participating teams, the mini bar, pay TV, and long-distance telephone calls are locked at the arrival. Those facilities can only be opened with a personal credit card or deposit.

Hotel Payment

The 50% deposit of the team hotel payment must be made via bank transfer before **November 16, 2017**. The remaining balance can be paid either in US dollars or by credit card at the arrival.

Each participating team is responsible for incidentals as well as room charge not covered by the organizer. Also, each team leader is the responsible, contact person for each participating team.

Cancellation & Refund Policies

<i>Description</i>	<i>Due Date</i>
Deadline for 50% deposit for hotel reservations from Federation	November 16, 2017
Refund of 100% hotel deposit for cancellations until	December 15, 2017
Refund of 50% hotel deposit for cancellations from December 16, 2017 until	January 2, 2018
No refund for cancellations after this date	January 2, 2018
Federation to pay balance of the remaining hotel invoice	at Registration

7. Other Hotels

(for Chaperones & Media as well as overflow of Coaches and Team Officials if so required)

Chaperones and media should make room booking directly via respective hotels below.

S Hotel

- ✓ Webpage: http://www.shotel.com/index_en.html#view-1
- ✓ No. 150 Dunhua N. Road, Taipei City, Taipei
- ✓ Tel: +886 2 27121777

Brother Hotel

- ✓ Webpage: <http://www.brotherhotel.com.tw/en/aboutus.php>
- ✓ No. 255, Sect. 3, Nanjing E. Road, Songshan District, Taipei City 10550, Taipei
- ✓ Tel: +886 2 25451126

Quote Hotel

- ✓ Webpage: <https://www.hotel-quote.com/index.php/html/welcome/index/en-us>
- ✓ No. 333, Sec. 3, Nanjing E. Road, Songshan District, Taipei City, 105, Taipei
- ✓ Tel: +886 2 21755588

8. Meal Service at Sunworld Dynasty Hotel

The Organizing Committee will issue meal vouchers to all person who are accredited with full meal plan in accordance with the ISU Rules. A designated dining room will be reserved for the skating family and all meals will be served in a buffet style.

Meal Times

The meal hours at the official hotel are set as follows:

- ✓ **Breakfast: 06:00 – 10:00**
- ✓ **Lunch: 11:30 – 15:00**
- ✓ **Dinner: 18:00 – 23:00**

A small special menu will be offered during competition days with anti-doping tests in the evening for the few participating skaters concerned for in-room dining.

Meal Tickets / Banquet Tickets

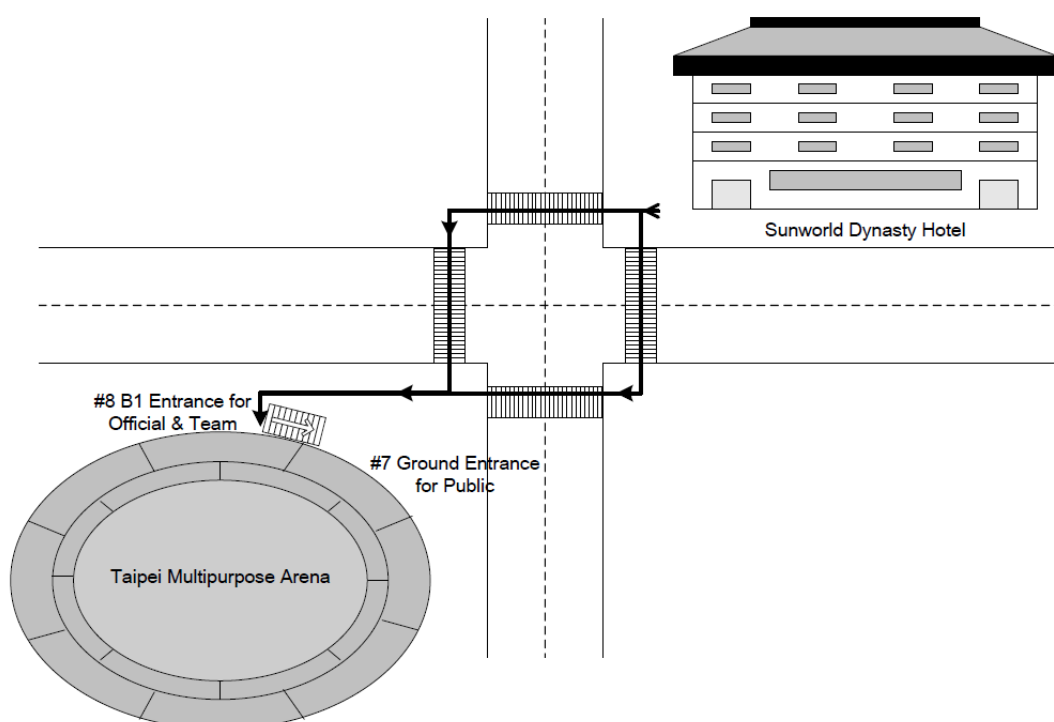
Persons not included in the full meal plan may purchase meal tickets at the OC Office (1F, room **1F16**) at arrival or during the competition period. The prices for such meal vouchers are as following

- ✓ **Lunch – USD\$30 per person per meal**
- ✓ **Dinner – USD\$40 per person per meal**
- ✓ **Closing Banquet (January 27, 2018) – USD\$80 per person**

Please be aware that the meal coupons are only valid on the date, which is indicated on the respective coupon. Each meal coupon is numbered and its number must correspond with the number on the Accreditation Card (ID-Card). Transferring the meal coupon to other participants is strictly prohibited.

9. Area Map Hotel and Taipei Multipurpose Arena

The Taipei Multipurpose Arena is located in an easy walking distance from the Sunworld Dynasty Hotel. The arena can be reached in about 5 minutes. The entrance No. 8 to the event level of the arena is located as shown in the map below. The door to the arena will open 90 minutes prior to the first practice session of the day.



10. Taipei City - Useful Information and Facts

Taipei City is the capital of Taiwan. The city maintains historic sites, preserving the essence of traditional cultures. You may enjoy yourself day and night the bustling business districts, night markets, museums, hundreds of years old temples, and Taipei 101.



Taipei Metro (MRT) is the most convenient local transportation in Taipei City. By taking the Taipei Metro (MRT), it is very easy to reach the different tourist spots of Taipei City

Shopping malls and famous tourist spots can be easily reached by local public transportation – buses, Taipei Metro (MRT) and taxi.

Breeze Nan Jing Department Store next to the hotel

Taipei City “Short Facts”

- ✓ Region: Northern Taiwan
- ✓ Population: 2,705,000
- ✓ Language: Mandarin, Taiwanese Hokkien, Hakka, English
- ✓ Time Zone: UTC+8
- ✓ Climate: Semi-tropical
- ✓ Average Temperature: 12-20 Celsius in January
- ✓ Electricity: 110 volts at 60 cycles. “Type A” and “Type B”. Many building also have 220-volt sockets
- ✓ Visitors with appliances of different voltages should bring adapter.
- ✓ Useful webpages:
 - Taipei City Government:** <http://english.gov.taipei/>
 - Taipei Travel Net:** <https://www.travel.taipei/en/>
 - Department of Information and Tourism:** <http://english.tpedoit.gov.taipei/>

Currency

The Currency of Taiwan is the new Taiwan dollar (NTD\$)

- ✓ Paper Currency: NTD\$2,000, NTD\$1,000, NTD\$500, NTD\$200, and NTD\$100
- ✓ Coins: NTD\$50, NTD\$10, NTD\$5 and NTD\$1

Changing Money

Foreign currencies can be exchanged at government-designated banks at airports, hotels and local banks. Receipts are given when currency is exchanged, and must be presented in order to exchange unused NT dollars before departure. When exchanging currency, your passport must be presented.

Local Banks Operating Hours:

- ✓ Opening hours: Monday through Friday, 09:00AM - 15:30PM
- ✓ Closed on Saturdays, Sundays and national holidays.

Tipping & Tax

Tipping is not customary in Taipei; however, some hotel and restaurants automatically add a 10% service charge fee to the bill. Otherwise there are no hard rules. Of course, you can always make someone happy with a small reward for good service.

Drinking Water

We do not drink the water from the tap. Therefore, please drink from the mineral water bottles prepared by the hotels and the Organizing Committee. Otherwise, they are available for purchase from convenient stores (e.g. 7-11, Family, OK Mart, etc.)

Convenient Stores/Super Markets

Taipei is a very convenient city, and convenient stores are seen everywhere in the city (e.g. 7-11, Family, OK Mart, etc.) However, these convenient stores do not accept credit card payment or foreign dollars; they only accept Taiwan dollars.

Super Markets are also easy to find in Taipei City (e.g. Carrefour, RT-Mart, Wellcome, etc.) These super markets accept both credit card payment and Taiwan dollars.

Medical Emergency Number and Main Hospital in Taipei

- ✓ Emergency Number
 - 110 – For safety and crime emergencies
 - 119 – Fire Department and ambulance

- ✓ Hospitals (only 3 minutes driving distance from both Official Hotel & Taipei Arena)
 - Chang Gung Medical Foundation
 - No. 199, Tunghwa Rd., Taipei, Taiwan R.O.C.
 - Telephone: +886 2 2713 5211
 - Website: <https://www.cgmh.org.tw/eng2002/index.asp>

 - Taiwan Adventist Hospital
 - 424, Section 2, Bade Road, Songshan District, Taipei, Taiwan
 - Telephone: +886 2 2771 8181
 - Website: <https://www.cgmh.org.tw/eng2002/index.asp>

Liquor Laws

The minimum legal drinking age in Taiwan is 18 years old.

圖例 Legend

- 1 文湖線 Wenhu Line
- 2 淡水信義線 Tamsui-Xinyi Line
- 3 松山新店線 Songshan-Xindian Line
- 4 中和新蘆線 Zhonghe-Xinlu Line
- 5 板南線 Bannan Line

機場 Airport
 高鐵 HSR
 台鐵 TRA
 ○ 一般車站 Regular Station
 ⊙ 轉乘站 Transfer Station
 ● 端點站 Terminal Station

The map shows the following lines and their routes:

- Line 1 (Brown):** From Xindian to Xinyi.
- Line 2 (Red):** From Tamsui to Xinyi.
- Line 3 (Green):** From Songshan to Xindian.
- Line 4 (Yellow):** From Zhonghe to Xinlu.
- Line 5 (Blue):** From Banqiao to Dingpu.

Key stations include: Xindian, Xinyi, Songshan, Zhonghe, Xinlu, Banqiao, Dingpu, Tamsui, and Xinyi. The map also shows various transfer points and terminal stations.

12. Taipei City – beside the Skating

Chiang Kai-Shek Memorial Hall

Chiang Kai-shek Memorial Hall is located in the center of Taipei City. The architecture of Chiang Kai-shek Memorial Hall was inspired by Tiantan in Beijing, and third great building has become a landmark of Taipei City.

✓ Webpage: <http://eng.taiwan.net.tw/>



National Palace Museum

The National Palace Museum houses the world's largest collection of priceless Chinese art treasures. Most of the museum's 620,000 art objects were part of the Chinese imperial collection, which began over 1,000 years ago in the early Song dynasty.

✓ Webpage: <http://www.npm.gov.tw/en/>



Taipei 101

Taipei 101: an outstanding landmark and located in the finest district of Taipei City. This is also the largest engineering project ever in the history of the Taiwan Construction business.

✓ Webpage: <http://www.taipei-101.com.tw/en/news.aspx>



- ✓ The Taipei 101 Main Center-Taipei 101 Tower
- B1 to 5th Floor- Taipei 101 Shopping Mall
 - 5F: Ticket Booth & Elevators
 - 89F: Indoor Observatory
 - 91F: Outdoor Observatory



The Grand Hotel

The Grand Hotel was established in 1952. Supported by red columns and with golden roof tiling, the Grand Hotel stands midway up Yuanshan, much like a majestic 14-storey palace. Facing Keelung River, the hotel offers an amazing view of Songshan District to the East and Danshui to the West. The Grand Hotel, structured through western construction methods, is decorated with elegant classical Chinese details. This fusion of East and West makes the hotel a fine expression of Chinese art upon a foundation of modern western architecture.

✓ Webpage: <http://www.grand-hotel.org/main/default.aspx?lang=en-US>



Ximending

Ximending is the most popular shopping area for young people. In addition to being close to Taipei Main Station and having a Movie Theater Street and local restaurants, the distance is not too far. Ximending is accessible via public transportation like buses and MRT (please see the MRT Map.)



13. Schedule of Events

Date	Time	Event
Monday, January 22	All day	Official Practice
	11:00	Team Leaders Meeting
	11:00	PAIRS – Technical Panel Meeting
	12:30	Medical Meeting
	13:15	ICE DANCE – Technical Panel Meeting
	17:00	LADIES - Technical Panel Meeting
Tuesday, January 23	All day	Official Practice
	08:00	Referee & Technical Controllers Meeting
	08:45	LADIES - Initial Judges Meeting
	11:15	ICE DANCE – Initial Judges Meeting
	15:00	MEN – Technical Panel Meeting
	17:30	PAIRS – Initial Judges Meeting
	20:00	ISU and Judges Dinner
Wednesday, January 24	08:30	MEN – Initial Judges Meeting
	09:30	ICE DANCE – Short Dance
	12:40	PAIRS – Short Program
	16:00	Opening Ceremony on Ice
	16:45	LADIES – Short Program
Thursday, January 25	11:50	ICE DANCE – Free Dance
	16:40	MEN – Short Program
	16:45	ICE DANCE – Technical Panel Review Meeting
Friday, January 26	08:30	ICE DANCE - Judges Round Table Discussion
	12:00	PAIRS – Free Skating
	16:35	LADIES – Free Skating
	16:45	PAIRS – Technical Panel Review Meeting
	21:15	Ladies –Technical Panel Review Meeting
Saturday, January 27	07:30	PAIRS – Judges Round Table Discussion
	09:30	LADIES – Judges Round Table Discussion
	12:30	MEN – Free Skating
	17:15	MEN – Technical Panel Review Meeting
	18:00	EXHIBITION
	18:30	MEN – Judges Round Table Discussion
	21:00	Closing Banquet

This schedule is subject to change!

14. Summary of Deadlines

Item	Deadline	to be submitted via	
		ORS	Form
Preliminary Entry Form	02.10.2017	X	
Preliminary Hotel Request	02.10.2017	X	
Entry by Name for Competitors	01.01.2018	X	
Entry by Name for Judges	01.01.2018	X	
Entry by Name Delegation Members	01.01.2018	X	
Hotel Reservation	01.01.2018	X	
Travel Details	01.01.2018	X	
Bank Transfer	01.01.2018	X	
Press Information	01.01.2018		X
Competition Music Information	01.01.2018		X
Ice Dance Music Information	01.01.2018		X
Exhibition Music Information	01.01.2018		X
Planned Program Content	01.01.2018	(X)	X
Skater Health Care Form	01.01.2018		X
Visa Application Request	a.s.a.p.		X

15. Your Organizing Committee



Executive Officer:
Mr. Eddy Wu



VIP Reception/ O.C. Administration
Ms. Vicky Cheng



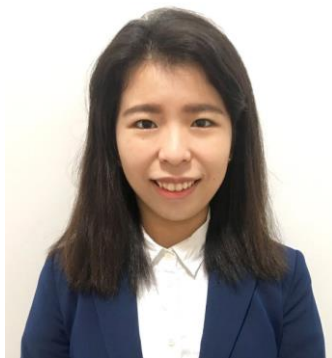
VIP Reception/International Affairs:
Ms. Jenny Yu



General Affairs & Ticketing&/Souvenirs
Mr. Wayne Feng



General Affairs & Ticketing&/Souvenirs
Ms. Angela Tung



Transportation & Visa
Ms. Betty Chang



Registration & Hotel
Ms. Sigrid Chiang



Finance:
Ms. C. Y. Wang



Registration & Hotel
Ms. Chi Ping Tang



Registration & Hotel
Ms. Dana Sung



Hotel Payment
Ms. Kate Chen



Site Control Leader:
Ms. Chi Ling Chung



General Affairs/ Awarding
Mr. Louis Huang



Event Tickets

There is no admission fee for the ISU Four Continents Figure Skating Championships 2018. However, a ticket registration is needed.

The official ticket website will be available by end of October 2017.

For all ISU Member Federations, please kindly contact with the Organizing Committee for any inquiries or more information.

Chaperons will not get an accreditation but a “practice permit” which will allow them to access to the practice rink, main rink and the competition.

Contacts

ISU Four Continents Figure Skating Championships® 2018

Chinese Taipei Skating Union

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