

**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.

**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	2 <sup>nd</sup> FAI WOMEN'S WORLD HOT AIR BALLOON CHAMPIONSHIP	
Event Location (country, region, city)	Birstonas, Lithuania (N 54°36'22.4" E 024°01'35.8" )	
Event Dates (dd.mm to dd.mm.yyyy)	04/07/2016-10/07/2016	
FAI / CIA Sub-class	<input checked="" type="checkbox"/> AX – Hot Air Balloons <input type="checkbox"/> AA – Gas Balloons <input type="checkbox"/> BA – Gas Airships <input type="checkbox"/> BX – Hot Air Airship <input type="checkbox"/> AA – WLD - Gordon Bennett <input type="checkbox"/> AM – Rozier Balloons	
FAI Type of Event	<input checked="" type="checkbox"/> FAI World Championship <input type="checkbox"/> CIA Sporting Event <input type="checkbox"/> FAI Continental/Regional Championship <input type="checkbox"/> Other: <input type="checkbox"/> CIA Category One International Event	
FAI / CIA Category	<input type="checkbox"/> General <input checked="" type="checkbox"/> Women <input type="checkbox"/> Junior	
Registration Starts (date & time)	04/07/2016	General Briefing (date & time) 05/07/2016
1 <sup>st</sup> 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 (1 <sup>st</sup> round) 15/03/2016
Organising National Airsport Control – NAC	<b>Aero Club of Lithuania</b>	
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, <a href="mailto:zydriusk@gmail.com">zydriusk@gmail.com</a>	
Organiser's previous event organisation experience (list of main events and all FAI events with	25 years experience with organisation of balloon events. 2003 – 13 <sup>th</sup> European Hot Air Balloon Championship;	

<i>year, place, number of competitors, number of flights and tasks flown</i>	2010 – 1 <sup>st</sup> European Women Hot Air Balloon Championship 2012 -1st. World Juniors Hot Air Balloon Championship		
Event with Observers <i>(The Organizer is invited to present two proposals for the Event to be held with or without Observers)</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Up to the Plenary to decide
GPS Loggers	Type of GPS Logger to be used: Details: CIA loggers		
Event Director <i>(name, country, email, attach CV)</i>	Garry Lockyer		
Deputy Director <i>(name, country, email, attach CV)</i>	Zoltan Palhegyi		
Safety Officer <i>(name, country, email, attach CV)</i>	Jerzy Czerniawski		
PR Officer / Media Officer <i>(name, email)</i>			
Main Common Launch Area <i>(CLP coordinates &amp; description)</i>			
Entry Fee for Competitors <i>(amount, currency and what is included)</i>	€ 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 <i>(dd.mm.yyyy)</i>	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 <i>(mail, fax, email, online)</i>	Email, fax		
Official Language	English	Protest Fee <i>(amount, currency)</i>	100 Euros
Proposed Jury members <i>(at least 6 names for the Plenary at the year of the event)</i>	1. Martine Besnainou 2. Risto Jalava	3. TBA 4. TBA	5. TBA 6. TBA

## 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	<input type="checkbox"/> Rules <input type="checkbox"/> Logo <input type="checkbox"/> Program <input type="checkbox"/> Official documents <input type="checkbox"/> Other:		
Courtesy Invitations sent	FAI President: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Date: CIA President: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Date: Remarks:		
Event Prizes Offered and Details	TBA		
Opening Ceremony <i>(Location &amp; Coordinates)</i>	Birstonas City Hall		
Closing Ceremony / Prize-giving <i>(Location &amp; Coordinates)</i>	Birstonas City Hall		
CIA and FAI Protocol will be followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Remarks: The organisers will respect the FAI Environmental Code of Ethics? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Remarks:		
Entry Fee Method of Payment and Details	<input checked="" type="checkbox"/> Money order <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Credit card <input type="checkbox"/> Other: Details:		
Country Admission Conditions <i>(Visa's required, etc.)</i>	EU regulations		
Preferred Place of Entry & Closest Major Cities <i>(Special custom clearance &amp; directions and distances to main cities)</i>	<b>International Airport of Vilnius (Capital of Lithuania): about 96 km;</b> <b>Kaunas International Airport: about 60 km</b>		
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 <i>(coordinates of competition map center)</i> N54°36'32.8" E 024°00'50.0"		
	Topography <i>(mountains, sea, lakes, rivers)</i> Fine area		
	Landing Areas <i>(open fields, wooded area, farming, crops, cattle)</i> 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 <i>(coordinates &amp; description)</i>			
Landowner Restrictions			
Meteorological characteristics <i>(as expected for the period of the event)</i>	Weather conditions: good Prevailing winds (speed / directions): <b>The winds are stable, normally west, south west</b> 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 <i>(based on CLP, in km – north/south &amp; east/west)</i>	north/south: 54°50' / 54°20' east/west): 24°23' / 24°35'	
Competition Map Details	DATUM	WGS 84	
	Scale	1:50000	
	Grid lines		

	Paper Size												
	Electronic Version Available <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – expected on date:												
	Electronic Version File Format <input type="checkbox"/> JPEG <input type="checkbox"/> PNG <input type="checkbox"/> Other:												
	Remarks												
Driving Particularities <i>(Right hand, left hand, speed limitations, International Driver's License required, etc.)</i>	<p><b>Right-hand traffic.</b></p> <p><b>Speed limits:</b></p> <table border="0"> <tr> <td>High way</td> <td>130 km/hr</td> </tr> <tr> <td>Overland</td> <td>100 km/hr</td> </tr> <tr> <td>Cities</td> <td>50 km/hr</td> </tr> </table> <p><b>Special limitations for trailers</b></p> <table border="0"> <tr> <td>High way</td> <td>100 km/hr</td> </tr> <tr> <td>Overland</td> <td>80 km/hr</td> </tr> <tr> <td>Cities</td> <td>50 km/hr</td> </tr> </table>	High way	130 km/hr	Overland	100 km/hr	Cities	50 km/hr	High way	100 km/hr	Overland	80 km/hr	Cities	50 km/hr
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Road Network and Infrastructure													
Venue Description, Coordinates & Characteristics	Competition Center <i>(coordinates &amp; description)</i> Sport arena												
	Briefing Facilities <i>(coordinates &amp; description – tent, hall, etc.)</i> Sport arena												
	Media centre <i>(description)</i> Sport arena												
	Internet connection Yes												
	Social activities Yes												
	Other information												
Stewards <i>(name, country, email, attach CV)</i>	TBA												
Chief Scorer <i>(name, country, email, attach CV)</i>	TBA												
Chief Debriefeer <i>(name, country, email, attach CV)</i>	TBA												
Chief Observer <i>(name, country, email, attach CV)</i>	TBA												
Technical Support Officer <i>(name, country, email, attach CV)</i>	TBA												
Scoring Program <i>(name, developer, email, brief description, last FAI events using the program, link for downloading)</i>													
Special Arrangements and Assistance for Competitors <i>(Details on balloon equipment rental services, additional crew available, rent-a-car assistance, accomodation, meals, travel allowance, etc.)</i>	Rental of balloon equipment available on request. Additional crew available. Accomodation and other assistance 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	<input checked="" type="checkbox"/> Third party: <input type="checkbox"/> CSL: <input type="checkbox"/> Passenger: <input type="checkbox"/> 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 <i>(amount and currency):</i> Yes, currency up to 200 EUR overseas officials and 100 EUR Euro continental 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 <i>(amount and currency):</i>	
	Vehicles Provided:	
	Type of Accommodation:	
	Meals Provided:	
	Other Information / Remarks:	

<b>For EDS use only</b>			
<i>This section is for EDS use only and the Organizer will get an update when changes are made.</i>			
Document submitted to	EDS Chair	Date	28 April 2014
Status / Report on new versions			
CIA Technical Delegate <i>(name, email)</i>	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 <i>(names, emails)</i>	Jury President: Jury Member: Jury Member:		
CIA Sanction Status	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No      Date:		
FAI Sanction "Kit" Status	FAI & CIA Flags: Medals: Diplomas: Remarks:		
Opening and Closing Ceremonies Agenda Reviewed			