



# **Accreditation Manual**

(for Games Participants)

## **身份確認手冊**

(運動會參加者)



# **MAIGOC**

[www.maigoc2007.com](http://www.maigoc2007.com)

第二屆亞洲室內運動會澳門組織委員會 ■ Macao 2<sup>nd</sup> Asian Indoor Games Organising Committee

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## Key Dates and Deadlines

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Events for Games Participants	Period before Games Start	Date
MAIGOC to send Entry by Number Forms and Entry Form Handbooks	5½ months	Fri, 18 May 07
MAIGOC to send Accreditation Application Forms and Accreditation manual	5 months	Fri, 01 Jun 07
Deadline of Entry by Number Forms	4 months	Fri, 22 Jun 07
Deadline to receive all Accreditation Application Forms and Family Lists	3½ months	Fri, 13 Jul 07
MAIGOC to send Entry by Name Forms	2½ months	Fri, 10 Aug 07
MAIGOC to send Accreditation Confirmation Lists	2½ months	Fri, 10 Aug 07
Deadline of Entry by Name Forms	1½ months	Fri, 14 Sep 07
Deadline to receive Confirmation Lists	1½ months	Fri, 14 Sep 07
MAIGOC to send Pre-Valid AD Card	1 month	Fri, 28 Sep 07
Opening of Main Accreditation Center	1 month	Mon, 03 Oct 07
Opening of HQ Hotel Accreditation Center	8 days	Thu, 18 Oct 07
Opening of Port Accreditation Counters	4 days	Mon, 22 Oct 07
Macao 2007, 2 <sup>nd</sup> Asian Indoor Games Opening	-	Fri, 26 Oct 07



## 1. Introduction

- This Manual serves as an information guide describing procedures for the issuance of an Accreditation Card (AD Card), its use and instructions for completing the Application Form for Accreditation and the Asian Indoor Games Family List.
- In accordance with the Constitution and Rules of the Olympic Council of Asia (OCA) and precedents set at the previous Games, the Organising Committee of the 2<sup>nd</sup> Asian Indoor Games in Macao is hereby providing blank Application forms to all members of the Asian Games Family with official status at the Games.
- The Macao 2<sup>nd</sup> Asian Indoor Games Organising Committee (MAIGOC) will issue Pre-Valid AD Card to official Games participants who have completed designated accreditation procedures :

### 1. Pre-Valid AD Card

A Pre-Valid AD Card will be sent to participant after Accreditation application. Upon presentation of the MAIGOC's issued Pre-Valid AD Card and a valid traveling document, the bearer is eligible to enter Macao during the period of 03 October, 2007 through 05 November, 2007. The Pre-Valid AD Card will not entitle the bearer to enter the Competition Venues and other sites for the Asian Indoor Games.

### 2. Validated AD Card

Once arrived at the Accreditation Counters, all participants will present their Pre-Valid AD Card for verification and validation before an official AD Card is issued. The AD Card will allow access into and within designated Games Venues.

- Persons who do not have the Pre-Valid AD Card must follow the regular entry procedures for Macao, such as acquiring visas, if needed, before their arrival in Macao.
- The function of the AD Card is also to grant access to designated venues and other Asian Indoor Games areas, but only after it has been validated. Please note that a Pre-Valid AD Card bearer will not be entitled to access the Competition Venues and other Asian Indoor Games Sites.
- The AD Card is a critical component of the management and security arrangements for the Macau 2007, 2<sup>nd</sup> Asian Indoor Games. Once issued, the Card will become the responsibility of the registered participant and should be worn at all times. The AD Card must be displayed to MAIGOC Staffs, Games volunteers and Security officers for inspection when requested. Please look after your AD Card and enjoy your time at the Macau 2007, 2<sup>nd</sup> Asian Indoor Games.



## 2. Accreditation Card

### A. Functions of AD Card

MAIGOC will issue AD Card for each official participant:

1. The Pre-Valid AD Card, accompanied by each participant's valid passport, will guarantee the rightful bearer free entry to and exit from Macao during the period stated. Participants who have not obtained the Pre-Valid AD Card, or who are not eligible for the Card, must undergo the appropriate immigration procedures for their country / area and obtain a visa, if necessary, in order to enter Macao. For participant that travel to Macao transiting a third place, please ensure that proper visa / entry requirements are obtained for that third place before leaving for Macao.
2. An validated AD Card will serve as an official accreditation document which allows access to the Competition Venues and other Asian Indoor Games Areas after completing validation procedures.

### B. Effective Period of AD Card

The AD Card is effective from 03 October, 2007 through 05 November, 2007.

### C. Responsible Organizations for AD Card

Responsible Organizations are MAIGOC recognized organizations which serve as official intermediaries for accreditation issues between all official participants and the Asian Indoor Games. MAIGOC will only deal with responsible organizations. It will not deal with individual participants or teams.

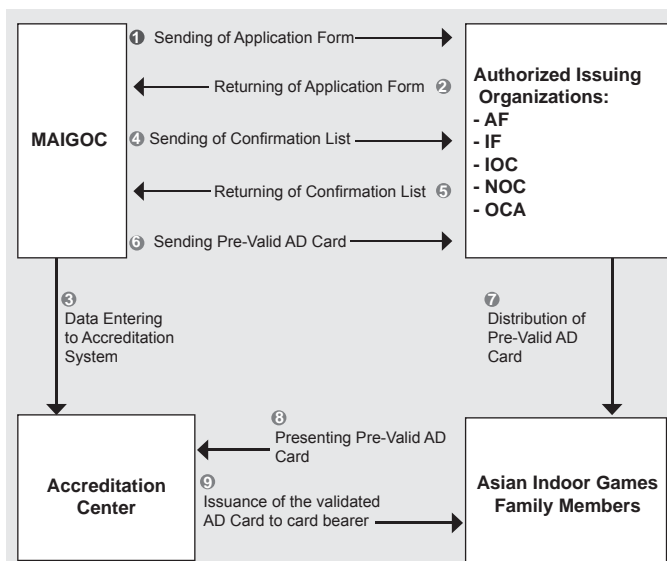
Responsible Organizations	Code
Asian Federation	AF
General Association of Asian Sports Federation	GAASF
General Association of International Sports Federation	GAISF
International Federation	IF
International Olympic Committee	IOC
National Olympic Committee	NOC
Olympic Council of Asia	OCA

#### D. Procedures for Issuance of AD Card

MAIGOC will issue AD Card based upon Applications and Asian Indoor Games Family Lists submitted by the above-mentioned Responsible Organizations.

The following steps must be taken in order to obtain a Pre-Valid AD Card.

<< Diagrammatic representation of Accreditation Process >>



##### 1) Sending of Application Forms

MAIGOC will send the following documents to each Responsible Organization. The Organization should send the Package Receipt Confirmation back to MAIGOC upon receiving these documents.

- Accreditation Manual (this Manual)
- Accreditation Card Application Forms
- Asian Indoor Games Family List Forms
- Package Receipt Confirmation Form

##### 2) Returning of Application Forms

Each Responsible Organization should complete and return the following documents to MAIGOC no later than 13 July, 2007.

- Completed Accreditation Card Application Forms (with applicants' recent color photograph 35mm x 45mm in size affixed)
- Asian Indoor Games Family List (list by each category)
- Photocopies of each Applicant's Passport or Identification document. (must be the same as mentioned in Application form)

##### 3), 4) Inputting Data, Sending of Confirmation Lists

Upon receipt of Application Forms from each Responsible Organization, MAIGOC shall print out the Confirmation Lists and send the Confirmation Lists to each Responsible Organization. The Responsible Organization shall check the printouts and inform MAIGOC of any correction that is needed to be made.

##### 5) Returning of Confirmation Lists

The representative of the Responsible Organization should sign and seal after checking that all information is correct. If changes need to be made to the Confirmation List, the Organization should cross out inaccuracies and make corrections in the Confirmation List.

##### 6) Sending of Pre-Valid AD Card

Upon receipt of Confirmation Lists containing the signature and seal of the Responsible Organization's representative, MAIGOC will check the List and send the following documents to the Responsible Organization.

- Pre-Valid AD Card (printed with the applicant's information and photo)
- Family List of issued Pre-Valid AD Card

##### 7) Distribution of Pre-Valid AD Card

The Responsible Organization is required to distribute the Pre-Valid AD Card to qualified applicants.

##### 8), 9) Issuance of AD Card

Upon arrival, all applicants will present their MAIGOC Pre-Valid AD Card at the Accreditation Counter in Macao, a validated AD Card will then be issued to the applicant. The applicant has the responsibility to keep his / her AD Card in good condition.

#### E. Application Deadline

Applications of Accreditation Card and Asian Indoor Games Family Lists must be received by MAIGOC not later than **13 July 2007**. Completed Application Forms for AD Card and Asian Indoor Games Family Lists should be sent to the following address:

Address: Accreditation Centre

Macao 2<sup>nd</sup> Asian Indoor Games Organising Committee (MAIGOC)

Rua do Desporto, N.º 185-195 Taipa, Macau

Tel: +853 2870 2007

Fax: +853 2871 2007

E-mail: [macau@maigoc2007.com](mailto:macau@maigoc2007.com)

### 3. Damaged, Incorrect or Unused AD Card

#### F. Applications received after Deadline

- An applicant, whose Accreditation Application Form is not received within the application period, will not be issued with the Pre-Valid AD Card as schedule.
- Therefore, late applicant must follow the regular entry procedures such as acquiring appropriate visa before their arrival in Macao.
  - The participant must complete the Application Form and the Asian Indoor Games Family List and obtain the signature of the Responsible Organization's representative before coming to Macao, and should present those documents in person to the Accreditation Center after their arrival in Macao.

#### G. Modification of Applications

- If changes occur in the information on the Application Forms after submission, the Responsible Organization must notify MAIGOC of such changes in writing immediately.
- If the notification of changes has not been received, the issuance of the Pre-Valid AD Card to the applicant will be delayed. MAIGOC does not promise such change will be incorporated in time for the Games.

#### H. Extra Officials

- Extra officials beyond the limits specified in the "Entry Form Handbook" issued by MAIGOC will not receive accreditations, without the prior agreement between the NOC and MAIGOC. If an NOC wishes to accredit extra Official, the request must be made in writing to MAIGOC by **13 July, 2007** explaining the rationale and function of each person.
- Only the following classifications will be considered for accreditation as Extra Officials - Coaches and Assistant Coaches, Team Management Personnel, Medical Personnel, Support Personnel.
- All procedures and deadlines for completing entries on the AD Card Application forms and the Asian Indoor Games Family lists will be applied to any Extra Officials as well.

#### A. Damaged AD Card or AD Card containing incorrect information

If any error is made in the process of distributing an AD Card by a Responsible Organization or if the information on the AD Card is incorrect, the Card will be cancelled. All AD Cards that are damaged or cancelled must be sent back to MAIGOC with a letter signed by the President or Secretary General of the Responsible Organization or the Head of the Responsible Department. The letter should state the reason for cancellation and provide the corrected information, as necessary.

If damaged or cancelled cards are not returned with a memorandum requesting re-issuance, the replacement of the participants AD Card may not be permitted.

#### B. Unused Pre-Valid AD Card or validated AD Card

If an issued Pre-Valid AD Card or validated AD card is not used due to replacement, cancellation of participation or any other reasons, the Card must be returned to the Main Accreditation Centre by the Chef de Mission or his/her representative upon arrival in Macao.

If unused AD Card is not returned, the President or Secretary General of the Responsible Organization or Head of the Responsible Department must explain the reason for not returning the unused cards in a detailed letter.



## 4. Re-issuance of AD Card

If an issued Pre-Valid AD Card is lost or stolen prior to the bearer's arrival in Macao, a detailed report should be made to the relevant representative of the Responsible Organization, who must then inform the MAIGOC Accreditation Centre in writing. Lost or stolen Card will be cancelled in the registration record by MAIGOC immediately.

Lost or stolen Card will not be valid even if they are recovered at a later date. An individual who has lost his/her Card must follow normal immigration procedures to enter Macao.

In the case of the AD Card being lost or stolen in Macao, the Card Bearer must fill in the form of "Lost and Stolen AD Card" and send to or hand over to the Main Accreditation Centre immediately.

Lost or stolen Card will be cancelled in the registration record and access to any of the Asian Indoor Games Sites will no longer be allowed even if the Card is recovered at a later date. In order to be re-issued with a new Card, the individual concerned must fill out the Accreditation application form and have it signed and sealed by a representative of their Responsible Organization and submit the Form to the Main Accreditation Center. After the submission of the application form is accepted, the Card will be re-issued as soon as possible.

## 5. Accreditation

### A. Obtaining the AD Card

- When Bearer of the Pre-Valid AD Card enters Macao, he/she should present the Pre-Valid AD Card in person at the Accreditation Counter together with his/her valid passport, which is registered in his/her Accreditation Application form.
- MAIGOC Accreditation staff will verify the identity of the Card Bearer by checking the Pre-Valid AD Card and the travelling document through the computer system and will validate the AD Card. After these procedures, the AD function of the Card will become effective.

### B. Entry Port Validation

- Validation at the Entry Ports is available only to those in possession of a Pre-Valid AD Card and whose eligibility for Accreditation has been confirmed. Participants must present their Pre-Valid AD Card, together with their passport as proof of identity.

Examples when participant may not have his/her Pre-Valid AD Card validated at the Entry Ports include:

- Pre-valid AD Card not received by bearer prior to departure to Macao
- Data on Pre-Valid AD Card does not match the passport

In case where participant may not be able to obtain validation in Entry Port counters, or if there is any change request, they will have to proceed to the Main Accreditation Centre or Headquarter Hotel Accreditation Centre as listed below.





## B. Instruction for Completing Application Form

Please read this information carefully before completing the Application Form. Application Forms which is completed incorrectly or which is illegible will not be processed.

If changes are needed to be made on the form, the Responsible Organization should cross out inaccuracies by drawing double lines through the mistyped letter, and type the correct information. If any mistyped letter cannot be corrected by the above-mentioned method, fill in a new application form.

To allow for non-correctable errors, photocopied application forms are acceptable provided that the information typed on the form and the signature and seal are original.

### < How to fill in the Application Forms >

#### Use English only and type all information in CAPITAL LETTERS.

The appropriate code must be entered according to Appendices II and IV which provide the Responsible Organization Codes and Country / Area Codes. Those not involved with any sport event need not enter code in the "Sports Codes" box.

The photograph used on the Application Form must comply with the following points:

- Obtain a recent passport quality COLOR photograph which accurately represents the bearer's current appearance.
- The photograph should be 35mm x 45mm in size, and was taken within six months, showing a view of the face from the front without a hat or dark-glasses, the upper half of the body only, with plain background and without retouching.
- Stick his/her photograph in the top-right box on the form.



✓

✗

✗

✗

## 1. Responsible Organization

To enter the name of the Responsible Organization, the appropriate Responsible Organization code must be entered as according to Appendix II.

## 2. Family Name

The applicant's family name should be entered in capital letters, exactly as it appears in application's travelling document.

## 3. Given Name

The applicant's given name should be entered in capital letters, exactly as it appears in application's travelling document.

## 4. Date of Birth

Enter the applicant's date of birth, in the format "dd/mm/yyyy" (Day/Month/Year). The date of birth should be the same as the one that appears in the applicant's travelling document.

## 5. Gender

Mark either "Male" or "Female".

## 6. Place of Birth

Enter the name of the country /area in which the applicant was born. The appropriate Country/Area code must be entered according to Appendix IV.

## 7. Nationality

Enter the nationality as shown in the travelling document which the applicant will use to travel to Macau to participate in the Games. The appropriate Country / Area code must be entered according to Appendix IV.

## 8. Identification Document

Enter the travelling document's number which the applicant will use to travel to Macao to participate in the Games, exactly as it appears in their travelling document.

## 9. Permanent Address

Enter the complete address, including country/region where the applicant currently resides.

## 10. Sports / Discipline (if appropriate)

Enter the name of the Sports. The appropriate Sport Codes must be entered according to Appendix III.



## APPENDIX I. AD Card Categories & Access Privileges

### B. Instructions for Completing Asian Indoor Games Family List

Please read this information carefully before completing Asian Indoor Games Family List and please ensure that entries in the Family List match exactly the information in individual application form. If the List is completed incorrectly or is illegible, the List will not be processed.

To allow for non-correctable errors, photocopied application form is acceptable provided that the information typed on the form and the Signature and Seal are original.

1. Use **English** only and type all information in CAPITAL LETTERS.
2. The applicant's Family Name, Given Name, Date of Birth and Passport / Identity Card No. should be entered, exactly as it appears in their Accreditation Application Forms.
3. Enter Title in the Games Function and Sports Code for "Sports" box.
4. All Responsible Organizations are requested to write the date, the name of their Organization on their Family Lists.
5. All Asian Indoor Games Family Lists must bear the signature of the President or Secretary General and the seal/stamp of the Responsible Organization. Any Asian Indoor Games Family Lists form without the signature and the seal/stamp will not be processed.

Category (color)	Organization	Title / Position	Venue	MPC	IBC	HQ	TV	UP	CM
OCA (Gold)	OCA	President, Vice President, Secretary General, Chairmen of Standing Committees, Director General and two accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
NOC (Gold)	NOC	Three Representatives of each National Olympic Committee (NOC) eligible to attend the OCA General Assembly. NOC President and Secretary General should be included if they have no other functions in the Asian Indoor Games, and one accompanying guest of these persons.	ALL	1,2,3,4,5	YES	YES	YES	YES	X
A (Gold)	IOC	President, Honorary Life President, Vice President, Member of the Executive Board, Director General, Member, Honorary Member, Director and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	IF	President, Secretary General and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	AF	President, Secretary General and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	GAISF/GAASF	President, Secretary General and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	ANOC	President, Secretary General and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	MAIGOC	Honorary President, Chairman and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
OCA (Silver)	OCA	Member of Standing Committee, Staff, Marketing Agent Staff	ALL	1,2,3,4,5	YES	YES	YES	YES	X
B (Silver)	IOC	Member of the Commission, Headquarters Staff	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	IF/AF	Technical Delegate and one accompanying guest of each person	ALL	1,2,3,4,5	X	X	YES	X	YES
	NOC	Chef de Mission	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	MAIGOC	Directors, Company Secretary, Shareholders, Fiscal Council Member, Member of G.A. and one accompanying guest of each person	ALL	1,2,3,4,5	YES	YES	YES	YES	X
	NSF (Macao Only)	President of Local NSF, Vice President of Local NSF, Secretary General of Local NSF	ALL	1,2,3,4,5	YES	YES	X	YES	YES
C (Blue)	NOC	Member, Attaché, Deputy Chef de Mission	ALL	1,2,3,4,5	YES	YES	YES	X	X
	NSF	One Official Representative of NSF for each sport in which a NOC is represented	SPORT	1,2,3,4,5	X	X	X	X	X
	NSF (Macao Only)	Member of NSF of Host Country / Area for each played sport	SPORT	1,2,3,4,5	X	X	X	X	X
D (Yellow)	IF/AF/NOC/MAIGOC	Technical Official and Jury Member (Referee, Judge, Umpire, Timekeeper, Inspector, etc)	ALL	1,3,5	X	X	X	YES	X




## Appendix II. Responsible Organization Codes

### A. International Sports Organizations affiliated with the Asian Indoor Games

Organization	Code
International Olympic Committee	IOC
Olympic Council of Asia	OCA
General Association of International Sports Federation	GAISF
General Association of Asian Sports Federation	GAASF

### B. National Olympic Committees (NOCs)

NOC	Code
Afghanistan National Olympic Committee	AFG
Bahrain Olympic Committee	BRN
Bangladesh Olympic Association	BAN
Bhutan Olympic Committee	BHU
Brunei Darussalam National Olympic Council	BRU
National Olympic Committee of Cambodia	CAM
Chinese Olympic Committee	CHN
Sports Federation & Olympic Committee of Hong Kong, China	HKG
Indian Olympic Association	IND
Komite Olahraga Nasional Indonesia	INA
National Olympic Committee of the Islamic Republic of Iran	IRI
National Olympic Committee of Iraq	IRQ
Japanese Olympic Committee	JPN
Jordan Olympic Committee	JOR
National Olympic Committee of the Republic of Kazakhstan	KAZ
Kuwait Olympic Committee	KUW
National Olympic Committee of the Republic of Kyrgyzstan	KGZ
National Olympic Committee of Lao	LAO
Lebanese Olympic Committee	LIB

Category (color)		Organization	Title / Position	Venue		MPC	IBC	HQ			
E (Red)	E	Media	Journalist	ALL	4,5	YES	X	X	YES	X	YES
	EP		Photographer, Cameraman	ALL	4,5	YES	X	X	YES	X	YES
	ET/Ec		Technician, Support Staff	ALL	4	YES	X	X	YES	X	YES
RT (Red)	RT1	Rights Holding Broadcast	Supervisor, Producer, Commentator	ALL	4,5	YES	YES	X	YES	X	YES
	RT2		Technician, Cameraman	ALL	4,5	YES	YES	X	YES	X	YES
	RT3		Support Staff	ALL	4	YES	YES	X	YES	X	YES
HB (Red)	HB1	Host Broadcaster	Supervisor, Producer, Commentator	ALL	4,5	YES	YES	X	YES	X	YES
	HB2		Technician, Cameraman	ALL	1,4,5	YES	YES	X	YES	X	YES
	HB3		Support Staff	ALL	4	YES	YES	X	YES	X	YES
F (Green)	F	NOC	Athlete	SPORT	1,2,5	X	X	X	X	X	X
	Fo		Headquarters Official	ALL	1,2,5	X	X	YES	X	X	X
			Team Official	SPORT	1,2,5	X	X	X	X	X	X
			Fx	Extra Official	SPORT	2,5	X	X	YES	X	X
O (Pink)		Observer	Observer	ALL	3,5	YES	X	X	YES	X	X
G (Purple)			Head of State, Royal Family, Senior High Dignitary of State, Senior High Dignitary of Macau SAR, Ambassador and Consul General	ALL	1,2,3,4,5	YES	YES	YES	YES	YES	X
Gi (Orange)			Executives of Official Partner	ALL	3,5	X	X	YES	YES	YES	X
			Executives of Official Sponsor	ALL	3,5	X	X	YES	YES	YES	X
			Guest of MAIGOC	ALL	3,5	X	X	YES	YES	YES	X
			Guest of Macao SAR Government	ALL	3,5	X	X	YES	YES	YES	X
Gt (Brown)			Honorary guest of OCA, MAIGOC & Macao SAR Government	ALL	3,5	YES	YES	YES	YES	YES	X
			Guests of NOC , Senior officials of Host Broadcaster	ALL	3,5	YES	YES	YES	YES	YES	X

### C. International Federations (IF)

NOC	Code
Macau Olympic Committee	MAC
Olympic Council of Malaysia	MAS
Maldives Olympic Committee	MDV
Mongolia National Olympic Committee	MGL
Myanmar Olympic Committee	MYA
Nepal Olympic Committee	NEP
Oman Olympic Committee	OMA
Pakistan Olympic Association	PAK
Palestine Olympic Committee	PLE
Olympic Committee of the DPR of Korea	PRK
Philippine Olympic Committee	PHI
Qatar National Olympic Committee	QAT
Korean Olympic Committee	KOR
Saudi Arabian Olympic Committee	KSA
Singapore National Olympic Council	SIN
National Olympic Committee of Sri Lanka	SRI
Syrian Olympic Committee	SYR
Chinese Taipei Olympic Committee	TPE
National Olympic Committee of the Republic of Tajikistan	TJK
Olympic Committee of Thailand	THA
Comité Olímpico Nacional de Timor-Leste	TLS
National Olympic Committee of Turkmenistan	TKM
United Arab Emirates National Olympic Committee	UAE
National Olympic Committee of the Republic of Uzbekistan	UZB
Vietnam Olympic Committee	VIE
Yemen Olympic Committee	YEM

Sport	IF	Code
Aerobic Gymnastics	Fédération Internationale de Gymnastique	FIG
Bowling	Fédération Internationale des Quilleurs	FIQ
Chess Sports	Chess	World Chess Federation
	Xiangqi	The World XiangQi Federation
Cue Sports	International Billiards & Snooker Federation	IBSF
DanceSport	International DanceSport Federation	IDSF
Dragon & Lion Dance	Dragon Dance	International Dragon & Lion Dance Federation
	Northern Lion	
	Southern Lion	
Electronic Sports (E-Sports)	---	---
Extreme Sports (X-Sports)	BMX Freestyle/ Inline Stunt/ Skateboard	---
	Sports Climbing	International Council of Competition Climbing
Finswimming (25m)	World Underwater Federation	CMAS
Futsal	Fédération Internationale de Football Association	FIFA
Hoop Sepaktakraw	International Sepaktakraw Federation	ISTAF
Indoor Athletics	International Association of Athletics Federations	IAAF
Indoor Cycling	International Cycling Union	UCI
Indoor Hockey	International Hockey Federation	FIH
Kabaddi	International Kabaddi Federation	IKF
Kickboxing	World Association of Kickboxing Organizations	WAKO

Sport	IF	Code
Kurash	International Kurash Association	IKA
Muay	---	---
Short Course Swimming (25m)	Federation Internationale de Natation	FINA

#### D. Asian Federations (AF)

Sport	AF	Code
Aerobic Gymnastics	Asian Gymnastics Union	AGU
Bowling	Asian Bowling Federation	ABF
Chess Sports	Chess	Asian Chess Federation
	Xiangqi	Asian Xiangqi Federation
Cue Sports	Asian Confederation of Billiard Sports	ACBS
Dragon & Lion Dance	Dragon Dance	Dragon & Lion Dances Federation of Asia
	Northern Lion	
	Southern Lion	
DanceSport	Asian DanceSport Federation	ADSf
Electronic Sports (E-Sports)	---	---
Extreme Sports (X-Sports)	BMX Freestyle/ Inline Stunt/ Skateboard	Asian Extreme Sports Federation
	Sports Climbing	Asian Council for Competition Climbing
Finswimming (25m)	Asia Underwater Federation	AUF
Futsal	Asian Football Confederation	AFC
Hoop Sepaktakraw	Asian Sepaktakraw Federation	ASTAF
Indoor Athletics	Asian Athletics Association	AAA

Sport	AF	Code
Indoor Cycling	Asian Cycling Confederation	ACC
Indoor Hockey	Asian Hockey Federation	AHF
Kabaddi	Asian Amateur Kabaddi Federation	AAKF
Kickboxing	Wako Asian Continental Division	---
	Wako Asian Kickboxing Federation	---
Kurash	Kurash Confederation of Asia	KCA
Muay	---	---
Short Course Swimming (25m)	Asian Swimming Federation	AASF



### Appendix III. Sports Codes

Code	Sport
AE	Aerobic Gymnastics
BW	Bowling
CHS	Chess Sports
CS	Cue Sports
DLD	Dragon & Lion Dance
DS	DanceSport
ES	Electronic Sports (E-Sports)
XS	Extreme Sports (X-Sports)
SF	Finswimming (25m)
FS	Futsal
HS	Hoop Sepaktakraw
AT	Indoor Athletics
CY	Indoor Cycling
HO	Indoor Hockey
KBD	Kabaddi
MY	Muay
SW	Short Course Swimming (25m)
KBX	Kickboxing (Demonstration Sport)
KU	Kurash (Demonstration Sport)
∞	All Sports

### Appendix IV. Country / Area Codes

Code	Country/Area	Code	Country/Area
<b>AFG</b>	<b>Afghanistan</b>	BOT	Botswana
AHO	Netherlands Antilles	BRA	Brazil
ALB	Albania	<b>BRN</b>	<b>Bahrain</b>
ALG	Algeria	<b>BRU</b>	<b>Brunei Darussalam</b>
AND	Andorra	BUL	Bulgaria
ANG	Angola	BUR	Burkina Faso
ANT	Antigua and Barbuda	CAF	Central African Republic
ARG	Argentina	<b>CAM</b>	<b>Cambodia</b>
ARM	Armenia	CAN	Canada
ARU	Aruba	CAY	Cayman Islands
ASA	American Samoa	CGO	Congo
AUS	Australia	CHA	Chad
AUT	Austria	CHI	Chile
AZE	Azerbaijan	<b>CHN</b>	<b>People's Republic of China</b>
BAH	Bahamas	CIV	Côte d'Ivoire
<b>BAN</b>	<b>Bangladesh</b>	CMR	Cameroon
BAR	Barbados	COD	Democratic Republic of the Congo
BDI	Burundi	COK	Cook Islands
BEL	Belgium	COL	Colombia
BEN	Benin	COM	Comoros
BER	Bermuda	CPV	Cape Verde
<b>BHU</b>	<b>Bhutan</b>	CRC	Costa Rica
BIH	Bosnia and Herzegovina	CRO	Croatia
BIZ	Belize	CUB	Cuba
BLR	Belarus	CYP	Cyprus
BOL	Bolivia	CZE	Czech Republic





Code	Country/Area	Code	Country/Area
DEN	Denmark	GUI	Guinea
DJI	Djibouti	GUM	Guam
DMA	Dominica	GUY	Guyana
DOM	Dominican Republic	HAI	Haiti
ECU	Ecuador	<b>HKG</b>	<b>Hong Kong, China</b>
EGY	Egypt	HON	Honduras
ERI	Eritrea	HUN	Hungary
ESA	El Salvador	<b>INA</b>	<b>Indonesia</b>
ESP	Spain	<b>IND</b>	<b>India</b>
EST	Estonia	<b>IRI</b>	<b>Islamic Republic of Iran</b>
ETH	Ethiopia	IRL	Ireland
FIJ	Fiji	<b>IRQ</b>	<b>Iraq</b>
FIN	Finland	ISL	Iceland
FRA	France	ISR	Israel
FSM	Federated States of Micronesia	ISV	Virgin Islands
GAB	Gabon	ITA	Italy
GAM	Gambia	IVB	British Virgin Islands
GBR	Great Britain	JAM	Jamaica
GBS	Guinea-Bissau	<b>JOR</b>	<b>Jordan</b>
GEO	Georgia	<b>JPN</b>	<b>Japan</b>
GEQ	Equatorial Guinea	<b>KAZ</b>	<b>Kazakhstan</b>
GER	Germany	KEN	Kenya
GHA	Ghana	<b>KGZ</b>	<b>Kyrgyzstan</b>
GRE	Greece	KIR	Kiribati
GRN	Granada	<b>KOR</b>	<b>Korea</b>
GUA	Guatemala	<b>KSA</b>	<b>Saudi Arabia</b>

Code	Country/Area	Code	Country/Area
<b>KUW</b>	<b>Kuwait</b>	MTN	Mauritania
<b>LAO</b>	<b>Lao People's Democratic Republic</b>	<b>MYA</b>	<b>Myanmar</b>
LAT	Latvia	NAM	Namibia
LBA	Libyan Arab Jamahiriya	NCA	Nicaragua
LBR	Liberia	NED	Netherlands
LCA	Saint Lucia	<b>NEP</b>	<b>Nepal</b>
LES	Lesotho	NGR	Nigeria
<b>LIB</b>	<b>Lebanon</b>	NIG	Niger
LIE	Liechtenstein	NOR	Norway
LTU	Lithuania	NRU	Nauru
LUX	Luxembourg	NZL	New Zealand
<b>MAC</b>	<b>Macao, China</b>	<b>OMA</b>	<b>Oman</b>
MAD	Madagascar	<b>PAK</b>	<b>Pakistan</b>
MAR	Morocco	PAN	Panama
<b>MAS</b>	<b>Malaysia</b>	PAR	Paraguay
MAW	Malawi	PER	Peru
MDA	Republic of Moldova	<b>PHI</b>	<b>Philippines</b>
<b>MDV</b>	<b>Maldives</b>	<b>PLE</b>	<b>Palestine</b>
MEX	Mexico	PLW	Palau
<b>MGL</b>	<b>Mongolia</b>	PNG	Papua New Guinea
MKD	Former Yugoslav Republic of Macedonia	POL	Poland
MLI	Mali	POR	Portugal
MLT	Malta	<b>PRK</b>	<b>Democratic People's Republic of Korea</b>
MON	Monaco	PUR	Puerto Rico
MOZ	Mozambique	<b>QAT</b>	<b>Qatar</b>
MRI	Mauritius	ROM	Romania

## APPENDIX V. ACCESS AREA CODES

### A. Venue Access Codes

Code	Country/Area	Code	Country/Area
RSA	South Africa	THA	Thailand
RUS	Russia	TJK	Tajikistan
RWA	Rwanda	TKM	Turkmenistan
SAM	Samoa	TLS	Timor-Leste
SCG	Serbia and Montenegro	TOG	Togo
SEN	Senegal	TPE	Chinese Taipei
SEY	Seychelles	TRI	Trinidad and Tobago
SIN	Singapore	TUN	Tunisia
SKN	Saint Kitts and Nevis	TUR	Turkey
SLE	Sierra Leone	UAE	United Arab Emirates
SLO	Slovenia	UGA	Uganda
SMR	San Marino	UKR	Ukraine
SOL	Solomon Islands	URU	Uruguay
SOM	Somalia	USA	United States of America
SRI	Sri Lanka	UZB	Uzbekistan
STP	Sao Tome and Principe	VAN	Vanuatu
SUD	Sudan	VEN	Venezuela
SUI	Switzerland	VIE	Vietnam
SUR	Suriname	VIN	Saint Vincent and the Grenadines
SVK	Slovakia	YEM	Yemen
SWE	Sweden	YUG	Yugoslavia
SWZ	Swaziland	ZAI	Zaire
SYR	Syrian Arab Republic	ZAM	Zambia
TAN	United Republic of Tanzania	ZIM	Zimbabwe
TGA	Tonga		

Pictogram	Description
	One or more or all competition and training venues
MMC	Main Press Centre & International Broadcasting Centre
MPC	Main Press Centre
IBC	International Broadcasting Centre
HQ	Headquarter Hotel
	General Dining Hall
	VIP Lounge
	Media Lounge
T1	Exclusive access by an individual client to a Games Motor Pool vehicle
T2	Dedicated, shared access by two (2) clients to a Games Motor Pool vehicle and driver(s)
T3	Shared access to the Games Motor Pool, subject to the availability of vehicles, space and drivers, during the operational period of the 2nd Asian Indoor Games. Clients who qualify for T3 services are guaranteed transportation whenever advance notice is provided to the Games Motor Pool section, at least 12 hours in advance.
T4	Games bus system

## B. Zones within Competition Venue

Code	Zone
1	Competition Area
2	Athlete Preparation Area
3	Administrative and Operational Area
4	Press Area
5	Spectator Area

## C. Opening and Closing Ceremonies

Code	Opening and Closing Ceremonies
OC	Opening Ceremony
CC	Closing Ceremony

## Appendix VI. About Macao

### A. Location

The Macao Special Administrative Region (MSAR) is a part of China's territory. It is located on the Southeast coast of China to the west of the Pearl River Delta. Bordering on Guangdong Province, it locates 60km from Hong Kong and 145km from the city of Guangzhou. Local time is eight hours ahead of Greenwich Mean Time.

The Macao Special Administrative Region has an area of 28.2 sq. km, comprised of the Macao Peninsula (with 8.9 sq. km and connected to Mainland China), the islands of Taipa (6.5 sq. km) and Coloane (7.6 sq. km) and the reclaimed area COTAI (5.2 sq. km). The three bridges connecting Macao to Taipa are Nobre de Carvalho (2.5 km long), the Friendship Bridge (4.5 km long) and Sai Van Bridge (2.2 km long).

### B. Population

The population of Macao was estimated to be 508,000 as of 30 September 2006. About 95 percent of the population is ethnic Chinese. Originated from different provinces, they came mainly from Guangdong and Fujian. The remaining 5 percent includes Portuguese and citizens from other countries and regions.

### C. Languages

Chinese and Portuguese are the official languages in Macao, and more than 97% of the citizens speak Chinese (Cantonese). English is widely spoken.

### D. Climate

Macao's climate is warm and humid with a fairly wide variation in temperature over the year. From June to September, the temperature can rise to over 30°C while it can drop to less than 10°C from November to February. The average temperature seldom falls below 14°C. Macao's weather is also influenced by tropical cyclones from the South China Sea and North Western Pacific Ocean during the typhoon season between May and September.

## E. History

Fishermen from Fujian and Guangdong were the first known settlers in Macao. In Cantonese, Macao is known and pronounced as Ou Mun, “trading gate”, because of its location at the mouth of the Pearl River. In Portuguese, “Macao” took a slightly different root. It originated from a temple that was built on the Inner Harbour, back then the seaward entrance of the fishing village, in honor of A-Má - the popular Goddess worshiped by Seafarers along southern China. The locals called the place “A-Ma-Gao” (A-Má Harbour), the pronunciation that was adopted by the Portuguese and gradually evolved into its current name: Macao.

Portuguese arrived in Macao between 1554 and 1557. The blending of Eastern and Western cultures in the following 400 years and more, Macao has become a unique city featuring a lot of precious historical and cultural legacies.

Macao returned to the motherland as a Special Administrative Region (SAR) of the People’s Republic of China in 20 December 1999. The Macao SAR is founded upon the principle of “One country, two systems” and hence enjoying high level of legal, administrative and judicial autonomy.

Nowadays, Macao are enjoying an unprecedented economic growth in a steadfast pace, yet the region still prides on its unique cultural background and a harmonious coexistence between Chinese and Portuguese cultures.

<b>Official Name:</b>	Macao Special Administrative Region of the People’s Republic of China
<b>Location:</b>	On the southeast coast of China to the western bank of the Pearl River Delta, 60 km from Hong Kong and 145 km from Guangzhou
<b>Area:</b>	28.2km <sup>2</sup>
<b>Climate:</b>	Subtropical
<b>Population:</b>	508,000 (as of 30 September 2006)
<b>Languages:</b>	Chinese and Portuguese are the official languages; English is widely spoken.
<b>Currency:</b>	Pataca (MOP) linked to the Hong Kong dollar; roughly 8 Patacas is equivalent to 1 US Dollar.
<b>How to get in:</b>	There are flights directly to the Macao International Airport, ferry boats coming from Hong Kong to the Macao Ferry Terminal, or by land via the gateway located between China and Macao.

## Appendix VII. Visas and entry permits information

Visas and entry permits are required by all visitors to Macao except the national passport holders of the following countries/territories:

Countries/ Territories	Maximum Stay Period	Countries/ Territories	Maximum Stay Period
Andorra	90 days	Ireland	90 days
Australia	30 days	Israel	3 months
Austria	90 days	Italy	90 days
Belgium	90 days	Japan	90 days
Brazil	90 days	Kiribati	30 days
Bulgaria	90 days	Latvia	90 days
Canada	30 days	Lebanon	90 days
Cape Verde	90 days	Liechtenstein	30 days
Chile	30 days	Lithuania	90 days
Croatia	90 days	Luxembourg	90 days
Cyprus	3 months	Malaysia	30 days
Czech Republic	90 days	Mali	90 days
Denmark	90 days	Malta	90 days
Dominica	90 days	Mexico	30 days
Egypt	90 days	Monaco	30 days
Estonia	90 days	Mongolia	90 days
Finland	90 days	Namibia	30 days
France	90 days	New Zealand	30 days
Germany	90 days	Norway	90 days
Greece	90 days	Philippines	30 days
Hungary	90 days	Poland	90 days
Iceland	90 days	Portugal	90 days
India	30 days	Romania	90 days
Indonesia	30 days	Samoa	30 days

Countries/ Territories	Maximum Stay Period	Countries/ Territories	Maximum Stay Period
Seychelles	30 days	Switzerland	30 days
Singapore	30 days	Thailand	30 days
Slovak	90 days	Tanzania	90 days
Slovenia	90 days	The Netherlands	90 days
South Africa	30 days	The USA	30 days
South Korea	90 days	Turkey	30 days
Spain	90 days	United Kingdom	6 months
Sweden	90 days	Uruguay	30 days

This information can also be obtained from Macao SAR's government website:  
[http://www.dsi.gov.mo/announcement/E002\\_index.html](http://www.dsi.gov.mo/announcement/E002_index.html)