

# FIG TRAMPOLINE GYMNASTICS WORLD CUP / AGF TROPHY



## WORK PLAN

BAKU, AZERBAIJAN  
FEBRUARY 18 & 19, 2023

**Revised: 07.02.2023**

Dear Friends,

Azerbaijan Gymnastics Federation is pleased to host the FIG Trampoline Gymnastics World Cup competitions at Milli Gimnastika Arenası (National Gymnastics Arena) for the sixth time. All the people involved in preparations for the FIG Trampoline Gymnastics World Cup-2023 feel excited and motivated to create safe and friendly atmosphere for Trampoline Gymnastics family.

In this Work Plan, you will find necessary information to go through all “pre”, “in” & “post” competition procedures smoothly.

We are already looking forward to see you all in Baku with all the best conditions we can offer!

**GENERAL  
INFORMATION**

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**MGA – Milli Gimnastika Arenası (National Gymnastics Arena)**  
178 Heydar Aliyev Avenue  
AZ1029, Baku, Azerbaijan  
Tel: +99412 566 96 99  
Website: [www.mga.az](http://www.mga.az)

**COMPETITION VENUE**



The MGA was officially opened in April 2014. This gymnastics specialized Arena has already hosted many different international sport events. The Arena has the ability to stretch from 5,000 to 9,600 seats, depending on the size and the nature of the event it hosts. This sports facility has become a favorite camp venue of many gymnasts all over the world. Training and Warm-up facilities will be located within the MGA.

**PROVISIONAL GENERAL COMPETITION SCHEDULE**

**February 16 – Thursday**

All day	Arrival of delegations	
09:30-15:30	Accreditation	MGA (Accreditation Center, -2)
10:00-19:00	<b>TRA</b> (Chargeable training can be available upon request)	MGA (Training & Warm-up Hall, -2)

**February 17 – Friday**

10:00-13:30	Accreditation	MGA (Accreditation Center, -2)
11:00-18:00	TRA Training / Podium training (According to detailed schedule)	MGA (Training & Warm-up Hall/FoP, -2)
16:00-17:00	TRA Judges' meeting, instruction and draw	MGA (Judges' Room, -2)
17:15-17:30	TRA Scoring system training for judges	MGA (FoP, -2)
18:00-19:00	Orientation meeting	MGA (Artistic Lounge, -1)

**February 18 – Saturday**

11:10-19:40	Official Training	MGA (Training & Warm-up Hall, -2)
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11:00-11:45	TRA Judges' meeting	MGA (Judges' Room, -2)
11:45-12:00	Opening Ceremony	MGA (FoP, -2)
12:00-12:50	TRA: Men's Ind. Qualification - Group 1 (M10)	MGA (FoP, -2)
12:50-13:30	TRA: Men's Ind. Qualification - Group 2 (M10)	MGA (FoP, -2)
13:30-14:20	TRA: Men's Ind. Qualification - Group 3 (M10)	MGA (FoP, -2)
14:20-15:20	Break	
15:20-16:10	TRA: Men's Ind. Qualification - Group 4 (M11)	MGA (FoP, -2)
16:10-17:00	TRA: Women's Ind. Qualification - Group 1 (W11)	MGA (FoP, -2)
17:00-17:50	TRA: Women's Ind. Qualification - Group 2 (W11)	MGA (FoP, -2)
17:50-18:10	Break	
18:10-19:00	TRA: Men's Synchro Pairs' Qualification - Group 1 (M12)	MGA (FoP, -2)
19:00-19:40	TRA: Women's Synchro Pairs' Qualification - Group 1 (W7)	MGA (FoP, -2)
<b>February 19 – Sunday</b>		
09:00-11:00	Free Training for all finalists (TRA)	MGA (Training & Warm-up Hall, FoP, -2)
11:00-11:45	TRA Judges' meeting & draw	MGA (Judges' Room, -2)
12:00-12:40	TRA: Men's Ind. Qualification 2 – Group 1 (M8)	MGA (FoP, -2)
12:40-13:20	TRA: Men's Ind. Qualification 2 – Group 2 (M8)	MGA (FoP, -2)
13:20-14:20	Break	
14:20-14:50	Finals - TRA Individual Gymnasts: Women	MGA (FoP, -2)
14:50-15:20	Finals - TRA Individual Gymnasts: Men	MGA (FoP, -2)
15:20-15:35	Award ceremony + AGF TROPHY TRA Individual Gymnasts: Women & Men	MGA (FoP, -2)
15:40-16:10	Finals – TRA Synchro Pairs: Women	MGA (FoP, -2)
16:10-16:40	Finals - TRA Synchro Pairs: Men	MGA (FoP, -2)
16:40-16:55	Award Ceremony TRA Synchro Pairs: Women & Men	MGA (FoP, -2)
17:15-19:00	Sightseeing Tour	(Departure from MGA with arrival to the official hotels)
20:00	Farewell banquet	tbc.
<b>February 20 – Monday</b>		
All day	Departure of delegations	

<b>ARRIVAL INFORMATION</b>	<p>Official delegations` members will be met at Heydar Aliyev International Airport (GYD), bus or railway station upon arrival in Baku and transferred to the event's official hotels where they reserved accommodation through the LOC. The delegations will be informed of the time fixed for their accreditation upon arrival.</p>
	<p>Accreditation Center / LOC room is located within the competition venue / Level -2, MGA. Maximum 2 responsible persons from each delegation shall be present at the accreditation center.</p> <p>The following items will be checked/submitted by a responsible person:</p> <ul style="list-style-type: none"> <li>• Passports of gymnasts and judges including all members of the</li> </ul>

<p><b>ACCREDITATION</b></p>	<p>delegations</p> <ul style="list-style-type: none"> <li>• Licenses</li> <li>• Transport – Departure details</li> <li>• Settlement of all outstanding payments</li> <li>• Medical insurance for the members of the delegations</li> <li>• Submission of competitions cards</li> <li>• National anthem and national flag</li> <li>• Possible submission of other forms</li> <li>• Submission of e-mail address of one responsible person</li> </ul>
<p><b>INFORMATION DISTRIBUTION</b></p>	<p>No hard copies of any documents (start list, results &amp; other relevant documents) will be available for distribution.</p> <p>All the necessary information will be communicated via email and WhatsApp group (email addresses and mobile phone numbers of HoD/responsible person will be collected for this purpose). Information desks and boards, including transport, will also be set up at each official hotel's lobby.</p> <p>All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS` BOOK will be sent ONLY via email to the National Federations` official email. Delegations will be requested to inform the LOC about the correct email address upon arrival.</p> <p>Moreover, by scanning QR Code placed on the Accreditation card, you will be able to find all necessary competition information.</p>
<p><b>TRANSPORT</b></p>	<p>Buses schedule from the official hotels to the Competition Venue &amp; back will be provided to the delegations at the accreditation center / LOC Room.</p>
<p><b>HOTELS</b></p>	<p><b>Baku Marriott Hotel Boulevard 5*</b> Address: Khagani Rustamov street 4C, Khatai district, Baku, AZ1010 Tel.: +99412 310 00 10 Website: <a href="http://www.boulevardhotelbaku.com">www.boulevardhotelbaku.com</a></p> <p>The Hotel is located close to the city center.</p> <p><u>Distances</u> Airport – 25 km (25 min. drive) Training/competition venue – 10 km (10min. drive)</p> <p><b>Courtyard Baku by Marriott 4*</b> Address: 300-303 quarter, intersection of M. Fuzuli and A.Topchubashov streets, Nasimi district, Baku, AZ1009 Tel.: +994 12 310 40 40 Website: <a href="https://www.marriott.com/hotels/travel/gydcy-courtyard-baku/">https://www.marriott.com/hotels/travel/gydcy-courtyard-baku/</a></p>

	<p>The Hotel is located close to the city center</p> <p><u>Distances</u> Airport – 26.6 km (31 min. drive) Training/competition venue – 14.6 km (21 min. drive)</p> <p><b>Sport Plaza Hotel &amp; Apartments 3* (low cost)</b> 115 Heydar Aliyev Avenue, Building 187 C, Baku AZ1029 Tel: +99412 565 05 55 Website: <a href="http://www.sportplaza.org">www.sportplaza.org</a></p> <p>This sport hotel located within the area of the Athletes` Village used during the Baku 2015 First European Games, offers rooms like at the Olympic Village standard with single and twin occupancy with separate and shared bathroom. It is just opposite the MGA.</p> <p><u>Distances</u> Airport – 17,5 km (18 min. drive) Training/competition venue – 4,7 km (6 min. drive)</p> <p><b>Note:</b> Breakfast is included into the accommodation reservation. Wi-Fi is available at the above-mentioned hotels.</p>																				
<p><b>MEALS</b></p>	<p><b><i>Meal schedule at hotels/MGA (breakfast is included into the accommodation reservation) is as follows:</i></b></p> <table border="1" data-bbox="523 1227 1453 1556"> <thead> <tr> <th><i>Location</i></th> <th><i>Breakfast</i></th> <th><i>Lunch</i></th> <th><i>Dinner</i></th> </tr> </thead> <tbody> <tr> <td><b>Boulevard Hotel</b></td> <td><b>07:00-10:00</b></td> <td><b>13:00-15:30</b></td> <td><b>19:00-22:00</b></td> </tr> <tr> <td><b>Courtyard Hotel</b></td> <td><b>07:00-10:00</b></td> <td><b>13:00-15:30</b></td> <td><b>19:00-22:00</b></td> </tr> <tr> <td><b>Sport Plaza Hotel &amp; Apartments</b></td> <td><b>07:00-10:00</b></td> <td><b>13:00-15:30</b></td> <td><b>19:00-22:00</b></td> </tr> <tr> <td><b>MGA</b></td> <td><b>N/A</b></td> <td><b>13:00-15:30</b></td> <td><b>N/A</b></td> </tr> </tbody> </table>	<i>Location</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>	<b>Boulevard Hotel</b>	<b>07:00-10:00</b>	<b>13:00-15:30</b>	<b>19:00-22:00</b>	<b>Courtyard Hotel</b>	<b>07:00-10:00</b>	<b>13:00-15:30</b>	<b>19:00-22:00</b>	<b>Sport Plaza Hotel &amp; Apartments</b>	<b>07:00-10:00</b>	<b>13:00-15:30</b>	<b>19:00-22:00</b>	<b>MGA</b>	<b>N/A</b>	<b>13:00-15:30</b>	<b>N/A</b>
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<p><b>ORIENTATION MEETING</b></p>	<p>The Orientation Meeting will take place at MGA (Level 1, Lounge – Artistic) <b>at 18:00 on February 17, 2023</b>. Responsible people (max. 2 per Federation) must attend the meeting.</p>																				
<p><b>FORMS</b></p>	<p>A responsible person from each delegation must submit the following forms to the Local Organizing Committee's Office/LOC representatives by the below mentioned deadlines:</p> <ul style="list-style-type: none"> <li>• <b>TRA IND Qualification and Final Competition Cards (2 pages)</b> - during the Accreditation</li> <li>• <b>TRA SYN Qualification and Final Competition Cards (2 pages)</b> – during the Accreditation</li> <li>• <b>Change of Start List</b> - to the OC Office, 24 hours before the competition start at the latest</li> <li>• <b>Request for Accreditation Changes</b> – if necessary, the form should be submitted to the FIG and OC immediately for the FIG approval</li> </ul>																				

<p><b>JUDGES' MEETING &amp; SCORING SYSTEM INSTRUCTIONS</b></p>	<p>The Judges' meeting, instruction and draw will be held <b>at the Judges' Room (Level -2) at 16:00 on February 17, 2023</b>. Technical Scoring System Instruction for judges will be conducted at <b>17:15 on February 17</b>.</p> <p>All the Judges' meetings will be held at MGA (Judges' Room, Level -2).</p> <p>Judges will be required to be present at the roll call. The judges must respect the dress code mentioned in the Code of Points.</p> <p>All judges are required to take part in the judges' meetings, technical scoring system instructions in accordance with the schedule and location indicated in the present Work Plan.</p> <p>The drawing of lots of the Judges' Panels for the Qualification and Finals will be conducted by the FIG Technical Delegate.</p> <p>The judges will be provided with meals on competition days.</p>
<p><b>SUPPLIER</b></p>	<p>Trampolines: Eurotramp Ultimate 4x4 Trampoline – FIG ID: 271 Trampoline Measurement System Eurotramp – FIG ID: 269 Mats around Trampoline – FIG ID: 548</p>
<p><b>SCORING</b></p>	<p>Scoring will be carried out by SmartScoring. Video Control system will be provided.</p> <p>Competition results will be sent to the e-mail addresses of a responsible person of each delegation provided at the Accreditation &amp; WhatsApp Group (mobile phone numbers of HoD will be collected for this purpose).</p>
<p><b>TRAINING</b></p>	<p>The training sessions will take place at the training &amp; warm-up hall adjacent to the Field of Play.</p>
<p><b>COMPETITION FORMAT</b></p>	<p>The competition will be held in accordance with the FIG Technical <b>Regulations-2023</b> and the Rules for the FIG World Cup Competitions and Series in Trampoline.</p> <p>For the qualification, the gymnasts will be divided into Groups as per the drawing of lots results.</p>
<p><b>AGF TROPHY</b></p>	<p>There will be held awarding of the AGF Trophy Cup to one trampoline individual man and one individual woman gymnast who have the highest execution result during the qualification. If there will be a tie-break, the highest qualification ranking will prevail.</p>
<p><b>CEREMONIES</b></p>	<p><b>Opening Ceremony</b></p> <p>The Opening Ceremony will take place <b>at MGA, at 11:45 on February 18, 2023</b>. The participants are not required to take part in the Ceremony.</p> <p><b>Award Ceremonies</b></p> <p>The award ceremonies will be held as per the detailed competition schedule and carried out in accordance with the FIG Regulations for Award Ceremonies. Please ensure that your Federation's medalists are in time for the line-up prior to the ceremonies.</p> <p>The competitors requested to attend the award ceremonies will be as follows: Gymnasts ranked 1<sup>st</sup> to 3<sup>rd</sup> on each apparatus.</p>

	<p>Gymnasts will be required to wear the <b>National track suit</b>. In case of infractions, the respective Federation will receive only 50% of the prize money (as per Technical Regulations, section 1, Art 9.3.3)</p> <p>The national flags of the countries represented by the best 3 gymnasts will be hoisted and the national anthem of the country taken the 1<sup>st</sup> place will be played.</p>
<p><b>PRIZE MONEY</b></p>	<p>The organizing committee will transfer the Prize Money to the bank account of the Federations' concerned in accordance with the Article 10 of the Rules for the FIG World Cup Competitions and Series in Trampoline after the competitions.</p>
<p><b>MEDICAL SERVICES &amp; DOPING CONTROLS</b></p>	<p>The LOC will provide first aid medical services. Physiotherapists will be present during the competitions.</p> <p>The Organizing Member Federation will provide at its own charge of 4 doping controls for Trampoline.</p> <p>Appropriate medical premises will be provided to carry out above mentioned number of doping controls by AMADA (National Anti-Doping Agency).</p>
	<p>This World Cup will be organized according to the FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic and additional measures agreed between the FIG and LOC.</p> <p><b>Before arrival</b></p> <ol style="list-style-type: none"> <li>1) All the participating delegations are recommended to reserve rooms at official hotels through the LOC and use the transport means provided by the LOC, which is very important nowadays.</li> <li>2) DUE TO THE GLOBAL PANDEMIC, ENTERING AZERBAIJAN DIFFERS FROM COUNTRY TO COUNTRY. THE DETAILED INFORMATION IS AS FOLLOWS:</li> </ol> <p>The citizens of <b>BRA, BUL, CAN, ESP, FRA, GBR, GER, LAT, POL, POR and USA at the age of 18</b> (for the moment of arrival to Baku) <b>and over having full Vaccination Certificate or Immune Certificate</b> shall get e-visa through the following link: <a href="https://evisa.gov.az/en/">https://evisa.gov.az/en/</a>. For their entrance into Azerbaijan, it is obligatory to have <b>e-visa, Vaccination Certificate (2 doses at least) or Immune Certificate</b> (validation period – 6 months / issued no later than 6 months at the time of arrival to Azerbaijan).</p> <p><b>The persons who are below 18</b> from the above-mentioned countries will enter Azerbaijan with <b>e-visa (arranged online by the participating Federation)</b>.</p> <p>The e-visa should be received well in advance with the exact arrival and departure dates. If your departure date from your home country differs from arrival date to Baku (e.g., you depart on February 15, but arrive on February 16, the visa date should be from February 15), the visa should include the departure date in order for you not to have any problem with boarding.</p>



**It is the responsibility of the participating Federations** to arrange e-visa for each member of their delegation and inform the LOC about confirmation of e-visa, if not done yet. The confirmation emails and vaccination passports should be sent to the following email address: [administration@agf.az](mailto:administration@agf.az). The Federations, wishing to get visa at the appropriate Embassy of Azerbaijan (if any), should inform the LOC at least one month prior to the official arrival date as this process takes long time.

The members of participating delegations **aged 18 and over who are the citizens of the above-mentioned countries who do not have Vaccination Certificate or Immune Certificate**, will enter Azerbaijan according to the special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan and will get their visas upon arrival at the airport. It is the responsibility of the Federations concerned to inform immediately the LOC ([administration@agf.az](mailto:administration@agf.az)) about persons who do not have Vaccination Certificate \ Immune Certificate and send their passport copies (legible and clear copies), if not done yet. The LOC will request special Authorization only after due information received from the Federations concerned.

- 3) The citizens of **EGY** and **IRI** at the age of 18 / over and below with a full **Vaccination Certificate (2 doses at least) or Immune Certificate**, can get visa at the Embassy of Azerbaijan in Egypt and Iran on the basis of the Authorization obtained from the Ministry of Foreign Affairs of the Republic of Azerbaijan. This is a very long procedure and we need to start this process well in advance. Another option is to get visa at the airport upon arrival in Baku. This second option requires an Authorization from the State Migration Service of the Republic Azerbaijan.
- 4) The citizens of **KAZ** and **UKR** at the age of 18 (for the moment of arrival to Baku) and over should have full **Vaccination Certificate (2 doses at least) or Immune Certificate for their entrance into Azerbaijan**.

**The persons who are below 18** from the above-mentioned countries do not need anything to enter Azerbaijan.

The members of participating delegations **aged 18 and over who are the citizens of the above-mentioned two countries who do not have Vaccination Certificate or Immune Certificate**, will enter Azerbaijan according to the special Authorization received from the Cabinet of Ministers of the Republic of Azerbaijan (the citizens of these 2 countries do not need visa). It is the responsibility of the participating Federations to inform immediately the LOC ([administration@agf.az](mailto:administration@agf.az)) about persons who do not have **Vaccination Certificate (2 doses at least) \ Immune Certificate** and send their passport copies (legible and clear copies) **immediately**. The LOC will request special Authorization only after due information received from the Federations concerned.

**The persons not meeting the relevant criteria mentioned above, will not be able to enter Azerbaijan and will be directed back in the same flight.**


### **Certificate requirements**

All certificates confirming the injection of COVID-19 vaccines recognized by the World Health Organization (WHO) are accepted in the Republic of Azerbaijan. **Minimum of 14 days' period should pass from the second dose of vaccine (or from simple dose in case of 1-dose vaccine) for the moment of arrival to our country.** The same rule is applying to person who is vaccinated with combination of two different vaccines. With the purpose to avoid some possible lags at the border, we strictly recommend to have **COVID-19 Vaccine Certificate** in English. You can submit it in digital or paper format. It is preferable to submit hard copy with QR-code to accelerate the checking process at the border. For more details, please see Appendix 8 (AGF Medical COVID-19 Incident Response Protocols).

**COVID-19 Immune Certificate** (the Certificate of Recovery) confirms that the owner has had COVID-19 infection and passed a PCR test in this regard with a positive result. The validity period of **the COVID-19 Immune Certificate** is 6 months. The date of positive PCR test result in the certificate must be older than **7 days**, unless the appropriate clinic (the doctor) determines otherwise, but not older than 6 months. With the purpose to avoid some possible lags at the border, we strictly recommend to have **COVID-19 Immune Certificate** in English. You can submit it in digital or paper format. It is preferable to submit hard copy with QR-code to accelerate the checking process at the border. For more details, please see Appendix 8 (AGF Medical COVID-19 Incident Response Protocols).

During the stay in Baku:

- 5) In case of symptoms and positive COVID-19 PCR test results, the relevant protocols will be followed (see Appendix 8)
- 6) On the way back home after the competitions, the participants will leave Azerbaijan according to the COVID-19 rules and requirements of the country where they travel. It is the responsibility of the participating Federations to inform the LOC via e-mail if they need to undergo COVID-19 PCR test when they travel back home (if they have not done it yet). In case COVID-19 quick (antigen) test is required in the way back home instead of PCR, it should be communicated to the LOC via email immediately. The LOC will arrange the COVID-19 quick tests and COVID-19 PCR tests before their departure according to the delegations' request. The delegations concerned will be informed about their testing day. Quick testing (25 EUR) or PCR (55 EUR) testing procedure will be executed at delegation's hotels or venue (depending of the competition schedule or time of departure). The costs for these tests shall be covered by the participating Federations.
- 7) Additional tests will be repeated if the individual subsequently has had a contact with someone with documented COVID-19 infection or develops signs or symptoms of COVID-19 infection. The costs of any

	<p>additional tests will be covered by the participating delegations. The number of additional tests could be changed depending on current situation on site and on the basis of decisions of LOC / FIG Officials on charge.</p> <p>8) Participants having signs or symptoms of COVID-19 during the event especially when they are at the hotel, should immediately contact the Head of Delegation and event medical team to arrange the evaluation. Please see Appendix 8 (AGF Medical COVID-19 Incident Response Protocols) for detailed procedures.</p> <p>9) The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.</p> <p>10) Due to the preventive measures connected with COVID-19, the passengers shall come to the airport 4 hours prior to the departure. The LOC will inform the participants about the time leaving the official hotel accordingly.</p>
<p><b>TV &amp; MEDIA COVERAGE</b></p>	<p>Host Broadcaster is Idman TV (Sports Channel of Azerbaijan Television and Radio Broadcasting Closed Joint-Stock Company).</p> <p>Local media representatives covering the events will be accredited according to the FIG Media Rules.</p> <p><u>Social media</u></p> <p><a href="https://www.facebook.com/azegymnastics">https://www.facebook.com/azegymnastics</a>  <a href="https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured">https://www.youtube.com/c/AzerbaijanGymnasticsFederation/featured</a>  <a href="https://twitter.com/azegymnastics">https://twitter.com/azegymnastics</a>  <a href="https://www.instagram.com/azegymnastics/">https://www.instagram.com/azegymnastics/</a>  <a href="https://www.tiktok.com/@azerbaijanguymnastics?lang=ru-RU">https://www.tiktok.com/@azerbaijanguymnastics?lang=ru-RU</a>  <a href="https://t.me/azegymnastics">https://t.me/azegymnastics</a></p>
<p><b>OTHER INFORMATION</b></p>	<p><b>Currency</b> The currency in Baku is Azerbaijani Manat (AZN). For more information's, please, visit: <a href="http://www.cbar.az/">http://www.cbar.az/</a></p> <p><b>GMT:</b> UTC + 4 Hr</p> <p><b>Temperature</b> Average minimum: 2° C Average maximum: 6° C</p> <p><b>Power supply:</b> Voltage 220 volts; frequency 50 Hz. An adapter might be needed.</p> 

<b>APPENDICES</b>	<p><b>Appendix 1 - TRA IND Qualification and Final Competition Cards (2 pages)</b></p> <p><b>Appendix 2 - TRA SYN Qualification and Final Competition Cards (2 pages)</b></p> <p><b>Appendix 3 - Change of Start List</b></p> <p><b>Appendix 4 - Request for Accreditation Changes</b></p> <p><b>Appendix 5 - Layouts</b></p> <p><b>Appendix 6 - Provisional Podium Training Schedule</b></p> <p><b>Appendix 7 - Provisional Detailed Competition Schedule</b></p> <p><b>Appendix 8 - AGF Medical COVID-19 Incident Response Protocols</b></p>
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With Best Wishes,



**Nurlana Mammadzada**  
OC Executive Director