

# Guide to the 1<sup>st</sup> World Mind Sports Games ID&AD Card

## 1 . General Introduction

### A. Purpose of the Guide

The guide gives a detailed introduction of the application procedure, function and application form of the Identity & Accreditation (ID&AD) Card for the 1<sup>st</sup> World Mind Sports Games, providing guidance to all the participating teams and organizations in this aspect and facilitating the management and organization of the 1<sup>st</sup> World Mind Sports Games.

All people to participate in the games need to get valid visas for entering the People's Republic of China.

The ID&AD Card is a major measure for running and ensuring the security of the 1<sup>st</sup> World Mind Sports Games. Once the card is issued, the holder shoulders appropriate responsibilities. The holder must carry the card all the time during the games and may be asked to show it to officials of the Organizing Committee, volunteers or security guards.

### B. Important Dates

Date	Issue
June 25, 2008	The <i>ID&amp;AD Card Guide</i> and <i>ID&amp;AD Card Application Form</i> are sent to all participating teams.
July 28, 2008	The deadline for the participating teams to deliver the <i>ID&amp;AD Card Application Form</i> to the World Bridge Federation (WBF). Application forms, with the accompanying photographs must be sent to the following email address: <a href="mailto:carolwbfl@aol.com">carolwbfl@aol.com</a> (Carol von Linstow) <b>with a copy to <a href="mailto:anna@ecats.co.uk">anna@ecats.co.uk</a> (Anna Gudge)</b>
July 31, 2008	The deadline for the World Bridge Federation to submit <i>ID&amp;AD Card Application Forms</i> to The Organizing Committee.

### C. Important Explanations

1. All players, officials, technical personnel and journalists are required to fill out the electronic ID and AD Card registration application form, which should later on be collected by National Bridge Organisation, taking each delegation as a unit (this is to include all players, officials and journalists from that country). All applicants must also submit their digital photos in the format of JPG, with “**NAME + PASSPORT NO.**” as the filenames.
2. Each National Bridge Organisation should submit the application forms and photos by email to the World Bridge Federation **no later than 28 July 2008**. They are to be sent to Carol von Linstow ([carolwbfl@aol.com](mailto:carolwbfl@aol.com)) with a copy to Anna Gudge ([anna@ecats.co.uk](mailto:anna@ecats.co.uk))
3. Mrs von Linstow will confirm receipt of the application forms & digital photograph

4. The ID registration application form is for the purpose of producing ID cards only. It is not to be used for visa application – a separate form is issued for this purpose (but please see the statement made by the Organising Committee with regard to Visas which is on the website at [www.ecatsbridge.com](http://www.ecatsbridge.com) )
5. On arrival in Beijing, applicants must first complete the registration at registration locations with passports or other valid identification documents, in order to get ID cards and other information. They will not be able to check into a hotel or apartment without completing the ID registration.
6. The OC hopes that all the participants in the games will register in advance. We will have a limited number of ID cards available for the onsite registration of some temporary personnel except journalists. **We expect all overseas journalists to contact their national or regional associations and apply for ID cards along with delegations.** In principle, we won't register journalists on the spot.

## 2. The ID&AD Card

### A Function

The Organizing Committee for the 1<sup>st</sup> World Mind Sports Games will issue the ID&AD Card to all participants.

The ID&AD Card is the games' official ID card. Holders of the ID&AD Card will be able to access the competition venue and other areas specified by the games.

### B. Valid date of the ID&AD Card

The ID&AD card of the 1<sup>st</sup> WMSG will be valid from Sept. 26 to Oct. 22, 2008.

### C. Responsible organizations

<b>Responsible organizations</b>	<b>code</b>
International Mind Sports Association	IMSA
National /regional Sports Federations (National Bridge Organisations)	NSF
International Individual Federations (World Bridge Federation)	IIF (WBF)

### D. The procedure of issuing the ID card

#### 1 ) distributing the application form

The WBF will distribute the following documents to NBOs:

- ◆ The ID&AD Card Guide ( this guide )
- ◆ The ID&AD Card Application Form

#### 2 ) submitting the application form

Each NBO should fill in the following documents and send them back to the WBF by July 28, 2008:

- ◆ The ID&AD Card Application Form with digital photographs
- ◆ The list of members of the delegation to the World Mind Sports Games

Each NBO may send the documents back by email.

### 3 ) confirming the list of delegation members

After receiving application forms from the NBO, the WBF will confirm, by email or mail to the NBO, the list of delegation members to be issued the ID&AD Card. If there is a mistake or mistakes on the application form, the NBO should inform the WBF of the mistake and provide the correct information

### 4 ) issuing the ID&AD Card

When the applicant for the ID&AD Card arrives in Beijing, he/she should go to the registration center of the WMSG and show his passport or other ID to get the ID&AD Card. After the ID&AD Card is activated, it will be given to the applicant, who should keep the card safe.

### E. The deadline for ID&AD Card application

Once the ID&AD card application form and the WMSG list of delegation members have been filled in, they should be submitted to the WBF by July 28, 2008.

### F. Data change

If any change needs to be made in the information provided in the application form after the form has been submitted, the NBO should inform the WBF in writing of the change. If the WBF has not received the change and thus the date for signing the ID&AD Card has been delayed, the Chinese OC will not guarantee that the card will be issued on time.

### G. Lost and damaged cards or cards containing wrong information

Any cards found lost or damaged or containing wrong information by any responsible organization will be cancelled. The damaged cards and cards with wrong information will be withdrawn. The documents signed by the president or the secretary general of the responsible organizations or the director of the relevant department are to be returned to the Chinese OC and they should specify the reason for the cancellation or the re-issuing of the card. Correct information should also be provided if necessary in case of cards containing wrong information.

### H. Issuing the ID&AD Card

The Chinese OC will start issuing the ID&AD Card at the registration center on Sept. 29, 2008. Each responsible organization should get their cards with the applicants' passports or other IDs.

The registration center is located at the Beijing International Convention Center and open 9:00-19:00

### 3. Filling in the Application Form

Please read this guide carefully before you start filling in the Application Form, by following the steps shown in Appendix E.

Concerning the classification and identification of the ID&AD card applicant, please choose the application form that corresponds to the identity of the applicant and category of the ID&AD card specified in Appendix 3 and fill it in. The WBF will check the related information on the ID&AD card application form. All the items on the ID&AD card application form should be filled out capital letters or numbers by means of a typewriter or computer. Accompanying personnel should write down the inviter's name when filling out the ID&AD card application form.

Please do not use words such as "ditto", "ibidem" or "N/A" when filling in information.

#### **(1) Responsible Organization**

This should be the name of your National Bridge Organisation (for example The English Bridge Union or South African Bridge Federation. In the case of WBF personnel (Officials, staff etc) it is the World Bridge Federation.

#### **(2) Family Name**

The family name on the ID&AD card application form should be the same as the family name on personal passport, ID card or travel certificate of the ID&AD card applicant.

#### **(3) Given Name**

The given name on the ID&AD card application form should be the same as the given name on personal passport, ID card or travel certificate of the ID&AD card applicant.

#### **(4) Name in Chinese Character if You Have**

If you have a Chinese name, please fill in Chinese name.

#### **(5) Date of Birth**

The dd/mm/yyyy format is adopted when filling in the date of birth. For instance, if born on January 8, 1982, 08/01/1982 should be correct, not 8/1/1982. The date of birth should be the same as the date of birth appeared on the passport, ID card or travel certificate.

#### **(6) Gender**

The male ID card applicant should draw an "X" in the frame of M sign, leaving the frame of F sign blank.

The female ID card applicant should draw an "X" in the frame of F sign, leaving the frame of M sign blank.

#### **(7) Nationality**

Fill in nationality according to the full name listed in Attachment B. The nationality should be the same as the nationality on the passport and travel certificate.

### **( 8 ) Identification Document**

Mark "X" in the box of the applied identification type. Number, Organization of issue, date of expiry must match information printed on the applied identification.

The area called "Approve Organization" means the authority issuing your passport – for example in England this would be UKPA (UK Passport Authority). This

will be written on your passport.

Applicants who hold long term identification cards of The People's Republic of China should fill in the date of expiry as Jan 1<sup>st</sup>, 2030.

#### **( 9 ) Permanent Address**

Please fill in the blanks with your current full address including country. Applicants who hold identification cards of The People's Republic of China may use the address on the I.D to fill.

#### **( 10 ) Sport or Discipline**

Fill in the blanks in accordance with the names of events and codes in Attached List D. In the case of Bridge, the Sport is Bridge and the Code is BR. Applicants who are not competing in any event don't need to fill in this item.

#### **( 11 ) Function**

Mark "X" in the square of the applied function. Choose one only.

**( 12 ) Photo – please see the document provided on the website that suggests the best way of obtaining this photograph ... just go to [www.ecatsbridge.com](http://www.ecatsbridge.com) and follow the links to Beijing information and you will see the link – alternatively you can email [anna@ecats.co.uk](mailto:anna@ecats.co.uk) who will send you a copy.**

Applicants are required to provide digital photos and meet the following requirements:

- It must be in the format of JPG
- Resolution : 300Pixels/Inch
- Size : 413Pixels\*531Pixels
- Printing Size: 35 mm x 45 mm ( W x H )
- File Size :45K~100K (the digital photograph will probably need to be saved at medium resolution in order for the file size to be correct.)
- Digital photos shall be returned with the electronic application.
- File Name : **Last name\_Given name\_Passport No. This is extremely important so that we can identify the photograph and ensure it is included with the correct ID Application form**

## Attachment A Responsible organization and its code for ID&AD card application

Organization	Abbreviation
International Mind Sports Association	IMSA
World Bridge Federation	WBF
World Chess Federation	FIDE
International Go Federation	IGF
World Draughts Federation	FMJD
World Xiangqi Federation	WXF
National /regional Sports Federations	NSF

## Attachment B Country/area and its code

Country/Area	Code	Country/Area	Code
Afghanistan	AFG	Latvia	LAT
Netherlands Antilles	AHO	Libyan Arab Jamahiriya	LBA
Albania	ALB	Liberia	LBR
Algeria	ALG	Saint Lucia	LCA
Andorra	AND	Lesotho	LES
Antigua and Barbuda	ANT	Lebanon	LIB
Argentina	ARG	Liechtenstein	LIE
Armenia	ARM	Lithuania	LTU
Aruba	ARU	Luxembourg	LUX
American Samoa	ASA	Macau, China	MAC
Australia	AUS	Madagascar	MAD
Austria	AUT	Morocco	MAR
Azerbaijan	AZE	Malaysia	MAS
Bahamas	BAH	Malawi	MAW
Bangladesh	BAN	Republic of Moldova	MDA
Barbados	BAR	Maldives	MDV
Burundi	BDI	Mexico	MEX
Belgium	BEL	Mongolia	MGL
Benin	BEN	Macedonia	MKD
Bermuda	BER	Mali	MLI
Bhutan	BHU	Malta	MLT
Bosnia and Herzegovina	BIH	Monaco	MON
Belize	BIZ	Mozambique	MOZ
Belarus	BLR	Mauritius	MRI
Bolivia	BOL	Mauritania	MTN
Botswana	BOT	Myanmar	MYA

Bahrain	BRN	Namibia	NAM
Brunei	BRU	Nicaragua	NCA
Bulgaria	BUL	Netherlands	NED
Burkina Faso	BUR	Nepal	NEP
Central African Republic	CAF	Nigeria	NGR
Cambodia	CAM	Niger	NIG
Canada	CAN	Norway	NOR
Cayman Islands	CAY	Nauru	NRU
Congo	CGO	New Zealand	NZL
Chad	CHA	Oman	OMA
Chile	CHI	Pakistan	PAK
China	CHN	Panama	PAN
Cote d'Ivoire	CIV	Paraguay	PAR
Cameroon	CMR	Peru	PER
Democratic Republic of the Congo	COD	Philippines	PHI
Colombia	COL	Palestine	PLE
Comoros	COM	Palau	PLW
Cape Verde	CPV	Papua New Guinea	PNG
Costa Rica	CRC	Poland	POL
Croatia	CRO	Portugal	POR
Cuba	CUB	D. P. R. Korea	PRK
Cyprus	CYP	Puerto Rico	PUR
Czech Republic	CZE	Qatar	QAT
Denmark	DEN	Romania	ROM
Djibouti	DJI	South Africa	RSA
Dominica	DMA	Russia	RUS
Dominican Republic	DOM	Rwanda	RWA
Ecuador	ECU	Samoa	SAM
Egypt	EGY	Senegal	SEN
Eritrea	ERI	Seychelles	SEY
El Salvador	ESA	Singapore	SIN
Spain	ESP	Saint Kitts and Nevis	SKN
Estonia	EST	Sierra Leone	SLE
Ethiopia	ETH	Slovenia	SLO
East Timor	ELS	San Marino	SMR
Fiji	FIJ	Solomon Islands	SOL
Finland	FIN	Somalia	SOM
France	FRA	Sri Lanka	SRI
Federated States of Micronesia	FSM	Sao Tome and Principe	STP
Gabon	GAB	Sudan	SUD
Gambia	GAM	Switzerland	SUI
Great Britain	GBT	Suriname	SUR
Guinea-Bissau	GBS	Slovakia	SVK
Georgia	GEO	Sweden	SWE
Equatorial Guinea	GEQ	Swaziland	SWZ

Germany	GER	Syrian Arab Republic	SYR
Ghana	GHA	United Republic of Tanzania	TAN
Greece	GRE	Tonga	TGA
Grenada	GRN	Thailand	THA
Guatemala	GUA	Tajikistan	TJK
Guinea	GUI	Turkmenistan	TKM
Guam	GUM	Togo	TOG
Guyana	GUY	Chinese Taipei	TPE
Haiti	HAI	Trinidad and Tobago	TRI
Hong Kong, China	HKG	Tunisia	TUN
Honduras	HON	Turkey	TUR
Hungary	HUN	United Arab Emirates	UAE
Indonesia	INA	Uganda	UGA
India	IND	Ukraine	UKR
Islamic Republic of Iran	IRI	Uruguay	URU
Ireland	IRL	United States of America	USA
Iraq	IRQ	Uzbekistan	UZB
Iceland	ISL	Vanuatu	VAN
Israel	ISR	Venezuela	VEN
Virgin Islands	ISV	Vietnam	VIE
Italy	ITA	Saint Vincent and the Grenadines	VIN
British Virgin Islands	IVB	Yemen	YEM
Jamaica	JAM	Yugoslavia	YUG
Jordan	JOR	Zaire	ZAI
Japan	JPN	Zambia	ZAM
Kazakhstan	KAZ	Zimbabwe	ZIM
Kenya	KEN		
Kyrgyzstan	KGZ		
Korea	KOR		
Saudi Arabia	KSA		
Kuwait	KUW		
Laos People's Democratic Republic	LAO		



**Attachment C ID&AD card categories, competition venues and access zones**

<b>Category</b>	<b>Color</b>	<b>Organization</b>	<b>Function</b>	<b>Venue</b>	<b>Zone</b>
<b>A</b>	Gold	IMSA	President Vice President Honorary President Honorary Vice President Secretary General Director General Chairman of Standing Committee Technical Director Executive Board Member and One accompanying guest of each person	∞ MPC	0
		IIF	President Vice President Secretary General and One accompanying guest of each person		
		BOCWMSG	Honorary Chairman Chairman Executive Chairman Vice Chairman Secretary General and One accompanying guest of each person		
<b>B</b>	Silver	IF	Member of the Executive Board	∞	0
		IMSA	Staff Members		
		BOCWMSG	Director Deputy Director Deputy Secretary General Official	MPC	
<b>C</b>	Blue	BOCWMSG	Manager Manager Assistant	∞ MPC	1 , 2
<b>D</b>	Yellow	IIF	Technical Official Jury Member Referee Staff Members	Own Sports	1 , 2
<b>E</b>	Red	E	Media	∞ MPC	3 , 4

<b>F</b>	Green	NSF (i.e. National Bridge Organisation)	Athlete Captain Coach Staff	Own Sports MPC	1
<b>G</b>	Purple	G	VIP	∞ MPC	0
<b>Gi</b>	Orange	Gi	Executives of Official Partner Executives of Official Sponsor	∞ MPC	1 , 2 , 5
<b>Gt</b>	Brown	Gt	Distinguished Guests	∞ MPC	1 , 2 , 5

<b>Competition Venues</b>	<b>Codes</b>
All Competition Venues	α
Main Press Center	MPC

<b>Areas</b>	<b>Codes</b>
All Areas	0
Competition Area	1
Administrative & Operational Area	2
Media Operational Area	3
TV Right-Holder's Area	4
VIP Lounge	5

**Attachment D Event and its code**

<b>Event</b>	<b>Codes</b>
Bridge	BR
Chess	CH
Go	GO
Draughts	DR
Xiangqi	XQ

Attachment E ID&AD card application form (sample)

 <p><b>The 1st World Mind Sports Games</b> <b>Identity &amp; Accreditation Card</b> <b>Application Form</b></p>		
1) Responsible Organization <b>CHINESE XIANGQI ASSOCIATION</b>		<div style="border: 1px solid black; padding: 20px; text-align: center;"> <b>PHOTO</b> (35mm×45mm)                 </div>
2) Family Name <b>WANG</b>		
3) Given Name <b>HE</b>		
4) Name in Chinese Character if You Have <b>王贺</b>		
5) Date of Birth/(dd/mm/yyyy) <b>23 / 02 / 1984</b>	6) Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F	
7) Nationality/国籍 <b>CHINESE</b>		16) Function (Indicate one) <input checked="" type="checkbox"/> Athlete <input type="checkbox"/> Captain <input type="checkbox"/> Coach <input type="checkbox"/> Staff
8) Identification Document/证件	Type <input type="checkbox"/> Passport <input checked="" type="checkbox"/> Identity Card <input type="checkbox"/> Travel Document	
	Number <b>230102198402235837</b>	
	Approve Organization – this is the organization which issued your passport <b>BEIJING SECURITY BUREAU</b>	
	Expiry Date(dd/mm/yyyy) <b>01 / 08 /2009</b>	
9) Permanent Address <b>02 RENMIN STREET,BEIJING, CHINA</b>		
10) Sport or Discipline <b>BRIDGE</b>	Code <b>BR</b>	
should be typewritten in CAPITAL LETTERS in English.		