

The European Individual Championships, hereinafter referred to as "the Championships" or as "the Event", shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter "CI" of the ETTU Handbook, and according to these Directives applicable for the Event.

The relevant rights and obligations for the Organising Association are listed in these Directives which must be respected and fulfilled by the Organising Association. The Organising Association and ETTU shall work in close co-operation.

1. PARTIES INVOLVED

ETTU – European Table Tennis Union, (Secretary General (SG), **Competition Director (CD)**, Referee (REF) and Marketing Manager (MM)

The Organising Association - represented during the Event by an Event Manager or Tournament Director, to be appointed by the Organising Association (LOC)

2. FINANCIAL PROVISIONS

2.1. ORGANISING LEVY

In accordance with Regulation CI 5.1 (with the first directive version adopted after the 2026 ETTU Congress being applicable), the LOC must pay the organisation levy to the ETTU within one month of the conclusion of the Championships. The organisation levy proposed for the 2026 Congress is set at €30,000.

2.2. INSURANCE

The LOC must arrange cancellation, abandonment, and liability insurance to cover losses arising from necessary or unavoidable cancellation, disruption, curtailment, postponement, or abandonment of the Event. A copy of the signed insurance must be sent by email to the ETTU Secretary General and Vice-President for Finance as soon as available, and no later than 3 months before the Event. The ETTU Secretary General and Vice-President for Finance will keep the content of this insurance confidential and will review it only for control purposes.

2.3. ADVERTISEMENTS PRODUCTION

The costs for the production of all advertisements shall be at LOC's charge.

2.4. INCOME RIGHTS

See detail under item 9.

2.5. BUDGET CONTROL

The LOC shall regularly update the ETTU President, Vice-President for Finances and Secretary General, upon their request, on the ongoing position of their relative budget.

2.6. LIABILITIES

The LOC is responsible for complying with all requirements laid down in these Directives. Failure to comply with one or more major provisions may result in penalties imposed by the Executive Board in accordance with the Event Agreement.

3. VENUE AND SPORT FACILITIES

3.1. PLAYING HALL (seating capacity of at least 4000 persons)

The LOC shall submit the proposed plan of arrangements for the playing hall (showing in particular the playing areas, the umpires and referees tables, the call area, the racket control centre, the seats for vips, players/coaches, officials, umpires, the medical, the media and the photographers) to the ETTU/CD, ETTU/SG for approval not later than six (6) months before the Event.

The LOC shall submit a proposed in- and outside venue branding visual to the ETTU/CD, ETTU/MM for approval not later than six (6) months before the Event.

The layout of the playing hall must contain the following:

- layout of the FoP in real proportion
 - VIP seating
 - commentator seats/area
 - physiotherapists' seats/area
 - participating delegations' seats/area
 - walkways
 - coaches chairs
 - competition tables
 - entry point
 - exit point
 - players' entry branched arrangement
 - camera positions for TV production (2 tables)
 - camera positions for additional 6 tables which will be covered with streaming
 - mix zone position
 - fast mixed zone position
 - competition management, media and technical tables/area
- it must be only one entry and only one exit point, preferably on the opposite sides of the hall

3.1.1. FIELD OF PLAY

- required number of tables:

days 1-4	8 tables
day 5:	4 tables
day 6:	2 tables
days 7-8:	1 table
- required number of show courts : **2**
- show court size: minimum 16,8x8,4 m
- show court surroundings: LED surroundings
- required number of regular courts : **6**
- regular court size: minimum 14x7m
- regular court surroundings: LED surroundings or B boards

TV courts:

Requirements:

number of TV courts :	2 (Show Courts)
TV production days:	days 1-6: 2 tables days 7-8: 1 table
lighting:	minimum 1600 Lx
surroundings :	LED screens
height of the LED screen:	not higher than 50 cm
show court table:	No later than 3 months prior event, ETTU approval or confirmation of the show court design is required.
TV production:	it is necessary to provide sufficient space for the needs of TV cameras

Live Streaming Courts:

Requirements:

number of streaming courts:	days 1-4: 6 tables day 5: 2 tables
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The layout of the streaming courts must consider the march-in procedure and easy connection with the mixed zone.

Streaming camera must have clear view to the FoP of each streaming court. Cameras' position must be approved by ETTU.

3.1.2. MULTI BALL SYSTEM

Multiball system shall be implemented on all TV produced matches each day and on all tables on days 5-8 when the competition will be played on 4 tables or less than 4 tables. The LOC must provide sufficient volunteers, preferably "youngsters", who will collect the balls. 4 ball

3.1.3. LIGHTING

The lighting conditions at the streaming courts shall be similar for all playing courts. The lighting level shall be at least one thousand (1,000) LUX. The lighting sources have to be fixed at least five (5) meters above the floor, vertically above the playing area

The background shall be kept dark. Daylight coming in through windows or other openings or apertures is strictly forbidden.

The tables' direction must be arranged in order to minimise lighting reflection on the tables.

On the TV tables (show courts), the minimum lighting level shall be 1600 LUX.

3.1.4. FLOORING

The floor of all playing courts shall be an ITTF-approved sports floor (see detail under 3.2). ETTU opted out from ITTF regulation 3.2.5.5 "There may be up to 6 advertisements on the floor of the playing area"

but decided there should be no more than 8 commercial floor advertisements per field of play.

In the practice hall, the flooring must be the same as in the playing hall.

Subflooring: the wooden floor (quality proved) or any other sports floor is a mandatory requirement as a subfloor. It is not allowed to put the ITTF approved floor on the concrete floor, or any other similar floor

3.1.5. HEATING AND AIR-CONDITIONING

The temperature in all playing areas (including the practice hall) must be between 18 to 25 degrees Celsius.

3.1.6. CHANGING ROOMS

There shall be sufficient male and female changing rooms for both players and officials with sufficient showers and toilets and preferably with lockers for clothing.

Recommendation:

- 4 male and 4 female changing rooms for players
- 1 male and 1 female changing rooms for match officials

3.1.7. PLAYERS, COACHES AND MATCH OFFICIALS LOUNGE

3.1.7.1. PLAYERS LOUNGE

The player's lounge area must be big enough to accommodate 80 persons at the same time in case accommodation is not within walking distance (max. 10 minutes) or more than ten minutes of driving time.

In the players lounge the LOC shall provide the following:

FOOD AND BEVERAGES

- hot drinks (coffee, tea)
- fruits (banana, apple, pear, grapes)
- snacks, cookies

REST ROOM AREA

- tables and chairs
- deck chairs
- pilates balls
- mats

In case accommodation is within walking distance from the venue, players lounge can be smaller without deck chairs.

3.1.7.2. COACHES LOUNGE

The coaches' lounge area must be big enough to accommodate 25 persons at the same time

In the coaches lounge, the LOC shall provide the following:

FOOD AND BEVERAGES

- hot drinks (coffee, tea)
- fruits (banana, apple, pear, grapes)
- snacks, cookies

REST ROOM AREA

- tables and chairs

3.1.7.3. MATCH OFFICIALS LOUNGE

The match officials lounge area must be big enough to accommodate 30 persons at the same time. The match official's lounge must be nearby the call area.

In the match officials lounge, the LOC shall provide the following:

FOOD AND BEVERAGES

- hot drinks (coffee, tea)
- fruits (banana, apple, pear, grapes)
- snacks, cookies

In case accommodation is not within walking distance and lunch is not foreseen in the venue, snacks (sandwiches, salad, etc...) have to be provided in the match officials lounge.

3.1.8. CALL AREA

Call area must contain the following :

- 8 tables for umpires
- 3 bigger tables for the referee team and umpire's manager
- 2 halves of playing table for the ball selection
- 8 boxes for the ball selection
- 250 envelopes and stickers

Racket control centre

There shall be an appropriate room for racket testing, connected with call area, equipped with tables and chairs for at least four (4) persons and with constant influx of fresh air.

The power socket for three devices is a mandatory requirement in the racket control centre.

3.1.9. MEDICAL ROOM AND SERVICE

There shall be special rooms for medical and physiotherapy services for women and men, each equipped with two massage table(s) and a refrigerator in each room.

One or more safety lockers shall be provided to the medical teams.

During the whole competition seats close to the playing area shall be allocated to team doctors and team physiotherapists.

The medical service in the playing hall (including the permanent presence of a medical doctor during the whole duration of the Event) shall be capable of dealing with apparently minor illnesses or injuries. For more extensive treatment, a suitable medical centre or hospital nearby shall be available.

3.1.10. ANTI-DOPING CONTROL FACILITIES

There shall be necessary facilities to allow doping controls in conformity with the applicable regulations

The anti-doping facilities ("Doping Control Station") reasonably separated from public activity, consists of:

- one private room exclusively dedicated for use by the DCO ("DCO room") with one desk, two chairs

- a waiting room/area with a suitable number of chairs (minimum 8) as well as an appropriate amount of individually sealed, non-caffeinated and non-alcoholic beverages, which includes a
- one or more private and clean bathroom/toilet, adjacent or as near as possible to the DCO room and waiting area
- six towels for the athletes;
- two male and two female staff members/volunteers able to act as chaperones

3.1.11. ETTU ROOMS

There shall be a meeting room for the ETTU Executive Board with a capacity for 15 persons, either in the playing hall or in the hotel of accommodation, during the whole duration of the Event. The ETTU meeting room must be equipped with a screen and required connections (for presentations or online hybrid meetings), a coffee machine and water

In the main hall there shall be special rooms with appropriate furnishings including a colour printer, copy machine etc, internet connection and refreshments for the ETTU President and the ETTU/SG during the whole duration of the Event.

In the main hall there shall be a room with appropriate furnishings and internet connection for ETTU staff and officials.

3.1.12. CONGRESS ROOM

The LOC must provide:

One (1) congress hall for one-hundred-twenty (120) persons classroom style for the ETTU

Congress according to the layout provided by ETTU, available starting latest from 6 pm of the

- a main screen and 2 further screens (TV screens) and a monitor screen (for speaker's view)
- 1 mobile and 2 fix at EB table and 1 fix at the speakers lectern
- projector
- the video signal for PC
- sound system
- WIFI internet access (minimum 50/50 Mbps) with separate network dedicated only for Congress purposes
- sufficient chairs and tables
- a podium for the ETTU EB
- a rostrum (lectern)
- 1 technician available during set-up the evening before the Congress and during the Congress
- a voting cabin inside the Congress room
- a printer with minimum 500 sheets of white Din A4 paper
- ETTU branding (covering EB table front, backdrop etc) in coordination with the ETTU MM

Lunch must be provided by the LOC to all Congress participants at the Congress venue. During the morning break, hot beverages and snacks must be provided.

Transportation must be provided by the LOC to all Congress participants in case the Congress hall is not within walking distance from the hotels or playing venue free of charge.

Congress layout proposal:



3.1.13. COMPETITION AND MEDIA TABLE

There shall be a platform (with sufficient tables to accommodate 20 chairs) for the tournament conduct with all facilities for the tournament control.

A separate platform for the LOC and ETTU media teams nearby the mixed zone may be arranged if possible (minimum 6 seats for ETTU).

3.1.14. INTERNET

During the whole Championships, in the venue must be separate networks (free of charge) as follows :

- network for the ETTU Result Management Team
- network for the ETTU Media Team
- network for the streaming and TV team
- network for the accredited persons
- network for press and media

The professional IT technicians (Internet network specialists) must be on duty in the venue during the whole Championships

3.1.14.1. Network for the ETTU Result Management Team

Connectivity:	LAN
Number of connections :	6
Minimum download/upload speed :	200Mbps/200Mbps
output devices:	TV screens, Cube screen...

3.1.14.2. Network for the ETTU Media Team

Connectivity:	wi-fi and LAN
Number of connections :	6
Minimum download/upload speed :	200Mbps/200Mbps

3.1.14.3. Network for the online streaming team

Connectivity:	wi-fi and LAN
Number of connections :	10
Minimum download/upload speed :	200Mbps/200Mbps

3.1.14.4. Network for the accredited persons

Connectivity:	wi-fi
Number of connections :	400
Minimum download/upload speed :	50Mbps/10Mbps

3.1.15. DRAW ROOM

The LOC shall provide a room with a capacity of 40 persons as draw room and to be used also for the first Jury meeting with the team delegates. Chairs and tables shall be available. There shall be a Jury meeting room for daily Jury meetings

Draw room requirements:

- projector or TV screen minimum 65" and sound system
- three big tables (in total 6 meters length)
- two transparent bowls (size shall be big enough to include up to 32 drawing balls of 8cm diameter each)

3.2. EQUIPMENT

Only ETTU Suppliers Pool Members can be equipment supplier at ETTU events.

ETTU has the right to appoint the equipment supplier via official tender.

The LOC may buy the right from ETTU to run the equipment tender by themselves.

Should the LOC have sufficient quantity and quality of ITTF approved flooring available and wishing to use this flooring for the Championships, the LOC must submit this request while applying to host for the Championships. If such floor is from a non ETTU supplier pool member, ETTU may grant permission to LOC to use that floor but without granting any advertisement of the flooring supplier. The details including finances regarding such acceptance and also regarding an eventual complete equipment rights transfer must be agreed latest in the Event agreement between ETTU and LOC.

In case the Championships through its tender gets no or no satisfactory offer from the ETTU supplier pool members on the flooring, the Championships may get an offer from another flooring supplier which however the ETTU supplier pool members have the right to match (Matching offer right).

Excluded from the available equipment right is :

- the official ball supplier (confirmed brand: Nittaku) which in addition benefits from rights as laid down in Annex 2.

The ball supplier will supply the LOC with 360 dozens (4320) balls.

- the Referees and umpires clothing including the advertisement space on umpires clothing (ETTU right).

Additional note: ETTU opted out from ITTF regulation 3.2.5.6.6 which says "There shall be no advertisement, name of table, name or logo of the manufacturer or supplier of the table on the undercarriage, except if the table manufacturer or supplier is the title sponsor of the tournament."

3.3. WARMING UP, PRACTICE HALL AND PRACTICE, PLAYING SCHEDULE

3.3.1. WARMING UP HALL

There shall be a practice room/hall, preferably inside the building of the playing hall or very close to it (maximum 3 minutes walking distance).

Practice hall requirements:

- number of tables: minimum 16 tables (same brand and type as it is in the main hall)
- flooring: the same floor as it is in the main hall
- subflooring: wooden floor, sports floor
- lighting: minimum 800 Lx
- lighting source: minimum 4m above the floor, vertically above the playing area

3.3.2. PRACTICE HALL

There shall be a practice room/hall, preferably inside the building of the playing hall or very close to it (maximum 10 minutes walking distance). Practice hall is needed for the first three days of the Championships

Practice hall requirements:

- number of tables: minimum 12 tables (same brand and type as it is in the main hall)
- flooring: ITTF approved floor
- subflooring: wooden floor, sports floor
- lighting: minimum 800 Lx
- lighting source: minimum 4m above the floor, vertically above the playing area

3.3.3. PRACTICE SCHEDULE

Practice in the Practice Hall shall be available:

- two days before the start of the Championships
- first three days of the Championships, one hour before the first match starts until the last match of the day

Practice in the Warming Up hall shall be available:

- two days before the start of the Championships
- each day of the Championships, two hours before the first match starts until the last match of the day

Practice in the Main Hall shall be available:

- one and half day before the start of the Championships
- each day of the Championships, two hours before the first match starts

A time schedule for practice, both in the practice and in the main hall, will be prepared and confirmed by the ETTU CM.

3.3.4. PLAYING SCHEDULE

The playing schedule (time slots and table numbers for all matches) will be confirmed by ETTU and published 1 month before the Championship starts.

3.4. EXHIBITION/TRADE STANDS:

The LOC must provide the following sales booths inside the competition venue:

- of thirty (30) m2 space for the title sponsor (best position), free of charges*
- of twenty-five (25) m2 space for the official balls supplier, free of charges
- of twenty-five (25) m2 space for the official equipment suppliers, free of charges
- of fifteen (15) m2 space for each major sponsor (confirmed by ETTU), free of charges*
- of twelve (12) m2 space for the official timekeeper sponsor, free of charges*
- of twelve (12) m2 space to each ETTU Supplier Pool member but only to those who have confirmed until deadline date as agreed between LOC and ETTU

• the LOC must provide these sales booths built and accessorised with perimeter walls and front desk and must provide with security to either securely lock access (over night) or provide with a separate storage room, free of charges. The LOC must put volunteers or personnel at disposal to help and support each brand / partner having a sales booth.

• LOC cannot sell any exhibition/trade space to companies marketing products belonging to the same category (categories) than as those marketed by the Event Sponsors or 'ETTU Suppliers Pool' members.

• members of the 'ETTU Suppliers Pool' may handle their sales booth directly or through their local retailer.

* only in case ETTU confirms sponsor

• LOC must indicate at the hosting application a detailed venue plan with dedicated spaces for

4. ACCOMMODATION / TRANSPORTATION

4.1. HOTEL

All players, coaches, officials and referees/umpires shall be accommodated in as few hotels as possible.

The LOC must endeavour to accommodate players, coaches, officials and delegates from an Association in the same hotel.

The LOC must offer the accommodation to the NA-s in a:

- minimum one 3 stars hotel
- minimum one 4 stars hotel

All hotels shall have single and double occupancy options

The hotels shall be preferably within walking distance, but anyway not more than 30 minutes (in rush hours) by car or bus, from the playing hall.

The LOC must provide the accommodation to VIP persons in a minimum four stars hotel (suite or single rooms occupancy)

The LOC must provide the accommodation to all ETTU nominated persons (Executive Board, Committee Chairs, Officials, staff, Honorary members and ETTU guests) in the same hotel which is minimum a four stars hotel (each in single rooms occupancy)

The LOC must provide accommodation to the match officials in at least a three stars hotel (double room occupancy with twin beds mandatory for umpires, otherwise single rooms, and single room occupancy mandatory for the referee team).

4.2. HOSPITALITY

The organising Association shall cover 100% of the cost of hospitality, on a double occupancy basis, from the evening before the championships begin until the morning after they end for up to 3 persons (1 male player, 1 female player and a non-playing coach) of an Association that has entered.

The organising Association shall provide free hospitality from the evening before the ETTU Congress until the morning after the ETTU Congress for 1 delegate from each Association attending the ETTU Congress during the championships. A delegate, nominated by an Association to attend the ETTU Congress and receiving free hospitality, not attending the ETTU Congress shall be required to reimburse the organising Association

The LOC must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for all:

- Executive Board members,
- ETTU Sub-Committee Chairs or their deputies,
- Club Competitions Official,
- Medical and Anti-Doping Official,
- Competition Managers *,
- Honorary Members,
- 10 ETTU staff members
- 15 persons providing different services for the Event (tbc by ETTU)
- 3 members of the Swaythling Club International (SCI)
- 10 ETTU Guests
- ETTU sponsors / suppliers / partners (15 persons)
- all invited foreign umpires
- all invited foreign Referees *
- the CD or CM at the pre-inspections

** the LOC must provide free hospitality from the evening two days before the Championships begin until the morning after they end, plus reimburse the travel expenses.*

The LOC must provide free hospitality for up to 3 persons from ETTU (listed above) starting from the evening 5 days before the Championships begin.

The participating Associations must use the accommodation provided by the LOC

The hospitality costs include:

- accommodation in a high-level hotel (checked by ETTU),
- all meals of high quality,
- the return transportation from the nearest international airport/railway station to the hotel and venue,
- the shuttle bus transportation during the competition hall/hotel,

- the accreditation to the competition with guaranteed seats for the final matches.

An Association cancelling a person from their registered delegation after the deadline of the final entries and up to 15 days before the championships starts has to pay a cancellation fee of 100 € per person to the organising Association.

An Association cancelling a person from their registered delegation during the last 14 days before the championships or arriving with less persons than registered, has to pay 100 % of the hospitality costs for every person and for the whole period this person was initially registered.

4.3. MEALS

Meals shall be provided either in the playing hall (separate room) or in the hotel of accommodation. Lunch must be provided in the venue with minimum capacity for 200 persons.

Lunch and dinner menus shall be proposed 3 months in advance and approved by the ETTU.

Lunch and dinner in the form of a buffet are recommended, with the following minimum requirements (each meal):

- hot starter dish e.g. soup.
- red meat option, as main dish
- white meat option, as main dish
- fish dish (boneless), as main dish
- side dish e.g. pasta, rice, potato
- additional cooked vegetables
- salad
- two types of bread, in white and brown
- flavourings and oils including but not limited to olive oil, vinegar, tabasco etc.
- Minimum two cakes for dessert.
- Varieties of fruit and yoghurt for dessert.

Meal times:

Breakfast:	06:30-10:00
Lunch:	12:30-16:30
Dinner:	18:30-22:30 or 30 minutes after the last match finished if dinner is at the venue) or 30 minutes after the last shuttle arrives at the hotel (if dinner is served at the hotel)

Meals shall be arranged to keep the waiting lines as short as possible; in any case, the waiting time shall not exceed 10 minutes. The recommendation is to have a minimum of 3 lines where accredited persons can take the meals.

4.4. WATER

Water must be free of charge in sufficient quantity for all accredited persons during the Championships.

Water shall be available in gallons only.

Using tap water cannot be a substitute.

Water must be available in the playing hall, practice hall and dining rooms.

4.5. TRANSPORTATION

The LOC shall provide free transportation for all participants as follows:

- at their arrival, from the nearest international airport and railway station to the hotel or playing hall; the waiting time at the airport/train station shall not exceed 10 minutes
- at their departure, from the hotel or playing hall back to the respective airport and railway station; the teams arrival at the airport/railway station must be 120 minutes before the scheduled flights (if there is no other request from the NA-s)

Where necessary (if the hotel of accommodation is not within walking distance; walking distance - **walking time not longer than 10 minutes**), a regular and frequent transport service (shuttle bus) must be provided

The shuttle bus requirements:

- during the competition days, arrival of the first shuttle to the venue must be 105 minutes before the start of the first match
- during the competition days, the last departure must be 15 minutes after the last match is over in case dinner is served in the hotel. If dinner is served in the venue, the departure of the last shuttle is 45 minutes after the last match is over.
- during the competition days, the frequency of the shuttle shall be between 30-45 minutes
- during the official practice days, the frequency of the shuttle is 60 minutes
- the number of buses needed for the transport must be sufficient to transfer:

morning shifts : 120 persons

daily shifts (if meals are served in the venue): 80 persons

daily shifts (if meals are served in the hotel): 120 persons

evening shifts : 120 persons

The Competition Manager will decide on the timing of each shift

The LOC must arrange for 2 separate cars and drivers for ETTU (mainly to be at the disposal of the ETTU President and ETTU sponsors). ETTU and LOC will each confirm the persons in charge to arrange for the daily schedule of the VIP transportation.

The LOC must arrange for up to 10 parking spaces for ETTU in the parking of the official hotel and in the closest parking at the competition venue, free of charges.

5. PROTOCOL

All protocol questions directly related to the Event shall be fixed between the ETTU/SG or CD/CM or MM (depending on the type of protocol) and the LOC Event Manager/Tournament Director.

5.1. VIP ACCREDITATION, VIP TICKETS, REGULAR TICKETS AND ACCESS

5.1.1. VIP ACCREDITATION

VIP accreditation shall be provided by the LOC free of charges to:

- 2 Delegates per member Association (only to persons registered as Congress delegate)
- ETTU for all Board members, Honorary members, committee chairs or deputy chairs, officials, staff, guests, sponsors, partners and suppliers (60 persons in total). ETTU will confirm the final LOC shall confirm within 3 months before the Championship the cost of additional VIP accreditations which ETTU and or the member Associations may buy in case of need. LOC shall also confirm the "upgrade" cost from a regular accreditation (booked by NAs) to a VIP accreditation.

5.1.2. VIP TICKETS AND REGULAR TICKETS

Additional 20 VIP (access to VIP seating and VIP room) and 40 regular tickets (access to regular seating only) per day must be provided to ETTU free of charges. The sponsors and partners access and hospitality is laid down in Annex 2

5.1.3. ACCESS

The Accreditation cards layout will be prepared by ETTU. ETTU will confirm for its personnel and its stakeholders the required access fields. The LOC is responsible for the production (printing and assembling) of all accreditation cards.

The LOC must ensure that every individual purchasing entry tickets or entering the venue is informed of and accepts the terms and conditions.

These include agreeing to:

- Comply with all ITTF and ETTU rules, regulations, directives and policies,
- Acknowledge the authority of the ETTU and its agents in matters related to television broadcasting, video recording, internet webcasting, motion picture production, and photography, and
- Release all associated rights to the ETTU and its agents.

5.2. RECEPTIONS

The LOC may wish to extend invitations to a reception before or during the Event. The necessary arrangements have to be clarified with the ETTU/SG or CD in due time.

5.3. VIP CARE

There shall be a VIP lounge, with seats and tables, with drinks and snacks available for the VIP accredited persons.

5.4. FLAGS

The following flags shall be hoisted in the playing hall

- the national flag of the Organising Association
- the national flags of the participating Associations.
- all flags shall be of the same size and displayed in their official direction (horizontal / vertical)

The LOC shall be responsible for all matters of flag protocol, working in close co-operation with the ETTU.

The order of the flags shall be according to the english alphabet .

The display of the flags shall be according to IOC guidelines.

5.5. VICTORY CEREMONY

There shall be a Victory Ceremony at the end of the event with a suitable podium or arrangement for 8 persons and a backdrop. ETTU will approve the victory ceremony protocol and arrangements with the backdrop.

5.6. AWARDS

The LOC must provide with new trophies and medals as follows:

1 trophy for winners in: Men's singles and Women's singles

2 trophies for winners in : XD, MD, WD.

Medals for all players finishing 1st, 2nd and 3rd (2x).

Medals for the Referee team and for the final day umpires (approx. 10).

Additional awards are to be arranged by the LOC (to be approved by ETTU) in case the LOC wishes to include more than 1 person from LOC side at the award giving ceremony.

A physical podium is required. The LOC shall provide appropriate decoration arrangements to enhance the presentation.

Backdrop (LED screen or printed board) must follow official ETTU layout.

Lighting, graphics and pyrotechnic effects may be used to enhance the ceremony implemented subject to ETTU approval.

The design of all the awards, including medals and trophies, must be submitted for ETTU approval.

The LOC is responsible for providing hostesses and presentation trays for delivering medals and trophies to the award presenters.

The ETTU Award Ceremony protocol must be followed and final requests from LOC submitted to ETTU 2 weeks prior to the event.

6. PRESS / MEDIA

6.1. BULLETIN

An electronic Bulletin shall be prepared by the LOC and include at least:

- The players' names and their associations
- General schedule of the competition
- Welcome letter of the ETTU President and organising Association's President
- Some general information about the host country and host city
- Advertisements of the sponsors (Title Sponsor logo and name on the front cover and 1 full page colour advertisement - Major Sponsors 1 advertisement - Timekeeper Sponsor 1 advertisement, ball sponsor 1 advertisement) and supplier pool members each 1 half-page colour advertisement.
- Up to 4 additional pages for ETTU.
- ETTU will provide the LOC with its own stakeholders' (suppliers and partners) graphics for the inclusion into the bulletin
- ETTU will have the final sign off of the Bulletin

6.2. PRESS CENTRE and FACILITIES

There shall be a press centre and press conference room with direct access to the playing hall, equipped with a sufficient number of tables, chairs and at least fifty (50) internet connections (cable and wireless). Press photographers and TV camera operators shall have easy access to the playing area.

There shall be a Mixed Zone providing access for media persons to players and coaches. An official event backdrop must be inside the Mixed Zone.

Media persons shall be provided with special seats and tables within the playing hall having direct internet access; they shall be supplied promptly with all results and interesting items of news.

The Official Press Officer and an Official Photographer must follow the ETTU media guideline and work in close co-operation with the ETTU.

7. ETTU TOURNAMENT MANAGEMENT SYSTEM (TMS)

ETTU will provide the Result Management System for the Championships.

ETTU RMS consists of the following parts:

- Tournament software
- Live Ticker
- Results Presentation

7.1. TOURNAMENT SOFTWARE

Requirements which LOC have to provide are:

- separate network LAN with 200/200Mbps upload/download speed
- 6 LAN connections
- 2 BW laser printers
- 2500 white papers
- 1 volunteer in each shift
- power sockets

7.2. LIVE TICKER

All playing tables shall be covered with the Live Ticker system.

Umpires shall run the live ticker.

Requirements which LOC has to provide on each table are:

- 10 sim cards with minimum 20/20 Mbs
- if sim cards are not possible, LAN network 200/200 Mbs
- power socket on each FoP (umpire's high chair or table)

ETTU will provide:

- tablets
- tablet holders
- LAN adapters if needed

7.3. RESULTS PRESENTATION

Results will be displayed in the venue on the big screen (cube)* in real-time.

The requirements for that are:

- access point to the control device of the screen
- network (LAN/wi-fi) with 200/200Mbs
- power socket
- HDMI cable

Displays of the results on specific table :

For each screen, requirements are as follows :

- Android TV - size 55"
- LAN network with 200/200Mbs
- power socket
- HDMI cable

The complete setup of the network must be ready two days before the start of the Championship.

8. TV, INTERNET AND VIDEO

RIGHTS AND OBLIGATIONS

Except as otherwise stipulated (e.g. in the co-operation agreement with Organiser):

- the national and international media rights, standard (i.e. regular on-air) and non-standard (i.e. cable, satellite, live streaming, mobile, pay-TV, Internet, betting, data etc.) remain the exclusive property of the ETTU. ETTU, either directly or through its partners, shall exclusively be entitled to exploit these rights without restriction.
- ETTU will appoint the production company to produce the matches by TV standard (multi cameras) and by online stream (1 camera per table). The LOC must take over the total TV production costs (all TV produced matches on Table 1 and Table 2) and ETTU must take over the total live stream production costs for all live stream produced tables (non TV-produced tables).

No further filming and broadcast of the Event is permitted, unless separately agreed and approved by ETTU in writing.

- The LOC must make available an appropriate connectivity to ensure the event's live and/or delayed online transmissions, accomplishing all the Internet Service Provider's technical
- supply the TV and IP-TV Service Providers' staff with the accreditations required for getting access to all necessary locations;
- make available to ETTU and to the TV and IP-TV Service Providers adequate spaces and working areas;
- give to the TV and IP-TV staff appropriate assistance during the Event.

The organiser shall work in close cooperation with ETTU to ensure high-quality, consistent branding and promotion of the event, the ETTU identity and its partners.

9. MARKETING, ADVERTISING, SPONSORSHIP, VIP ARRANGEMENTS

The organiser shall work in close cooperation with ETTU to ensure high-quality, consistent branding and promotion of the event, the ETTU identity and its partners.

9.1. SPONSORSHIP

ETTU has the exclusive right to appoint a Title Sponsor*, 1 Major Sponsor, the Ball sponsor (confirmed Nittaku), the Official Timekeeper Sponsor and the Umpires and Referees clothing sponsor. Furthermore the ETTU logo must be included on the floor and surrounds (resp. LEDs) at each show court.

**** ETTU has the first right of appointing a Title Sponsor and may either confirm the Title Sponsor in due time or offer to the LOC to buy out the Title Sponsor right from ETTU against either a direct and fixed fee or against a commission percentage.***

The LOC has the exclusive right to appoint, according to the available rights* its own sponsors (1 Major Sponsor and other sponsors)

**** ETTU approval is required for each sponsor of the LOC in order to check on no conflicts i.e. to protect industry exclusivity.***

Each party will keep 100% of their own (sponsor) rights income unless both parties agree differently which must be confirmed in the event agreement.

All grants, so be from Government, regional government and / or city, will be kept 100% by LOC. All ticketing income (gate receipts) will be kept 100% by LOC. Revenues from Official program, smaller sponsors, Official merchandise, value-in-kind sponsors etc. are to be kept 100% by LOC. All other miscellaneous income, if any and not fitting into the above descriptions, to be kept by 100% by LOC.

The LOC shares with ETTU by 50-50 the advertisements rights on the Event announcement posters, program leaflet, entry tickets, accreditation badges and second row advertisements (around the Field of Plays and at the competition table undercarriages) which must be developed in partnership with ETTU and signed off by ETTU.

Annex 2 provides further details on the sponsorship inventory.

9.2. BRANDING AND VISUAL IDENTITY

The event must follow the official ETTU branding guidelines, including logo usage, colour schemes, typography, and layout. All branding must be applied consistently across venue signage, event materials, and digital channels.

- Official font to be used in all event-related graphics: 'Exo 2'
- Official ETTU Colour: #065586

The ETTU logo must be prominently displayed on all official signage, accreditation, promotional material, and digital content. No unauthorised adaptations or distortions are allowed.

A full branding implementation plan must be submitted to ETTU for approval at least three (3) months before the event. Final layouts and designs must be approved prior to production.

9.3. VENUE BRANDING

ETTU branding must be implemented in all key areas of the venue, including:

9.3.1. Venue entrance and exterior:

- Promotional banners and branded materials are required and must be displayed at the venue entrance.
- LOC shall implement promotional activities in the host city, before and during the event, to increase awareness of the event

9.3.2. Competition hall:

- LED boards are mandatory on all TV produced tables.
- Perimeter panels (non-digital) around the field of play must follow ETTU approved designs. If the venue is equipped with LED boards along the stands, ETTU will provide the content and layout to be displayed on those LED screens.
- A jumbo screen is recommended to display match results, sponsor activities and fan engagement contents. This will be managed in coordination with ETTU

9.3.3. Players entrance:

- Players entrance must be implemented following ETTU's identity:
 - LED walk-in tunnel or entrance structure with surrounding branded panels
 - LED graphics showing player names and country flags
 - Lighting effects
 - Walk-in music coordinated with the event DJ and venue speaker

9.3.4. Other spaces:

- Basic ETTU and event branding is required in the following areas:
 - Training Hall
 - Players' lounge,
 - Coaches' lounge
 - mixed zone
 - umpires' area,
 - media working space and accreditation zones
 - vip area.

Backdrops used for ceremonies, media interviews, and press conferences must include ETTU and official sponsor logos, ETTU will provide the layout.

9.4. MEDIA AND PRESS OPERATIONS

9.4.1. Accreditation

Layout for accreditations will be provided by ETTU.

9.4.2. Press Conference Setup

A space for press conferences must be available before the event and after the finals. ETTU will coordinate player attendance and content.

9.4.3. Participants Promotional Activities

Any promotional activity involving the participants of the event must be approved in advance by the ETTU Competition Director and Marketing Manager.

9.5. SOCIAL MEDIA

All content must include the official event # selected by ETTU.

LOC Social media contents must follow ETTU's identity. LOC shall coordinate templates with ETTU Digital Content Manager and must tag ETTU in all social media posts related to the event. If required LOC must share with ETTU all social media content. The LOC shall not create or operate any separate social media accounts, profiles, or channels using the official name of the Event or any variation of it. Should the LOC wish to publish content related to the Event through existing social media platforms of the National Association or other affiliated entities, the content shall be coordinated in advance and shared with ETTU.

Official ETTU Social Media Channels:

- Instagram: @ettu_official
- YouTube: @ettutvofficial
- Facebook: European Table Tennis Union
- LinkedIn: ETTU (European Table Tennis Union)
- TikTok: @ettu_official
- Douyin: @ettuofficial

9.6. FAN ENGAGEMENT

Fan engagement activity requests from the LOC must be approved and coordinated with the ETTU Marketing Manager.

9.6.1. Fan Zone

The Fan Zone must be an interactive space designed to engage spectators.

It should include:

- interactive table tennis related games or challenges
- sales/promotional stands for ETTU official partners, suppliers and sponsors
- Food courts and refreshment areas: LOC shall offer a variety of local and international options
- Kid Zones with fun activities, for example, mini table tennis games, coloring and drawing stations, mascot interactions, and more.
- TV screens displaying live streaming and live scoring to maintain audience engagement in the Fan Zone (requirements 7.3.)

9.6.2. Merchandising

Only one official merchandising per event is allowed, conducted by the LOC.

All official event merchandise must be submitted to ETTU for approval. Only approved items may be sold or distributed on site.

9.6.3. Mascote

If the LOC intends to introduce an event mascot, the design, branding, and usage plan must be approved by ETTU.

9.7. VIP

All protocol questions directly related to the Event shall be fixed between the ETTU/SG or CD/CM or MM and the LOC Event Manager/Tournament Director.

9.7.1. VIP seats

VIP seats must be reserved for accredited persons, shall be VIP seats close to show court in FoP or reserved seats in the tribunes. ETTU must confirm the allocation of VIP seats, which should, in principle, be in the best locations. ETTU has the first right to assign seating for ETTU persons / guests.

9.7.2. VIP lounge

The LOC must provide a dedicated VIP lounge for accredited guests.

The VIP lounge must be able to accommodate all VIP-accredited persons and all VIP ticket holders, including furniture such as tables, chairs, and informal seating. The area shall be in line with the official ETTU visual identity.

Catering services must be available offering hot food, snacks and beverages.

VIP access must be restricted to accredited guests only.

If the lounge doesn't have a clear view of the competition area, LOC shall put TV screens with live streaming and scoring.

The LOC must divide the VIP room into 2 separate areas in order to have a separate space for VVIP guests. Should such a separation not be possible, a separate VVIP room must be arranged by the LOC. The allocation of VVIP guests will be decided jointly by ETTU and the LOC

9.8. TICKETING

ETTU must approve the ticketing strategy, including pricing, sales launch date, sales platforms or websites, and the targeted audience.

Regular and VIP tickets must clearly differ in pricing, seating, and benefits, such as VIP lounge access, priority entry, and designated VIP seating.

9.9. DATA PROTECTION

The LOC must ensure that all persons accessing to the Event venue are informed that by entering the Event venue, all attendees acknowledge that they have read, understood, and accept ETTU's Privacy Policy, accept to be filmed and photographed and release all relating rights to ETTU and its appointed rightholders, including the collection and use of personal data for event-related purposes.

This information must be included on the entry tickets and on the entrance doors of the Event venue.

9.10. APPROVALS AND COMPLIANCE

All branding, promotional materials, and media plans must be submitted to ETTU for approval.

ETTU reserves the right to request changes or removal of any non-compliant content or visual.

LOC must comply with all local security regulations and laws.

For the safety and integrity of the event, the following items and activities are strictly prohibited within the venue and its surrounding areas:

- Weapons of any kind, including knives, firearms, or objects that may be used as weapons.
- Explosive, flammable, or hazardous materials. illegal drugs, or any banned substances.
- Large banners, flags, or items that may obstruct views or disrupt the event.
- Materials or items of a political, discriminatory, offensive, or provocative nature.
- Unauthorized recording, broadcasting, or commercial equipment.
- Any devices or means used for illegal betting or gambling activities.

Spectators and participants are strictly forbidden from engaging in political demonstrations, unauthorized protests, discriminatory acts, or any form of illegal betting connected with the event.

The Local Organising Committee (LOC) is responsible for ensuring the security of the event and is required to enforce these measures at all times. Security personnel and stewards are entitled to search individuals and their belongings, deny entry, or remove persons who fail to comply with these regulations.

10. PERSONNEL

During the Championships the LOC has to provide with the following:

- official photographer
- official press officer
- official announcer/speaker
- official DJ

10.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Press Manager

The official photographer is requested to be in the venue during the whole Championships.

Requested devices:	a camera that delivers high-quality images of athletes on the move in complex light conditions
Requested knowledge:	experience in sports photography picture editing

Duties:

10.1.1. taking photos of:

- players in action, players with coaches during breaks
- celebrations
- emotions
- spectators and fans
- sponsors exposure at field of play and from other locations at the venue
- award ceremonies
- players entrance/march in
- umpires
- inside and outside venue including trade stands, VIP area etc

10.1.2. editing and renaming of each picture and taking pictures showing the sponsors'

advertisements in connection to the Event (for each sponsor pictures when they are displayed at LED surrounds and FoP, net, table etc in connection to the matches in play)

All photos must be high-resolution (minimum 200 DPI or 2000 px).

Photos must be sent to ETTU via WeTransfer at the end of each day (or sooner if required) to: press@ettu.org

10.2. OFFICIAL PRESS OFFICER

The official press officer is directly responsible to the ETTU Press Manager

The official press officer is requested to be in the venue during the whole Championships.

Requested devices: laptop with MS office

dictaphone or smartphone

Requested knowledge: knowledge of English in speaking and writing

Duties: a.o. taking quotes from players after matches

10.3. OFFICIAL ANNOUNCER/SPEAKER

The official announcer is directly responsible to the ETTU Competition Manager and ETTU Marketing Manager

The official announcer is requested to be in the venue during the whole Championships

Requested devices: sound system

Requested knowledge: knowledge of English in speaking and writing

work experience as an event leader/announcer

Main duties:

- players presentation ceremony
- victory ceremony
- opening ceremony
- fan engagement activities: entertaining the audience before matches, during breaks and in between matches

The official language is English. The speaker may also use the local language for key announcements.

Scripts content must be coordinated with ETTU.

The Official Announcer must be approved by ETTU latest 1 month prior Event start.

10.4. OFFICIAL DJ

The official DJ is directly responsible to the ETTU Competition Manager and ETTU Marketing Manager

The official DJ is requested to be in the venue during the whole Championships.

Audio content must be coordinated with ETTU.

Requested devices: sound system

Main duties:

- responsible for music during the players presentation
- responsible for music during the victory ceremony
- responsible for music during the opening ceremony
- responsible for music during the non playing periods

The LOC is responsible to clear any music rights.

11. MATCH OFFICIALS

The ETTU URC will announce 1 Referee and 2 Deputy Referees for the Championships.

Number of umpires Day 1-4: 32 umpires

Number of umpires Day 5: 16 umpires

Number of umpires Day 6: 8 umpires

Number of umpires Day 7-8: 6 umpires

The LOC will send an open invitation letter, jointly with the ETTU URC to all ETTU member associations 5 months before the Championship starts.

DAILY ALLOWANCES:

The LOC must provide directly to all visiting match officials daily allowances as follows :

Referee Advanced / International: 170€ per working day + 2 additional working days

Deputy Referee: 130€ per working day+1 additional day

Gold Badge Umpire : 120€ per working day

Blue Badge Umpire : 110€ per working day

White Badge umpire: 65€ per working day

Other umpires: 45€ per working day

Travelling costs: The LOC must reimburse the travelling cost for the referee team

Travelling costs by car : 0,40€ per km + payroll/vignette costs

Travelling costs by plane: economy airfare; the travel costs must be approved by the LOC in case the travel cost per person exceeds 500€, latest 60 days before the Championship starts

12 SUSTAINABILITY

The organiser shall ensure the implementation of the following sustainability measures:

12.1. Plastic Reduction

As per directive 4.1, no plastic water bottles or cups shall be distributed. Only water stations (gallons) shall be provided. All participants (players, coaches, umpires, staff, EB members, etc.) must bring their own reusable bottles.

12.2. Printed Materials

Printing in all working areas (e.g. referee table, call area, umpire briefings, management office) shall be strictly limited and only permitted when absolutely necessary (e.g. when information cannot be distributed or accessed electronically in a timely or reliable manner). No printed materials such as prospectus, general information, or results shall be distributed. The official event bulletin, as referred to in Directive 6.1, shall be made available preferably in electronic format. If printed copies are produced as souvenirs, their quantity shall be strictly limited.

12.3. **Waste Management**

The LOC shall ensure proper waste separation and recycling procedures are in place at the venue, in accordance with local regulations. Clearly marked bins for different waste types (e.g. glass, paper, food, cardboard, metal, plastics) must be available and easily accessible in all relevant areas, including competition hall, training areas and lounges. Staff and volunteers shall be instructed to monitor and support proper waste disposal. The LOC must provide with the sustainable policies of their proposed hotels.

12.4. **Equipment recycling**

Special collection points for used balls and rubbers shall be available inside the venue.

12.5. **Marketing materials:**

Banners and backdrops must be made from recycled or recyclable materials whenever possible. For annual tournaments (not valid for European Championships), organisers shall reuse backdrops and avoid printing dates or years. Alternatively, use modular elements that can be changed yearly. If reuse is not possible, organisers are encouraged to repurpose banners into items such as bags or cases, ideally produced locally.

12.6. **Sustainable hosting:**

Organisers proposing venues with sustainable features receive additional points in their application. This includes:

- Venues located near airports and accessible by public transport.
- Walking distance between venue and official hotels to avoid bus transport.
- Use of electric vehicles for official transport.
- Accommodations and venues with official green certification.

13 CONTRACTS

Except with the prior written consent of ETTU, the LOC shall, in relation with the Event, not enter into a contract whose provisions are in conflict with the provision of these directives.

14 MISCELLANEOUS

Any side activity during the Championships must be approved by ETTU.

All other provisions to be respected by the LOC but not mentioned neither in the ETTU Regulations applicable for the Event nor in the present directives shall be laid down in detail in the co-operation agreement to be concluded between ETTU and the Organising Association (LOC).

Hygienic guidelines (if needed) may be prepared by ETTU and the LOC in order to guarantee a safe environment for all persons involved.

ETTU may confirm at its sole discretion any amendment to these directives which will not imply an additional financial cost to the LOC (example: ETTU persons in charge for the respective domains/areas)