

**ALL FIELDS MUST BE COMPLETED PROVIDING AS DETAILED INFORMATION AS POSSIBLE**

Please note that fields coloured      must be selected from the drop down menu that appears to the right of the cell

Page 1/2

TOURNAMENT								
Tournament Name in ITF Calendar (e.g ESP F2) <b>TUR F16</b>		Tournament Prize Money, USD <b>\$10.000</b>		Plus Hospitality (+H) <b>NO</b>				
City <b>ANTALYA</b>		Country <b>TURKEY</b>		Tournament Week (Monday e.g. 09/01/13) <b>Pzt 12 May 2014</b>				
TOURNAMENT INFORMATION								
SINGLES QUALIFYING DRAW	Draw size <b>64</b>	FROM <b>Sat 10 May</b>	TO <b>Mon 12 May</b>	No of Days <b>3</b>	Sign-in <b>Fri 9 May</b>	Time <b>Before 18.00</b>		
SINGLES MAIN DRAW	Draw size <b>32</b>	FROM <b>Tue 13 May</b>	TO <b>Sun 18 May</b>		Sign-in <b>None</b>			
DOUBLES MAIN DRAW	Draw size <b>16</b>	FROM <b>Tue 13 May</b>	TO* <b>Sat 17 May</b>	*Friday final recommended	Sign-in <b>12.00 noon day before Singles Main Draw starts</b>			
PLAYING CONDITIONS	No. Match Courts <b>Min 5 courts required</b> <b>5</b>	No. Practice Courts <b>Min 1 court required</b> <b>1</b>	Indoor / Outdoor <b>Outdoor</b>	Surface Category <b>Hard</b>	Surface Type <b>Hard - Greenset</b>			
	Official Ball (Type, Brand Name) <b>WILSON US OPEN</b>		Floodlights? <b>YES</b>	If no floodlights, approx number of playing (daylight) hours? <b>6</b>				
PRIZE MONEY AND FEES	Prize Money paid in (Currency code) <b>EUR; Euro</b>		Method of Payment <b>Cash</b>	Tax deductions % (Resident/Non-Res.) <b>25</b>	Entry Fee (max \$40, QD only) <b>\$40</b>			
HOSPITALITY (For non +H event)	MAIN DRAW: If any, Details			QUALIFYING: If any, Details				
HOUSING								
SOCIAL EVENTS	<b>TOURNAMENT PARTY ON WEDNESDAY</b>							
CONTACT IN NATIONAL ASSOCIATION								
Tournament Administrator (name) <b>AHMET KURSAD DEMIR</b>								
Address <b>Turkiye Tenis Federasyonu, Poligon Mh. Aydinlar Cd. No:3a-1, Istinye/Sarlyer</b>								
Zip / Post Code		City <b>ISTANBUL</b>		Country <b>TURKEY</b>				
Telephone (Included Country Code +) <b>+905340205398</b>				Fax (Included Country Code +) <b>+902122778023</b>				
Email address <b>kursad.demira@gmail.com</b>				National TA Website address <b>www.ttf.org.tr</b>				
SITE INFORMATION								
Promotional Tournament Title <b>TENNIS ORGANISATION CUP</b>				Name of the Club / Venue <b>BELCONTI RESORT HOTEL</b>				
Address <b>ISKELE MEVKII BELEK</b>								
Zip / Post Code		City <b>ANTALYA</b>		Country <b>TURKEY</b>				
Telephone (Included Country Code +) <b>+905327612090</b>				Fax (Included Country Code +) <b>+902122620154</b>				
Email address <b>info@tenorg.com</b>				Tournament Website address (if any) <b>www.tennisorganisation.com</b>				
TOURNAMENT OFFICIALS & KEY CONTACTS								
TOURNAMENT DIRECTOR	Tournament Director (name) <b>MR.ÖZGÜR ERGÜDEN</b>							
	Before Event Telephone (Include Country Code +) <b>+905327612090</b>			Before Event Fax (Include Country Code +) <b>+902122620154</b>				
	During Event On-site Telephone (Include Country Code +) <b>+905327612090</b>			During Event On-site Fax (Include Country Code +) <b>+902122620154</b>				
	Email address <b>info@tenorg.com</b>			Mobile phone (Include Country Code +) <b>+905327612090</b>				
ITF SUPERVISOR	ITF Supervisor, name							
	During Event On-site Telephone (Include Country Code +)			During Event On-site Fax (Include Country Code +)				
OTHER KEY CONTACTS	Player's desk (Name & Telephone number) <b>MR.ÖZGÜR ERGÜDEN +905327612090</b>			Transport (Name & Telephone number) <b>MR.ÖZGÜR ERGÜDEN +905327612090</b>				
SPORTS MEDICINE TRAINER								

VISA (Organisers are kindly requested to assist entered players with Visa invitation letters as appropriate)			
Visa requirements to enter your country	Cost of Visa Application (if any)	Deadline for Submitting Visa Application (if any) <small>dd/mm/yy</small>	
Name and contact details of person to contact regarding Visa (e.g. email, telephone & fax number) <b>Contact Mr.Özgür Ergüden info@tenorg.com or +905327612090</b>			
Additional information (e.g. Visa requirements for players from different countries, website with Visa information etc)			

TRAVEL GUIDELINES			
Nearest Airport(s) <b>ANTALYA INTERNATIONAL AIRPORT</b>	Distance to Hotel <b>27 KM</b>	Distance to Site <b>27 KM</b>	
Transport from Airport(s) to Tournament Hotel/Site	If not provided free of charge, please indicate approx cost by:		
SHUTTLE CAN BE PROVIDE UP TO 3 PERSON	Tourn. Transfer <b>50</b>	Taxi	Public Transport (currency) EUR; Euro
Nearest Train Station(s) <b>NO</b>	Distance to Hotel	Distance to Site	
Transport from Train Station(s) to Tournament Hotel/Site (If not provided free of charge, please indicate approx cost) <b>NO</b>			
Road Directions to Site (directions, website, etc)			
Alternative Travel Options (e.g. bus, ferry etc)	Local Tourist Information (e.g. website)		
Additional Travel Information <b>FOR SHUTTLE RESERVATION PLEASE CONTACT info@tenorg.com</b>			

HOTEL INFORMATION						
<b>HOTEL 1</b> <small>(Mandatory)</small>	Name of Hotel <b>BELCONTI RESORT HOTEL</b>			Level of Hotel (Star rating, etc) <b>5 STAR ALL INCLUSIVE (ALL MEALS AND DRINKS INCLUDED)</b>		
	Address <b>ISKELE MEVKII BELEK</b>					
	Zip / Post Code	City <b>ANTALYA</b>		Country <b>TURKEY</b>		
	Telephone (Included Country Code +) <b>+905327612090</b>			Fax (Included Country Code +) <b>+902122620154</b>		
	Email Address <b>info@tenorg.com</b>			Hotel Website Address (if any)		
	<u>Single Room</u>	<u>Double Room</u>	<u>Triple Room</u>		<u>Currency</u>	
	Rate	Per	Rate	Per	Rate	Per
	<b>90</b>	<b>room</b>	<b>63</b>	<b>person</b>	<b>63</b>	<b>person</b>
	Breakfast included <b>YES</b>		Hotel Tax included <b>YES</b>		Reservation Deadline (Date e.g.01/01/11)	
	Distance to Site (metres, kilometres) <b>ON SITE</b>			Transport Hotel to Site (must be provided free of charge if not walking distance) <b>NO WALKING DISTANCE</b>		
Additional information <b>Hotel reservation must be done with Tournament Director info@tenorg.com (BREAKFAST-LUNCH-DINNER INCLUDED)</b>						
<b>HOTEL 2</b> <small>(Optional)</small>	Name of Hotel			Level of Hotel (Star rating, etc)		
	Address					
	Zip / Post Code	City		Country		
	Telephone (Included Country Code +)			Fax (Included Country Code +)		
	Email Address			Hotel Website Address (if any)		
	<u>Single Room</u>	<u>Double Room</u>	<u>Triple Room</u>		<u>Currency</u>	
	Rate	Per	Rate	Per	Rate	Per
	Breakfast included		Hotel Tax included		Reservation Deadline (Date e.g.01/01/11)	
	Distance to Site (metres, kilometres)			Transport Hotel to Site		
	Additional information					

<b>ADDITIONAL INFORMATION (e.g. Alternative accommodation - websites, etc.)</b>
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## 2014 ITF MEN'S CIRCUIT FACT SHEET TEMPLATE



\*ULTRA ALL INCLUSIVE CONCEPT for all players and Coaches who stays at Belconti Resort Hotel. Tournament will be at Belconti Hotel's Tennis Courts. Hotel reservations must be confirmed with Tournament Director. Belconti Resort Hotel will NOT accept any reservations from travel agencies during tournament week. If a player comes to Belconti Hotel with travel agency, he/she has to pay 25 EUR per person per day to tournament organization company at hotel during tournament week. Players who stays at another hotels must pay 30 EUR per person/per day for entry to Tournament Hotel (Belconti Resort) then can use all facilities, will have breakfast and lunch at Belconti Resort Hotel. **PLAYERS HAVE NOT PAY TO ENTER TO THE TOURNAMENT SITE IF THEY PLAY ONLY THEIR MATCHES. When player has lost in singles and doubles and is not**

Tennis Europe - Tel: +41-61-335 90 46, Fax: +41-61-331 75 53 - Email: [protennis@tenniseurope.org](mailto:protennis@tenniseurope.org)